
















Janie Howard Wilson SAC Sign-In

Monday, October 28, 2024

Name	E-Mail	Signature
Kim Griffiths	kim.griffiths@lwcharterschools.com	
Brittany Alexander	brittany_alexander@lwcharterschools.com	
LaQuanda Burroughs	laquanda.burroughs@lwcharterschools.com	
Jeanette Sepulveda	jeanette.sepulveda@lwcharterschools.com	
John Miller	jcmiii24@hotmail.com	
Rafael Unzueta	rafael@lifetimeml.com	
LaShonda Mose	lashonda.mose@lwcharterschools.com	
Roxanne Anderson	Roxanne_anderson@lwcharterschools.com	
Janice Maldonado	j.maldonado@slamgmt.com	
Sonia Sotomayor	sonia.sotomayor@lwcharterschools.com	
Yessenia Sanchez Velaquez	yessenia.sanchezvelaquez@lwcharterschools.com	
Aimee Poirer	aimee.poirer@lwcharterschools.com	
Denene Irwin	denene.irwin@lwcharterschools.com	
Don'Queria White	que863@hotmail.com	
Nekia Chadwick	nekiashcart@gmail.com	
Shantavius Pierre		
Takesha Bradwell		

School Advisory Council Membership 2024-2025

District Poik School Janie Howard Wilson School # 1401
 Principal Kim Griffiths Phone 8636784211 Fax _____
 Sac Chair _____ Parent Community Staff
 Home Phone _____ Work Phone _____
 Mailing Address 306 Florida Avenue City/State/Zip Lake Wales, FL 33853
 Co-Chair _____ Route _____ Data from what date? _____

School Based																							
Administration	W	B	A	I	P	M	H	Teachers	W	B	A	I	P	M	H	Support Staff	W	B	A	I	P	M	H
Kim Griffiths	1							Sonia Sotomayor						1	Janice Maldondo								1
															Jeanette Sepulveda								
															Yessenia Sanchez V								
District Personnel	W	B	A	I	P	M	H																
LaQuanda Burroughs		1																					
Total	1	1	0	0	0	0	0	Total	0	0	0	0	0	1	Total	0	0	0	0	0	0	0	1
No Election								Date Elected							Date Elected								

Community Based																							
Community	W	B	A	I	P	M	H	Parents	W	B	A	I	P	M	H	Students	W	B	A	I	P	M	H
John Miller	1							LaShonda Mose		1													
Rafael Unzueta							1	Don'Queria White		1													
								Nekia Chadwick		1													
								Roxanne Anderson		1													
								Shantavius Pierre		1													
								Aimee Poirer		1													
								Takesha Saunders		1													
								Denene Irwin		1													
Total	1	0	0	0	0	0	1	Total	2	6	0	0	0	0	Total	0	0	0	0	0	0	0	
No Election								Date Elected							Date Elected								

	White	Black	Asian	Indian	P.Island	Multi-racial	Hispanic	Totals
School Population	92	191	4	1	1	9	196	494
Percent	18.60%	38.70%	0.80%	0.20%	0.20%	1.80%	39.70%	100.00%
SAC Membership	3	7	0	0	0	0	5	15
Percent	20.00%	47.00%	0.00%	0.00%	0.00%	0.00%	33.00%	

Legend:

W White	I Indian	H Hispanic
B Black	P Pacific Islander	
A Asian	M Multi-racial	

Percentage too low
 Percentage too high
 percentage within range

SAC Membership Percentages:	
Community	66.67% (must be more than 51%)
School based	26.67%
Today 09/25/24	

Kim Griffiths
Signature of Principal

John Miller
Signature of Chair

Signature of Co-Chair (if appointed)

10/28/24
Date

10/28/24
Date

Date

Assurance:

The majority of the SAC members are not employed by the school district. The SAC is composed of the principal and an appropriately balanced number of teachers, education support employees, students (for middle and high school only), parents, and other business and community members who are representative of the ethnic, racial, and economic community served by the school. Please verify the statement above by selecting Yes or No below.

YES NO



**SAC Agenda
School Advisory Council
Monday, October 28, 2024**

- **Introductions**
- **SAC Dates**
- **Approve May minutes**
- **SLA**
- **Administrative Report—Mrs. Griffiths**
- **SAC Power Point- Mr. Miller**
- **SAC By-Laws 2024-2025-Vote to accept at November 15, 2024 SAC meeting- Mr. Miller**
- **SIP Plan—needs assessment/goals—any revisions/approval—Mrs. Griffiths**
- **PYP Timeline for Authorization- Mrs. Alexander**
- **Parent & Family Engagement 1% Funds- Vote - Mrs. Finnell**
 - **Family night materials**
 - **Family night food**
 - **Color Paper for Flyers**
- **Email/phone list**

Next Meeting: Friday, November 15, 2024 @ 1:00p.m.

Looking Ahead:

Oct. 28- Nov.1- Red Ribbon Week
Oct. 28-Nov. 1- Care Center Food Drive
Oct. 31- PTO Fall Photo
Nov. 1- PTO Meeting at 8:15am
Nov. 4- 29- Krispy Kreme Donut Sale (5th grade)
Nov. 7- PTO spirit night- Brake Burger
Nov. 8- Fall Fest/ Kona Ice
Nov. 11- No School- Veteran's Day
Nov. 13- Paint Along K-2

Thank you for supporting Janie Howard Wilson!



SAC Meeting Dates

2024-2025

Meetings will take place face to face at 1:00 p.m.

Monday, October 28, 2024

Friday, November 15, 2024

Friday, December 13, 2024

Friday, January 10, 2025

Friday, February 21, 2025

Friday, March 28, 2025

Friday, April 25, 2025

Friday, May 9, 2025

Janie Howard Wilson Elementary

SAC Minutes - October 28, 2024.

Attendance:

Kim Griffiths; Brittany Alexander; LaQuanda Burroughs; Jeanette Sepulveda; John Miller; Rafael Unzueta; LaShonda Mose; Roxanne Anderson; Janice Maldonado; Sonia Sotomayor; Yessenia Sanchez Velaquez; Aimee Poirer; Denene Irwin; Don'Queria White; Nekia Chadwick

Call to Order:

A meeting of the Janie Howard Wilson Elementary School Advisory Council was held in the Professional Learning Community (PLC) Room on 10/28/2024. Chair John Miller called the meeting to order at 1:05pm. Kim Giffiths will record minutes for this meeting.

Minutes:

Rafael Unzueta motions to approve the minutes of May 17, 2024, with no corrections.

Old Business:

1. Mrs. Griffiths provided the following school events from August to October:
 - o Enrollment is much higher this school year as we were anticipating 440 and we had 464 for FTE.
 - o Our first AR celebration was a success. The students had sweet treats and got to decorate pumpkins like book characters
 - o We will be kicking off our first awards this Thursday following our storybook parade
 - o A special thanks to the families who have been coming to PTO! We are getting some fantastic feedback and we look forward to implementing some of these initiatives.
 - o The hurricane took down two basketball nets and one broke. These were brand new. We also lost our greenhouse. A huge thank you to First Baptist Church, several JHW staff members, and Mr. Miller for coming to help with the clean up!
 - o Thank you to Eric from Bonnie Plants as he is working with Mrs. Poirier to get our plants beds up and going.
 - o If you haven't seen our Kindergarten wing, please take a walk because they have outstanding student work.
 - o Our IB application needed to be uploaded to MyIB and Mrs. Alexander is working on that now, so we can have our authorization walk.
 - o Just Read Florida has walked our school twice this year. We have kicked off the year with a focus on explicit instruction with vocabulary and now working towards small groups.
 - o Thank you to Ms. Gunn and Mrs. Burrows for working on the cheer team this year. A special thank you to Mrs. Coffman for putting together a dance team. Thank you to Mrs. Stull for her work with after school paint along and tutoring during the day. Thank you to Coach Stull and Coach Stoudemire for football after school.
 - o Thank you to Mrs. Finnell as she has created a science lab for 4th and 5th graders and she is also doing science tutoring for our 5th graders.
 - o Thank you to Mrs. Borders as she has been working with our 4th and 5th grade teachers in writing on top of her ESE and ELL job responsibilities
 - o Thank you to Mrs. Ballentine as she has been active in the classrooms with training new staff on UFLI and our new staff members to JHW.
 - o We are excited to kick off our next PTO fundraiser of Penny Wars!
 - o Due to testing running later than last year for K-2 and the hurricane days, we are behind with our AR numbers: 26.4% to 25.4%
 - o BOY Testing: We were at 11% proficient last year and this year we are at 14% in third, fourth, and fifth grade reading. There was no change in mathematics for our BOY testing.

New Business:

1. **SLA Menu- Presented by Janice Maldonado**

- a. Non-Voting Item
- b. Reviewed menu updates
- 2. **SAC By-Laws- Presented by John Miller**
 - a. Non-Voting Item for this meeting
 - b. Voting will take place on 11/15/2024
- 3. **SAC PowerPoint- Presented by John Miller**
 - a. Non-Voting Item
 - b. Roles and Responsibility of SAC members
- 4. **School Improvement Plan – Presented by Kim Griffiths**
 - a. Non-Voting Item- Seeking feedback and input from school stakeholders
 - b. Reviewed the data of 23/24 school year
 - c. Reviewed the goals written to improve area of concern
 - d. Further discussion at the 11/15/2024 meeting
- 5. **PYP Timeline – Presented by Brittany Alexander**
 - a. Non-Voting Item
 - b. Updated Timeline for Authorization
 - c. Next steps with Authorization process
- 6. **Parent and Family Engagement 1% Funds- Presented by Betty Finnell**
 - a. Non-Voting Item for this meeting
 - b. Voting will take place on 11/15/2024 for the \$3400.00

Reports:

- 1. School Improvement Plan Report- Emailed to SAC Members
- 2. SAC By-Laws- Paper copies provided at the 10/28/2024 meeting
- 3. SAC PowerPoint- Paper copies provided at the 10/28/2024 meeting

Open Agenda

Mr. Miller requested to discuss a co-chair at the November 15th, 2024 meeting.

Next Meeting Date & Time:

The next meeting will be held on November 15, 2024 in the Professional Learning Community (PLC) Room at Janie Howard Wilson Elementary.

Meeting Adjournment:

Motion: John Miller_ motioned to adjourn the meeting at 2:05pm. Motion carried unanimously.

Submitted by,

Name of Recorder _____,

Name of Position on Board _____

Approval Date: _____

School Advisory Council- Meeting Minutes

Friday, May 17th, 2024

Approved
KG

10/28/24

Ben Griffin

Members Present/Introductions:

Kim Griffiths; Jamesha Howard; John Miller; Betty Finnell; LaShonda Mose, Rafael Unzueta; Roxanne Alexander; Tiffany Pressley; Lacey Moye; Brittany Alexander, and Aylin Medina.

Review of Minutes April 19, 2024

Approved Minutes: Rafael Unzueta

Second Minutes: LaShonda Mose

Minutes were reviewed, and minimal changes were amended to take out the "I" and replace with Mrs. Griffiths in April meeting minutes under the administration report section.

Mrs. Jamesha Howard approved this change

Mrs. Aylin Medina second this change.

Administration Report by Mrs. Griffiths:

- JHW has completed our progress monitoring three data. Special thank you to our staff and especially Mrs. Alexander for making this a success with zero invalidations. Our families did an amazing job as we had over 90% attendance on state testing days! We also had a fun kick off for testing and we should be recognizing the classes who earned the pinata based on their achievements with state testing.
- Thank you to Ms. Gunn for her cookie decorating cakes for her final Achieve the Green this year! Ms. Gunn has also been exceptional with her support for JHW as she has also supported our fifth-grade team when a staff member has unexpected plans. We want to recognize Ms. Gunn for all she does to support the staff and students at JHW! She is a true team player and goes above and beyond.
- We are completing our Buy One Get One Free book fair. Thank you to Mrs. Danford for her work with running this program and Mrs. Finnell for setting this up. It has been a true success as many students have been purchasing books for the summer.
- We want to thank our staff and Mr. Blair for supporting us as we recognized our National Day of Prayer before school hours.
- We had a successful and fun Color Run this past month. Thank you to PTO for this special event.
- Our first graders got a visit from Smokey the Bear as they wrapped up an IB Unit while our PreK and Kindergarten students learned water safety from Josh the Otter.
- Our 3rd, 4th, and 5th grade IB Showcase was such a success! We appreciate the presentations and projects done by our students and a special shout out to Ms. Coffman and her dancers. If you haven't had a chance to see the video, please take a look on our social media page.
- We also had our first Fairy Tale Showdown. The first-grade teachers rocked it and congratulations to Mrs. Bender's class for taking first place! Mrs. Finnell and Ms. Walker are the magic behind the scenes and Ms. Walker has hidden talents with creating stage decorations.
- We want to congratulate our student Issac Navarro for competing in the district wide Tropicana Speech contest. His teacher, Mrs. Sotomayor, came out to cheer him on with his family. We also want to thank Mr. Unzueta, Dr. Hutto, and Ms. Magill for judging our school wide contest to select our winner earlier this past month.
- We had a blast with our final AR Foam party. Thank you to Ms. Pooser for setting this experience up and Mrs. Ballentine for maintaining the water station!

- We really enjoyed kicking off our first Battle of the Books. We selected students that showed they read at least five of the books from the SSYRA list. They had three practices and then were put on teams! We can't wait for next year. Thank you to Ms. Pooser, Mrs. Finnell, Mrs. Ballentine, and Ms. Walker for all their work behind the scenes.
- Thank you to PCSB as they came out quickly as three of our classrooms flooded with the rainstorm. They have spent the last two days making repairs to our campus.
- We had an amazing teacher appreciation week. A special thank you to PTO, SAC, and Original Ink for sponsoring the ice cream and lunches! Thank you to Zip car wash and Weikert Ford for the free oil changes.
- Our first graders enjoyed the River Ranch zoo, our third graders had a blast with their bowling field trip, our cheer and honor society went to Skyzone to thank them for an amazing season, and our second graders went to Legoland. Our first graders will be heading off to Bok Tower next week, while fourth grade will be at the Tampa Zoo, and fifth grade will explore Gatorland.
- Fifth grade will be doing a reader's theater next week to our Kindergarten and First Grade students next week.
- Field day was a success! A huge thank you to our families as our kids dressed out with their team colors.
- Thank you to Mr. Smith as two of our teachers (Mrs. Howard and Mrs. Burrows) will have the opportunity to attend Get Your Teach On.

SLA- Menu Committee- Presented by K. Griffiths

- Reviewed the morning meeting that we had with Mrs. Maldonado and Mrs. Walsh.
- There have been multiple staff changes both with management and the staff on the serving line.
- The breakfast menu will be revisited as we are requesting more protein and less sugar and packaged items.
- There will be more choices for students for the 24/25 school year.

School Improvement Plan Update- Presented by Mrs. Griffiths

- A copy of the latest School Improvement Plan was sent to SAC members prior to the meeting with the meeting notice.
- Mrs. Griffiths reviewed the current numbers and compared the previous numbers uploaded by the Florida Department of Education. The following numbers were reviewed:

FAST Testing 2024	FAST Testing 2023/2022
3 rd Grade ELA Proficiency=32%	Not calculated during 2023
ELA Proficiency= 37%	ELA Proficiency=37%
Math Proficiency= 38%	Math Proficiency= 43%
ELA Learning Gains= 57%	ELA Learning Gains=29%
ELA Bottom 25%= 68%	ELA Bottom 25%=23%

Math Learning Gains=46%	Math Learning Gains= 39%
Math Bottom 25%= 56%	Math Bottom 25%= 50%
Science Proficiency= 32%	Science Proficiency= 31%
Overall Pts: 46%	Overall Pts: 37%

- Our students are still benefiting from the UniSig grant and had multiple opportunities for additional field trips and this has been a motivator for them.
- The School Improvement Plan will include a science goal for the 24/25 school year.

Compact for 24/25- Presented by Mrs. Finnell

- A copy of the latest compact was sent to SAC members prior to the meeting with the meeting notice.
- A copy of the compact is put in the student agenda each year.
- There was feedback given for grammar and restructuring of sentence structure. This conversation is appreciated, and Mrs. Finnell will update the compact to reflect these changes.

Summer Reading Plan- Presented by Mrs. Griffiths

- Mrs. Griffiths shared the recognition of receiving the Read 20 books. Our school made reading log copies and if the reading logs are completed then the students receive a sweet treat.
- Mrs. Griffiths shared about the success of our first Battle of the Books this past year. A copy of the 2024-2025 list was also sent home. Over the summer, Janie Howard Wilson will share You Tube videos of the books on our social media.
- Janie Howard Wilson partnered with New Worlds Reading and the University of Florida for the Books and Cooks program. Our teachers were trained, and we will be recruiting families to sign up for New Worlds reading so they can be considered for the Books and Cooks program.
- Janie Howard Wilson will continue to promote the Varsity Tutoring opportunities for our students.
- Janie Howard Wilson would like to thank Bok North and Bok South for providing their summer projects to give to our fifth graders.
- Janie Howard Wilson is promoting the public library for their summer literacy events.

Recognition- Presented by Mr. Miller

- Thank you to Mrs. Moye and Mrs. Pressley for all their hard work and dedication to Janie Howard Wilson. Janie Howard Wilson is fortunate to have them present on our campus for the Sunshine Cart, attending the PTO meetings, and SAC meetings. We truly can not express our sincere gratitude for all they have done for our teachers and students.

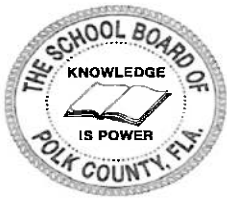
Questions Discussed:

Question: Is the school compact consistent across the other schools in the charter system?

Answer: It is a Title One requirement and should be shared with individual stakeholders for feedback.

Question: Are there any concerns with students that attend Bok South or Bok North that have no access to an on-campus library?

Answer: Mrs. Anderson stated that Bok South is addressing this concern. We recommend that Bok North addresses this concern as we are unable to answer this on their behalf.



**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.

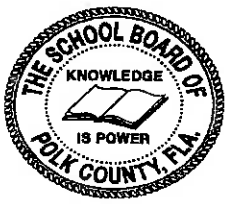
1. Parents are elected to the School Advisory Council by parents in the Spring.
2. Teachers and education support staff will be elected by their respective peer groups at the end of the school year for the following year.
3. In the event that the elections do not constitute a membership that is balanced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



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

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.

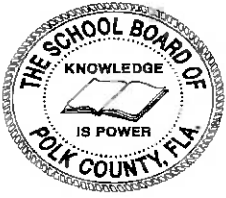
Each meeting shall be held in the PLC room at Janie Howard Wilson.

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

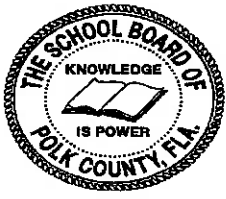
- A. 51% of the listed membership constitutes a quorum for the council.
- B. All matters and issues shall be decided by a consensus of all members present at any particular meeting.

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.

Annual School Improvement Assurances

for 2024-25 School Improvement Plans and School Advisory Councils and Stakeholder Involvement

Purpose of the Assurances

Each year, the Florida Department of Education (Department) verifies that districts meet two requirements. First, districts with schools meeting the below requirements must have an approved School Improvement Plan (SIP) pursuant to section (s.) 1001.42(18), Florida Statutes (F.S.), and the Elementary and Secondary Education Act (ESEA) Section 1111(d). Secondly, Florida Statutes require that each school's School Advisory Council (SAC) meet composition requirements set forth in s. 1001.452(1), F.S. In order to ensure compliance with these requirements, please complete the required survey of assurances. If a district is unable to complete the assurances, please contact the Bureau of School Improvement for further guidance.

Assurances of School Improvement Plans

Assurance 1: The district shall require implementation of a new, amended or continuation SIP for each public school in the district that has a school grade of D or F; has a significant gap in achievement on statewide standardized assessments administered pursuant to s. 1008.22, F.S., by one or more student subgroups, as defined in the federal ESEA, 20 United States Code (U.S.C.) s. 6311(b)(2)(C)(v)(II); has not significantly increased the percentage of students passing statewide, standardized assessments; has not significantly increased the percentage of students demonstrating Learning Gains, as defined in s. 1008.34, F.S., and as calculated under s. 1008.34(3)(b), F.S., who passed statewide, standardized assessments; has been identified as requiring instructional supports under the Reading Achievement Initiative for Scholastic Excellence (RAISE) program established in s. 1008.365, F.S.; or has significantly lower graduation rates for a subgroup when compared to the state's graduation rate. The district school board shall annually approve the SIP.

Pursuant to s. 1001.42(18)(a), F.S., and 20 U.S.C. s. 6311(b)(2)(C)(v)(II)

Assurance 2:

The district shall require the development and implementation of a SIP informed by all indicators described in ESEA Section 1111(d), for each school identified as comprehensive support and improvement (CSI), targeted support and improvement (TSI), and additional targeted support and improvement (ATSI). The SIPs for schools identified as CSI, TSI and ATSI must be approved and monitored by the district. ESEA Section 1111(d)(1)(B)(4) and (d)(2)(C) requires each school identified for CSI and ATSI to develop a plan that must identify and address use of resources through implementation of the plan. The SIPs for schools identified as CSI must be approved by the district and Department and periodically reviewed by the Department. Each school identified for TSI or ATSI is required to develop a support and improvement plan that must be approved and monitored by the district per ESEA Section 1111(d)(2)(B) and (C).

Pursuant to ESEA Section 1111(d)

Assurance 3: The district shall require implementation of a SIP for each public school identified under the RAISE program. The SIP shall explicitly address strategies for improving reading performance. The district school board shall annually approve the SIP.

Pursuant to ss. 1001.42(18)(a) and 1008.365(4), F.S.

Assurance 4: The district shall require implementation of a SIP for each public school in the district (identified by measures indicated in Assurance 1), except charter schools, implementing a dropout prevention and academic intervention program. The SIP must address the dropout prevention and academic intervention program. The district school board shall annually approve the SIP.

Pursuant to s. 1003.53(2)(b), F.S.

Annual School Improvement Assurances

for 2024-25 School Improvement Plans and School Advisory Councils and Stakeholder Involvement

Assurance 5: The district shall require implementation of a SIP for each public high school in the district (identified by measures indicated in Assurance 1), except charter schools, that includes strategies to improve student readiness for the public postsecondary level. The district school board shall annually approve the SIP.
Pursuant to s. 1008.37(4), F.S.

Assurance 6: The district shall require implementation of a SIP for each public school in the district with grades 6, 7 or 8 (identified by measures indicated in Assurance 1), except charter schools, that includes a description of the specific strategies used by the school to implement each item of the professional learning system listed in s. 1012.98(5)(b), F.S. The district school board shall annually approve the SIP.
Pursuant to s. 1012.98(5)(b)10.c., F.S.

Assurance of School Advisory Council Composition and Stakeholder Involvement

Assurance 1: All public schools in the district, except charter schools, shall have a SAC that assists in the preparation and evaluation of the SIP. A majority of the members of each SAC shall not be employed by the school district. Except as noted below, each SAC is composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community members who are representative of the ethnic, racial and economic community served by the school. High school SACs must include students; middle and junior high school SACs may include students.
Pursuant to s. 1001.452, F.S.

