

Village Elementary School

School Advisory Council Minutes – September 18, 2018

Attendance:

List members and attendees.

Call to Order:

A meeting of the **Village Elementary School Advisory Council** was held in the Media Center on 9/18/18. Chair Mr. Jordan called the meeting to order at 6:24 PM. Ms. Hunt will record minutes for this meeting.

Minutes:

There were no minutes to approve as this was the first meeting.

Old Business:

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. Initial SAC Meeting
 - b. SAC
 - c. 6:15 PM, 9/18/18, Media Center
 - d. names of those in attendance, and
 - e. Explain the purpose of SAC, explain how SAC, SAF, and PTA, School Updates, Build SAC Composition, Title I Parent Engagement discussion to recruit Parents
2. SAC Composition
 - a. SAC Composition was explained
 - b. SAC Forum Rep position was explained
 - c. Parents signed up to be part of the composition
 - d. Parents signed up to be on the SAC Forum
 - e. SAC Composition was voted on and approved.
3. Title I Updates
 - a. Explained the Parent Engagement Plan
 - b. Explained Parent Training Academies and asked for Volunteers
 - c. Handed out Request for Volunteers
4. Introduction of Visitors
 - a. Kiwanis Committee of Greater Sunrise
 - i. They brought backpacks and school supplies for our students
 - ii. They are a new business partner and welcome them to Village
 - iii. Kiwanis Club introduced their members and explained their mission
 - iv. Parents were invited to come to Kiwanis Club meeting son Wednesday at the Civic Center at 7:00PM
 - v. They will also be supporting families at Village for Thanksgiving baskets (Nov 17 is distribution)
 1. Names are needed asap to ensure families have baskets

- vi. Kiwanis also supports K-Kids to help students learn about Community Service
 - 1. This will be started at Village very soon

5. Principal Updates

a. School Budget

- i. Ms. Haynes explained how budget works and that our projection is low
- ii. We projected 709 students and we have 665
- iii. Ms. Haynes explained that we are over class size in Kindergarten and First Grade
 - 1. 22 students in each of those classes and class size should be 18
 - 2. Class Size Department is considering giving us two teachers to help reduce class size.
 - 3. Students may be moving form classes, but parents will be informed prior to this occurring
- iv. The School Advisory Council created a Ballot for School Choice Funds and approved funds for items for the school
 - 1. We have started getting the items ordered
 - a. Poster Maker
 - b. Computers
 - c. Cameras
 - d. Desks/Chairs
 - e. Class Signs
 - f. Printers
 - 2. We are still in the process of purchasing blinds for classrooms, office furniture, and additional items in the Media Center

v. School Safety

- 1. We are also ordering more items for school safety. We have already purchased more cameras around the school
- 2. Our SRO is Office Martin-If he is out the City of Sunrise will send another Officer to fill in for him
- 3. Gates are locked during the day- If gates are open someone will stand by the gate during that time
 - a. Gates lock at 9:00 AM each day
- 4. Safe Haven International
 - a. Initial Assessment of the school was conducted in June
 - b. Phase two was conducted in the beginning of September
 - c. They are looking at areas that we can improve to ensure the school is safe for the students
 - d. On Friday they will be doing staff interviews about safety
 - e. At the end of the month they will be coming to do a traffic assessment
- 5. Safety Drills
 - a. Every month we will be doing Fire Drills and Code Red Drills
 - b. The SAFE Team will be checking to make sure staff and scholars know what they need to do during these drills
 - c. We want to make sure our teachers are always prepared
- vi. Dismissal-
 - 1. Gates close at 3:30 so be prompt to pick up students
- vii. Oct. 1 – 10 Book Fair
 - 1. This helps us purchase more books for the school

Open Agenda

- No Parents or members have questions or concerns
- Mr. Jordan explained that this time will be available at every meeting.

Next Meeting Date & Time:

The next meeting will be held on 10/23 in the 6:15 PM

Meeting Adjournment:

Motion: Mr. Jordan motioned to adjourn the meeting at 7:02 PM. Motion carried unanimously.

Submitted by,

Ms. Hunt,

Title I Rep

Approval Date: