

**SAC Agenda
School Advisory Council
Wednesday, November 8, 2023**

- **Introductions**
- **Approve October minutes**
- **Administrative Report—Mrs. Griffiths**
- **Approval of items:**
 - **SAC By-Laws 2023-2024-Vote to accept – Mr. Miller**
 - **Academic Honesty -vote accept- Mrs. Griffiths**
 - **Parent & Family Engagement 1% Funds- Vote accept - Mrs. Finnell**
 - **Family night materials**
 - **Family night food**
 - **Color Paper for Flyers**
- **SIT Program- Mrs. Collins**

Next Meeting: Friday, December 8, 2023 @ 1:00p.m.

Looking Ahead:

Nov. 9- Early Release @12:40
Nov. 10- No School- Veteran's Day
Nov.13- Nov. 17- Second nine weeks Interim Report
Nov. 14- Turkey Bowl Jamboree- Legion Field at 10:00am
Nov. 14- Blessed with Books at 5:30pm
Nov. 15- Thanksgiving Lunch/ Kona Ice/ 4th grade to Cracker Storytelling
Nov. 16- Great American Teach In/ PTO Spirit Night at Locorrito's
Nov. 17- JHW 60th birthday/Fall celebration/ Croc Day \$1.00
Nov. 20-24- Thanksgiving break
Nov. 28- Parent Pit Stop at 8:15 in PLC room
Nov. 30- PBIS celebration
Dec. 1- 4th grade field trip to ICE/ 5th grade field trip to Bok Academy South tour/ PTO meeting
Dec. 4-Gifted Education Week
Dec. 7- Memories with Santa at Bok Tower Gardens/ Kindergarten performance

Thank you for supporting Janie Howard Wilson!

School Advisory Council- Meeting Minutes

Friday, November 8th, 2023

Members Present/Introductions:

Kim Griffiths; Jamesha Howard; Aylin Medina; John Miller; Tiffany Pressley; Lacey Moye; Brittany Alexander; Rafael Unzueta; Roxanne Anderson; Cheryl Donaldson; LaQuanda Burroughs; Betty Finnell; and Genifer Gunn

Review of Minutes-

Reviewed October Minutes:

Approved October Minutes: Lacey Moye

Second October Minutes: Rafael Unzueta

Administration Report by Mrs. Griffiths:

- We are so excited to welcome the Mrs. Peters as the IB teacher.
- We had a very successful Veteran's Day program
- MidFlorida came to read to Kindergarten and we are so thankful for their support.
- Kindergarten had a great visit to the corn maze.
- JHW staff went to visit Bok Tower for our upcoming Memories with Santa event.
- We had a very successful conference day on October 16th. Thank you to the parents who came out and we also want to thank SLA for the BBQ.
- Thank you to Ms. Gunn for making sweet treats for her sweet shop! The students got to go to her sweet shop for making math gains.
- Our staff will be celebrating Dr. Klepacki as she gets ready to become a mom.
- JHW current enrollment is at 431.
- JHW has read 7,127 AR books. This is up by 5,142 from the previous year.
- Thank you to Mrs. Thomas, Mrs. Goodman, and Dr. Moye for their assistance with the Janie Howard Wilson's agriculture program.
- Thank you to Lake Wales High School for students in the Latinos in Action class for working with our ESOL students in first, third, fourth, and fifth grade.
- JHW staff has 100% that has completed the Vector training.
- Thank you to Ms. Gunn, Ms. Lawson, and Mrs. Burrows for coaching a very successful cheer program at JHW.
- The administration is thankful for SLA for offering to make cupcakes for students and staff for JHW's 60th birthday.
- Thank you to Jan Lewis for supporting literacy at JHW with the Blessing of Books event.
- We are so proud of our ESE for the implementation of Orton Gillingham program.

- Mrs. Griffiths shared the current progress of the Strategic Plan goals for the 23/24 school year. The highlighted sections in green have been completed, the yellow sections are in progress, and no color means we have not started yet.
- Congratulations to our Teacher of the Year: Sonia Sotomayor and our Support Person of the Year: Amy Ballentine.

- **Approval of Items:**

- SAC By-Laws
 - Approved by: Mrs. Moye
 - Second by: Rafael Unzueta
- Academic Honesty Policy
 - Approved by: Rafael Unzueta
 - Second by: Mrs. Medina
- Parent & Family Engagement- 1% Funds
 - Approved by: Mrs. Moye
 - Second by: Mrs. Howard
- **SIT Program- Presented by Mrs. Collins**
 - This program represents Students in Transition. It assists with clothing, food, and outreach opportunities for the community.
 - There is a significant need for our community to have more opportunities for youth.
 - JHW would like to work with community members to get scholarships for current community sports and provide transportation if possible.