Assurance 2: All public schools in the district identified as CSI, TSI and ATSI must locally develop and implement a SIP created in partnership with stakeholders (including principals and other school leaders, teachers and parents).
Pursuant to ESEA Section 1111(d)(1)(B), (2)(B) and (C)

Last approved 11/14/2022



Name of School
SAC Minutes - _____ (Date) _____.

Attendance:

List members and attendees.

Call to Order:

A meeting of the _____ (name of school) School Advisory Council was held in the _____ (place of meeting) on _____ date .
Chair _____ name _____ called the meeting to order at _____ time . _____ Name _____ will record minutes for this meeting.

Minutes:

_____(Name) _____ motions to approve the minutes of _____ (date) _____, with the following corrections _____ (detail the corrections) _____.
Motion outcome. Note: nothing is ever erased from the minutes. Corrections are made in the margin and initialed. If wording is to be expunged, a line is drawn through the words that are to be expunged. Crossed out words should still be readable. When minutes are approved, the word approved and the secretary's initials and date of the approval are written next to the signature of the secretary OR a line can be provided at the bottom of the page that says "approval date". To correct minutes previously approved require a 2/3 vote ([Roberts Rules](#)). Minutes should be written "promptly" and distributed public as per Sunshine Law requirements.

Old Business: Guidelines for Minutes guides regarding Sunshine Laws

1. Board members are not prohibited from using written ballots to cast a vote as long as the votes are made openly at a public meeting, and the ballots are maintained and made available for public inspection in accordance with the Public Records Act. A secret ballot violates the Sunshine Law. ([AGO 73-264](#))
2. "Minutes of Sunshine Law meetings need not be verbatim transcripts of the meetings; rather the use of the term "minutes" in [Section 286.011, Florida Statutes.](#), contemplates a brief summary or series of brief notes or memoranda reflecting the events of the meeting."
3. "Section. 286.011(2), F.S, provides, in part, that: "The minutes of a meeting of any . . . board or commission of any . . . state agency or authority shall be promptly recorded, and such records shall be open to public inspection."

New Business: How to Write Meeting Minutes

1. The minutes provide a permanent record, provide a reference to check commitments and decisions, and provide a record of results for those who were not present at the meeting. Essential elements are noted, such as:
 - a. type of meeting,
 - b. name of the organization,
 - c. date, time, and venue,
 - d. names of those in attendance, and
 - e. main topics and the time of adjournment.
2. Minutes should include approval of previous minutes, and all resolutions. Taking minutes is not the same as taking dictation. Record what is *done*, not what is *said*. Do not reflect personal opinions about anything that is said or done.
3. Sunshine Law requires "prompt" minutes. Benefits of prompt minutes include easier writing of the minutes while memory is fresh, and it is very important in helping the chair create the next meeting agenda.
4. Record the motions made and the names of people who originate them. You do not need to record the name of the "second" to the motion pursuant to [Robert's Rules](#). (Individual societies may decide to record seconds to the motion). Record whether motions are adopted or rejected, how the vote is taken (i.e., by show of hands, voice or other method). Write the names of the attendees who approve or oppose each motion if there is a split vote. The SAC may wish to use *motion forms* to ensure accurate wording of all motions. Refer

to the form for specific wording when completing the minutes. Do not record motions that are withdrawn, all points of order, and appeals.

5. Attach long resolutions, reports or other supplementary material to the minutes as an appendix.

Helpful Hint: Use the agenda for the meeting as an outline so that you can jump right to the topic without a pause and kept the order of minutes aligned to the agenda. Throughout the agenda, the chair should use suggested time limits for discussion/items on the agenda.

Reports:

1. Report Name

Open Agenda

Helpful Hint: Public must have an opportunity to participate and the SAC may allow public participation throughout the meeting.

Next Meeting Date & Time:

The next meeting will be held on (day and time) in the (place of next meeting)

Meeting Adjournment:

Motion: name of person making motion motioned to adjourn the meeting at . Motion carried unanimously.

Submitted by,

Name of Recorder ,

Name of Position on Board

Approval Date:

School Advisory Council- Meeting Minutes

Friday, May 17th, 2024

Members Present/Introductions:

Kim Griffiths; Jamesha Howard; John Miller; Betty Finnell; LaShonda Mose, Rafael Unzueta; Roxanne Alexander; Tiffany Pressley; Lacey Moye; Brittany Alexander, and Aylin Medina.

Review of Minutes April 19, 2024

Approved Minutes: Rafael Unzueta

Second Minutes: LaShonda Mose

Minutes were reviewed, and minimal changes were amended to take out the "I" and replace with Mrs. Griffiths in April meeting minutes under the administration report section.

Mrs. Jamesha Howard approved this change

Mrs. Aylin Medina second this change.

