

Welleby Elementary School School Advisory Forum Minutes December 19, 2018

- I. Roll Call to Establish Quorum
Take roll and established quorum.

II. Welcome and Introductions

III. Review of SAC/SAF Minutes from November Meeting – Mr. Jerome

- Mr. Jerome reviewed the SAC Minutes from the last SAC Meeting on November 14, 2018.
- Upcoming school events such as: the Turkey Trot, Math Night at Publix, and Literacy Night was discussed.
- I-Ready Diagnostic Reading and Math Assessments were reviewed and explained.
- I-Ready “Teacher Assigned” lessons were detailed and discussed.
- The goal for I-Ready is for the students to complete 45 minutes of I-Ready Reading and I-Ready Math per week.
- I-Ready is just one of many technology programs used for student academics at Welleby.
- Ms. Atelius spoke about Ant-Bullying Week and how the School Improvement Plan has a section for “social and emotional messages”
- We as adults need to use social awareness and personal skills more often when speaking with and dealing with children.
- There is a link for parents to look into bullying prevention for their child.
- Ms. Atelius handed out papers to all the people in attendance and explained how the papers are helpful for bullying prevention.
- Parents were reminded that as a school Welleby does in fact have policies and procedures in place for bullying issues.
- Questions or concerns regarding the November 14th SAC Meeting.

IV. School Updates – Administration

- Ms. Ollivierre spoke about some school news and general information regarding the academic school calendar.
- Ms. Ollivierre introduced Ms. Gaby who was present to introduce and review the SMART School Choice Enhancement Program.

V. SMART Enhancement Funds presentation – Ms. Gaby

- Ms. Gaby came to the meeting to speak about the SMART School Choice Enhancement Program that Welleby is going to begin the process of taking part in.
- Teams of 4 schools go through the SMART process at once.
- Schools should keep all minutes, emails, and notices regarding SMART in safekeeping.
- There is a \$100,00 bond for the SMART program per school.
- The money spent through SMART has to be “capital eligible” meaning the items purchased have to have a shelf life of 5 years.
- Schools have to make sure to spend the entire \$100,000 to the penny.
- Schools can always dip into another fund (such as PTA) if they need some extra money that goes above the \$100,000 SMART funds in order to buy items.
- Nothing consumable can be purchased with SMART funds.
- All SMART funds used by the school will be audited.
- Schools should inspect all items purchased with SMART funds within 24-48 hours of receiving them to make sure nothing is broken.
- The school’s “parent community” will vote on the School Choice Enhancement Ballot that the SAC Committee creates.
- There are two ways to develop the ballot: by categories or through a wish list.
- Wish lists are to be developed by priority of need for the school and the top priority should be on the top of the list and the lowest priority should be on the bottom of the list.
- SAC will have a role in prioritizing the ballot with the faculty.
- The ballot will be developed; it will go through SAC for approval, goes back to the district for final approval. Parents will then get to vote (community outreach needed).
- Voting on the ballot is basic majority. It is not based on percentage. Whatever results the school gets back, it is the majority of that number.
- Parents, registered volunteers, staff members who are not parents get to vote on the ballot.

- The role of the school is going to be on the way to get the word out to the community on how and when to vote on the ballot for allocation of the SMART funds.
- Schools should create a log to show auditor how the school reached out to the community.
- The minimum voting period should last one week. The maximum voting period is two weeks.
- The district developed the ballot to allow schools to have the same first item on both sides of the ballot as long as the first choice adds up to \$85,000 of the SMART funds because of “certain needs” that a school may have.
- The remaining \$15,000 of the SMART funds on the ballot needs to be different on both sides of the ballot.
- On the ballot, the list of items should be prioritized from top to bottom.
- Schools must buy items based on what the SMART budget allows.
- The Principal meets with the leadership team to discuss priorities of need for the school.
- The ballot has to be approved by SAC before being voted on by community members.
- Ms. Gaby thanked those in attendance for their time and told us she was available if needed for any help at all regarding the SMART funds.

VI. BSA Testing– Ms. Atelius

- BSA Testing for the school will begin as soon as we return from winter break.
- The BSA Test is computer based unlike the upcoming FSA Test which will be paper based.
- The school will be sending home letters to the parents telling them about the approaching BSA Test in January.
- The school is currently coming up with a “computer plan” for January’s BSA Testing.
- All intermediate grade levels (3rd, 4th, and 5th) will take the BSA Math Test at the same time.
- Training for the BSA for faculty and staff who will be BSA administrators will take place on Monday, January 7th.
- The teachers have to make sure all of our students take the practice BSA Test before winter break.
- All BSA test administrators will have to walk around the room and monitor students during the BSA Tests.
- Ms. Ollivierre reminded that teachers should not be using BSA scores as grades in the classroom.

- Ms. Pacheco advised a parent at the meeting to please make sure her child takes their time and not to rush through the test.
- Ms. Ollivierre talked about the difference between the electronic FSA test and the hard copy FSA test.

VIII. Comments and concerns

- Mr. Jerome asked if anyone had any questions or concerns regarding today's SAC Meeting.
- There were no questions or concerns.
- Mr. Jerome thanked all in attendance for coming to our December SAC Meeting and told everyone that we hope to see them all back at our next SAC Meeting in January.
- Mr. Jerome wished everyone a happy and healthy holiday season.

Meeting adjourned