Questions Discussed:

Question: Do any of the students know who Janie Howard Wilson is?

Answer: No, but we can put her picture and biography on the morning show news.

Question: You mentioned Primary Years training is finished. Does this mean you don't need to do anymore training?

Answer: We have completed the minimal expectations for training for the 23/24 school year for authorization. There are many more trainings that will assist us to enhance our understanding of this philosophy. It is also important for our board and charter office to have the training.

Question: Science of Reading- How do the teachers feel about all the training they have had to do?

Answer: It can be overwhelming, but we do provide opportunity at our PLCs to complete it.

Question: What are the numbers on the reading graph given?

Answer: It is the number of Accelerated Reader quizzes the students have passed to compare the 2023-2024 to the 2022-2023 school year.

Question: Is Toddle Unique only to Janie Howard Wilson?

Answer: Yes, as it is designed for elementary schools who want to implement the PYP IB program.

Question: Is there anything else you need besides air conditioning in the clinic?

Answer: We need updated playground equipment, playground supplies for recess, intercoms for PE and building one by the media center, working water fountains, an updated bus loop, and our kitchen is also in need of air conditioning.

Question: What does SIT stand for?

Answer: Students in Transition.

Question: How many students are in the SIT program?

Answer: 45 students

Question: What is the need for the students in the SIT program?

Answer: After school programs and scholarships for community sports and activities. There is a need for transportation to these programs and opportunities.

Question: Do they have Big Brothers/Big Sisters around here?

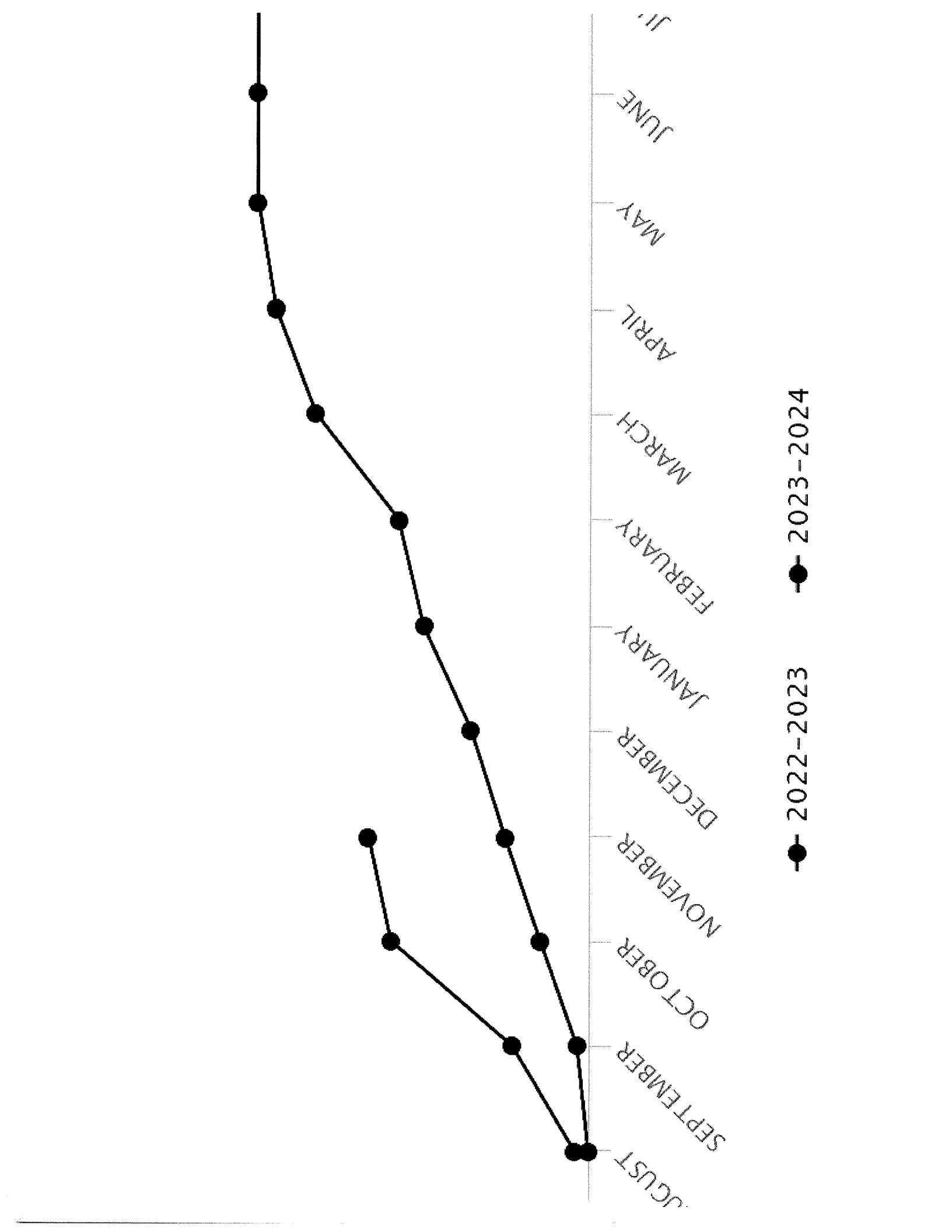
Answer: Not in Lake Wales. There is the Boys and Girls club.

Question: Is the SIT program advertised on your website or social media?

Answer: It is not advertised at this time.

Question: The students that are on the weekend food bag list are also part of the SIT program?

Answer: No, we have other students that are considered "in-need" that do not qualify SIT program.



**Janie Howard Wilson: Strategic Plan- Targeted Goals
~2023-2024**

SP23-27SDGG1	Janie Howard Wilson will become PBIS certified
SP23-27IBGG2	Janie Howard Wilson will work with the consultant and have feedback for their reflections on how to increase the Approached to Learning, Student Agency, and Student Efficacy
SP23-27PRCGG2	Janie Howard Wilson will have school pride tee shirts for good behavior; Learner Profile recognition; and strong AR points for Fridays
SP23-27SecAcadPG1	Janie Howard Wilson will work in conjunction with Florida Diagnostic and Learning Resources System (FDLRS) to increase performance with our Exceptional Student Education performance.
SP23-27SecAcadPG2	Janie Howard Wilson will have Sheltered Instruction Observation Protocol (SIOP) trained staff due to the number of English Language Learner (ELL) students on our campus.
SP23-27ARTSPG2	Janie Howard Wilson will have a lead person for photography that would assist with the yearbook and enhance the on-campus family nights to include the student work in these events.
SP23-27SecAcadRG2	In order to increase reading proficiency, Janie Howard Wilson will continue to update the media center with relevant books for current times, student interest, and update the genres.
SP23-27SecAcadRG3	In order to challenge on level, above level, and gifted students, Janie Howard Wilson will participate in the Florida Sunshine Readers Awards (SSYRA).
SP23-27IBRG1	Janie Howard Wilson will utilize a lesson plan template (Toddle) to have a cohesive lesson planning tool
SP23-27SDPG1	Janie Howard Wilson will provide PBIS training for staff to implement behavioral interventions with fidelity
SP23-27SDPG2	Janie Howard Wilson will purchase PBIS signage around the school to communicate positive behavior interventions and expectations
SP23-27SDPG3	Janie Howard Wilson will purchase PBIS Swag for monthly PBIS celebration
SP23-27IBRG3	Janie Howard Wilson will purchase anchor chart paper and paper for the poster maker for the work that needs to be posted on the Key Concept Board for each unit
SP23-27PRCRG1	Janie Howard Wilson will utilize folders for JHW to have a selected day to increase communications when flyers and work will go home. JHW would have a dedicated day K5
SP23-27PRCRG2	Janie Howard Wilson will have consistent color coordinated system tags for dismissal times and these colored tags will be on student backpacks

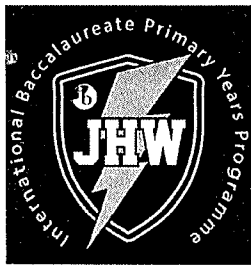
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[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Janie Howard Wilson: Strategic Plan- Targeted Goals

~2023-2024

SP23-27SACRG2	Janie Howard Wilson will install a community board that will have all pertinent information related to the SAC meetings
SP23-27ARTSTG2	Janie Howard Wilson will purchase equipment for the photography class and use these pictures in art shows, family nights with the arts being incorporated throughout the year, and for the yearbook.
SP23-27WFCCTG3	Janie Howard Wilson will have their PYP exhibition project online as they continue with the IB pipeline through the Lake Wales Charter School system.



Janie Howard Wilson Elementary Academic Honesty Policy

The value of Academic Honesty is highly valued at Janie Howard Wilson Elementary. All students receive instruction in a culture that strongly promotes the value of academic integrity. Students are committed to creating and developing coursework that is their own intellectual property. They learn to use only authorized aid and assistance and to appropriately reference primary and secondary sources.