Administration Report by Mrs. Griffiths:

- JHW has completed our progress monitoring three data. Special thank you to our staff and especially Mrs. Alexander for making this a success with zero invalidations. Our families did an amazing job as we had over 90% attendance on state testing days! We also had a fun kick off for testing and we should be recognizing the classes who earned the pinata based on their achievements with state testing.
- Thank you to Ms. Gunn for her cookie decorating cakes for her final Achieve the Green this year! Ms. Gunn has also been exceptional with her support for JHW as she has also supported our fifth-grade team when a staff member has unexpected plans. We want to recognize Ms. Gunn for all she does to support the staff and students at JHW! She is a true team player and goes above and beyond.
- We are completing our Buy One Get One Free book fair. Thank you to Mrs. Danford for her work with running this program and Mrs. Finnell for setting this up. It has been a true success as many students have been purchasing books for the summer.
- We want to thank our staff and Mr. Blair for supporting us as we recognized our National Day of Prayer before school hours.
- We had a successful and fun Color Run this past month. Thank you to PTO for this special event.
- Our first graders got a visit from Smokey the Bear as they wrapped up an IB Unit while our PreK and Kindergarten students learned water safety from Josh the Otter.
- Our 3rd, 4th, and 5th grade IB Showcase was such a success! We appreciate the presentations and projects done by our students and a special shout out to Ms. Coffman and her dancers. If you haven't had a chance to see the video, please take a look on our social media page.
- We also had our first Fairy Tale Showdown. The first-grade teachers rocked it and congratulations to Mrs. Bender's class for taking first place! Mrs. Finnell and Ms. Walker are the magic behind the scenes and Ms. Walker has hidden talents with creating stage decorations.
- We want to congratulate our student Issac Navarro for competing in the district wide Tropicana Speech contest. His teacher, Mrs. Sotomayor, came out to cheer him on with his family. We also want to thank Mr. Unzueta, Dr. Hutto, and Ms. Magill for judging our school wide contest to select our winner earlier this past month.
- We had a blast with our final AR Foam party. Thank you to Ms. Pooser for setting this experience up and Mrs. Ballentine for maintaining the water station!

Math Learning Gains=46%	Math Learning Gains= 39%
Math Bottom 25%= 56%	Math Bottom 25%= 50%
Science Proficiency= 32%	Science Proficiency= 31%
Overall Pts: 46%	Overall Pts: 37%

- Our students are still benefiting from the UniSig grant and had multiple opportunities for additional field trips and this has been a motivator for them.
- The School Improvement Plan will include a science goal for the 24/25 school year.

Compact for 24/25- Presented by Mrs. Finnell

- A copy of the latest compact was sent to SAC members prior to the meeting with the meeting notice.
- A copy of the compact is put in the student agenda each year.
- There was feedback given for grammar and restructuring of sentence structure. This conversation is appreciated, and Mrs. Finnell will update the compact to reflect these changes.

Summer Reading Plan- Presented by Mrs. Griffiths

- Mrs. Griffiths shared the recognition of receiving the Read 20 books. Our school made reading log copies and if the reading logs are completed then the students receive a sweet treat.
- Mrs. Griffiths shared about the success of our first Battle of the Books this past year. A copy of the 2024-2025 list was also sent home. Over the summer, Janie Howard Wilson will share You Tube videos of the books on our social media.
- Janie Howard Wilson partnered with New Worlds Reading and the University of Florida for the Books and Cooks program. Our teachers were trained, and we will be recruiting families to sign up for New Worlds reading so they can be considered for the Books and Cooks program.
- Janie Howard Wilson will continue to promote the Varsity Tutoring opportunities for our students.
- Janie Howard Wilson would like to thank Bok North and Bok South for providing their summer projects to give to our fifth graders.
- Janie Howard Wilson is promoting the public library for their summer literacy events.

Recognition- Presented by Mr. Miller

- Thank you to Mrs. Moye and Mrs. Pressley for all their hard work and dedication to Janie Howard Wilson. Janie Howard Wilson is fortunate to have them present on our campus for the Sunshine Cart, attending the PTO meetings, and SAC meetings. We truly can not express our sincere gratitude for all they have done for our teachers and students.



Roles and Responsibilities

of
School Advisory Council Members

Elected Members

Parents

- People whose children attend the school

- **Parents elect parents**

Teachers and support staff

- Teachers and support staff **may not** serve as parents at the school where they teach

- **Teachers elect teachers**

- **Support staff elect support staff**

School Advisory Council



You Are Very
Important to the
Success of Our
School!

Elected & Appointed Members

Students

- Required at the high school and vocational technical level
- Student membership is encouraged in middle and elementary schools

- **Students elect students**

Community

- Appointed by principal with input from the SAC

Membership

- Membership of the SAC is approved by the school board.
- 51% of the members must be parents, students, and community members.
- The term of office for each member shall be determined by each school advisory council and is reflected in the by laws.
- **The racial, ethnic, and economic diversity of the student population MUST be represented on the SAC**

Membership

- The principal shall determine the size of the council and make certain the membership of the council reflects the ethnic, racial and social economic characteristics of the student population.
- The principal may appoint additional members to achieve the appropriate representation.