Our school's culture prohibits any act of academic malpractice. As our inquiring students develop skills and learn how to activate their agency, students both enjoy the freedom and bear the responsibility of studying in a course that emphasizes independence and self-reliance. The JHW staff recognizes that the 21st-century learner has an abundance of information at their fingertips at all times. This unprecedented access makes it imperative that systems are in place to teach young learners the importance of academic ethics.

The purpose of the written Academic Honesty Policy is to describe academic honesty as it relates to Janie Howard Wilson's learning community to define breaches of academic honesty and to outline the school's response should academic dishonesty occur. If our software detects the student participated in academic malpractice, the progressive discipline system begins. This expectation includes the IB PYP Exhibition and IB core requirements, and course work that assesses Florida state standards. The teachers, the IB Coordinator, and the administration will monitor student submissions and if the staff is alerted to possible malpractice, progressive discipline measures will be followed.

Academic Malpractice Defined Cheating includes plagiarism, collusion, duplication of work, misconduct during an examination, and the disclosure of information on any examination, etc. Cheating is broadly defined as any behavior which is used to gain an unfair academic advantage. Examples are the falsifying of records, the use of technology to gain answers, the utilization of notes in a test without permission, and allowing another person (friends, parents, tutors, etc.) to do work identified as the students.

Plagiarism is defined as submitting another person's work and identifying it as their own. This includes any work submitted without a citation giving credit to the creator of the intellectual property.

Misconduct Relating to Examinations

Misconduct occurring during any form of assessment be it classroom assessment and/or local and state assessment (FAST, iReady, STAR):

- The copying of another person's work without citation.
- The theft of any examination documents.
- Knowingly using unauthorized materials or information during an examination.

- The use of technology to gain an advantage during an examination.
- Any attempt to compromise the attention of another candidate during an examination.
- Knowingly exchanging information about the examination before and within 24 hours of taking the examination.

Progressive Discipline

The progressive discipline process following a breach of the Academic Honesty policy is as follows:

First Offense:

- A zero is given for the assignment.
- A discipline referral is entered into the school's student management system.
- The teacher calls the parent of the student within a 24-hour period of knowledge of the breach.
- The Administrators and IB Coordinator are informed of the breach and the actions taken by the teacher.
- Offenses occurring during a State Assessment will result in the student's test being invalidated and additional consequences may follow (please see the student code of conduct CHEATING Section 4.03).

Second Offense:

- A zero is given for the assignment.
- A discipline referral is entered into the school's student management system.
- The Administrators and IB Coordinator are informed of the breach and the actions taken by the teacher.
- The administrations will schedule a parent, teacher, and coordinator conference. The student's other teachers may be included depending on the situation.
- The student will be placed on Academic Probation as evidenced by a contract signed by the student, parent, and administrator during the conference.
- Offenses occurring during a State Assessment will result in the student's test being invalidated and additional consequences may follow (please see the student code of conduct CHEATING Section 4.03).

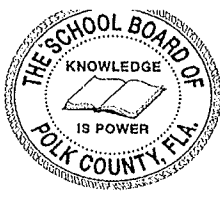
Third Offense:

- A zero is given for the assignment.
- A discipline referral is entered into the school's student management system.
- The Administrators and IB Coordinator are informed of the breach and the actions taken by the teacher.
- The administrations will schedule a parent, teacher, and coordinator conference. The student's other teachers may be included depending on the situation.
- Review of the Academic Honesty Contract during the conference.
- Offenses occurring during a State Assessment will result in the student's test being invalidated and additional consequences may follow (please see the student code of conduct CHEATING Section 4.03).

Annual Review of the Policy The Academic Honesty Policy undergoes an annual review to ensure it is meeting the needs and expectations of all stakeholders. The committee reviewing the policy will include Administration, IB Coordinator, SAC, PTO, IB PYP Committee, and teachers. The review commences in the Spring Semester for the upcoming school year.

Communication of the Policy The final version is communicated through the following resources:

- Students and their parents sign an Academic Honesty Contract which includes a link to this policy during the first week of school.
- It is placed on the Janie Howard Wilson Elementary School Website.
- Copies of the policy are available upon request.



**BYLAWS
FOR
SCHOOL ADVISORY COUNCIL
(SAC)**

ARTICLE I

PURPOSE

School Advisory Councils assist in the preparation, implementation, and evaluation of the School Improvement Plan. The Council makes recommendations and assists the school administration in all areas of school improvement. These functions are performed through participatory decision-making by parents, educators, school staff, business people, and other community members who are stakeholders in the school.

ARTICLE II

COUNCIL YEAR

This Council shall operate for successive terms of one (1) year to coincide with the school year, making this Council operational from and including October through May of each year.

ARTICLE III

MEMBERSHIP

A. Composition.

51% of the School Advisory Council membership will be composed of parents, teachers, educational support staff and business/community members. The membership shall be representative of the ethnic, racial and economic communities served by this school.

B. Election.

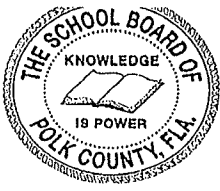
1. Parents are elected to the School Advisory Council by parents in the Spring.
2. Teachers and education support staff will be elected by their respective peer groups at the end of the school year for the following year.
3. In the event that the elections do not constitute a membership that is balanced by ethnicity, race, socioeconomic, status of the student population, the principal may appoint a member.

C. Term.

The term for membership is each member shall serve for a term of one year. The administration will serve continuously on the Council.

D. Appointment.

Membership vacancies shall be filled by those new members who have been



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recommended/elected by their representative groups and whose appointments have been approved by consensus of the membership present at a regularly scheduled meeting. Community members are appointed by the principal with input from the School Advisory Council membership.

E. Training.

New members joining the Council will receive training prior to or during the first meeting in October.

F. Attendance.

Any member who accumulates 2 consecutive unexplained absences from noticed meetings will be replaced by the principal with School Advisory Council approval.

ARTICLE IV

MEETINGS

A. Time and Date.

The Council's meeting shall be held at 1:00p.m. on a Friday on a monthly basis beginning in October and ending in May of each school year.

B. Place.

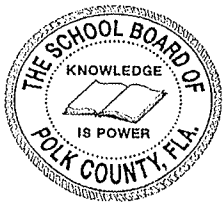
Each meeting shall be held in the PLC room at Janie Howard Wilson.

C. Duration.

It is the intent of this Council to conduct all meetings in an expeditious manner with the goal that each meeting shall not last more than an hour. However, on such occasions as is necessitated by the contents of the meeting, the meeting shall last as long as necessary based on the consensus of those members present.

D. Meeting Notice.

Notice of each meeting will be given 2 weeks prior to each scheduled meeting by email, mail, phone call. The notice will include any votes that will be presented for a vote to the membership.



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ARTICLE IV. (con.)

- E. **Agenda** Each meeting shall be conducted in accordance with a written agenda provided at the beginning of each meeting and containing some or all of the following discussion points:
1. Review and Approval of minutes of previous meetings.
 2. Committee Reports (if any)
 3. Old Business
 4. Administrative Reports
 5. School Updates and Presentations
 6. New Business
 7. Items to Agenda for Following Meeting

Certain items may be added to or deleted from the agenda for any particular meeting based upon consensus of the members present or as requested by the principal.

It is the responsibility of the Council Secretary to see that copies of meeting agendas are made available to members prior to or at the beginning of each meeting. The time, date and place of any meeting may be modified based upon a consensus vote of the members present at any meeting.

ARTICLE V

VOTING AND QUORUM

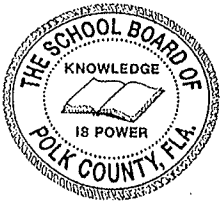
- A. 51% of the listed membership constitutes a quorum for the council.
- B. All matters and issues shall be decided by a consensus of all members present at any particular meeting.

ARTICLE VI

COUNCIL MANAGEMENT

The activities of the School Advisory Council shall be managed by a chairperson who shall be appointed on an annual basis by consensus vote of all members present at a regularly scheduled meeting for which the election of the chairperson is placed on the agenda. A co-chairperson may be elected whose responsibility shall be to conduct the meetings and the functions of the chairperson in the absence of the chairperson. The chairperson and principal will consult with each other prior to all meetings and concerning all Council business. The Council shall elect a secretary. His or her responsibilities shall be to record and keep the minutes of all Council meetings, to distribute Council minutes to all active members and to give notice of all Council meetings. The Council secretary shall have the assistance of a school staff secretary appointed by the school principal, to assist with the preparation reproduction and maintenance.

All of the above officers shall be appointed on an annual basis to serve for a period of one (1)



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year. Other officers may be appointed, at the direction of the consensus of membership, in order to assist the Council in the performance of its duties.

ARTICLE VII

GOVERNING LAW

The operation of the School Advisory Council is governed by Florida Statute 229.58 the policies of the Polk County School District and the government through the Sunshine Law. Decisions made by the School Advisory Council must be made within the boundaries of Polk County School Board policy. School Board members may review School Advisory Council By-Laws. School Board members approve School Advisory Membership and the School Improvement Plan.