Can You Explain How You Were Elected?

All Members Should Be Able to Explain the Process by Which, and Date Upon Which They Were Elected.



Bylaws

Must be written and approved by SAC members and a copy must be kept at your school, along with the SAC Membership Form.

Election Process

- The principal will inform the school community that nominations to the school's advisory council are invited. (Include parents of upcoming students.)
- The invitation for nomination must clearly note a deadline, membership categories and the process (time, date, event) by which the vote shall be taken.
- After elections have taken place, the principal shall submit the list of members to the school board, which includes name and ethnic/racial category.

Legislation

- In 2002, legislative action amended Statute 229.58 to require School Advisory Councils to adopt bylaws. Each school advisory council shall adopt bylaws establishing procedures for their specific SAC membership.
- A generic template is located on the Polk County School Board Accountability site.

Election Process (continued)

- Documentation of the nomination and election process will be maintained at the school as a public record. Council membership is approved by the school board every fall.
- Vacancies in any membership category during the year may be filled by principal appointment. The principal will inform the accountability office of any replaced members.

Bylaws: Requiring a Quorum

- A quorum must be present before a vote may be taken by the School Advisory Council.
- A **majority of the membership** of the Council constitutes a quorum.
- Example: If there are 30 members listed on the SAC membership list... a quorum is 51% or 16 members.

Bylaws: 3 Day Notice

- At least 3-days advance notice, in writing, is required to all members of the Advisory Council of any matter that is scheduled to come before the council for a vote.
- Members may not participate in any private communications about an issue coming up for a vote.

Vote on
September
12

Bylaws: Recording meetings

The law requires that all minutes be promptly recorded.

All votes taken must be legally documented; however, roll call votes do not have to be taken. Sound recordings may be made but are not required.

Minutes are to be kept in a place accessible by the public.



Bylaws: Scheduling of Meetings

Meetings need to be scheduled when parents, students, teachers, businesspersons, and members of the community can attend.



Roles and Responsibilities

School Improvement Plan
and
Staff Development

Bylaws: Replacing Members

Replacement of any member who has two unexcused consecutive absences from a school advisory council meeting is required according to the procedures in the bylaws.



Roles and Responsibilities

Members

- Evaluate the **School Improvement Plan**
- Determine **School Improvement Priorities**
- Publicize the **School Improvement Plan**
- Support ongoing **School Improvement updates**
- Assist in the decision making process and approval of expenditures of School Lottery Funds as well as review the School Budget.



Roles and Responsibilities

Chair

- Schedules SAC meetings
- Sets Agenda with Principal
- Sends Meeting Notice, including agenda, two (2) weeks prior to meeting
- Facilitates meeting
- Determines strategy for making plans available



Roles and Responsibilities

School Board Members

- Approves SAC Membership for each school
- Reviews and approves annual **School Improvement Plans**
- Develops policies and procedures in response to Florida Statutes



Roles and Responsibilities

Principal (is a SAC member)

- Stays abreast of legislation governing School Advisory Councils
- Facilitates election process stated in by-laws
- Provides testing, behavior, discipline and attendance data to the SAC
- Seeks input from staff and the SAC on **School Improvement Plan**, School Budget, and Lottery Money
- Leads revision, implementation, and evaluation of the **School Improvement Plan**



No



Public Input

The public has the right to observe School Advisory Council meetings. They may speak only at designated times. They must submit a written request at least 7 days before the SAC Meeting. They may not vote.

Roles and Responsibilities

District Superintendent and Staff

- Provide training and technical assistance to local schools in the planning, implementation and evaluation of **School Improvement Plan**
- Reviews **School Improvement Plans** and submits to school board for approval
- Monitors legislated elements
- Provide district data to SAC to support **School Improvement Plan**



Meeting Requirements

- SAC are required by law to meet at least 8 times a year for 5 Star.
- Set dates and times of meetings for the entire school year by consensus of membership
- Members give membership roster to each member, including phone number, email, and home address
- Members sign in every meeting

Five Star School – SAC Role

- School Advisory Councils approve the decision to apply for the Five Star School Award.
- In order to qualify for the Five Star School Award, the SAC must:
 - Schedule eight full meetings
 - Each member must attend 50% or more of the meetings
 - Overall average attendance at SAC meetings must equal 80% or more
 - The Five Star School Application can be found at: All Public Folders/Community Relations/Community Involvement/Award Application.

What is Your School's Mission / Vision?

All Stakeholders should know their school's Mission and Vision and it should be posted at your school.

What is Your School's Grade?

All Stakeholders should know their school's grade.



Department of Accountability
Polk County Schools
534-0688

What are the main goals of your School Improvement Plan?

All Stakeholders should have a copy of the SIP and know what the main goals are for their school.