Welleby Elementary School

School Advisory Forum Minutes

March 19, 2019

I. Roll Call to Establish Quorum

 Take roll and established quorum.

II. Welcome and Introductions

III. Review of SAC Minutes from February Meeting -

Mr. Jerome

* Mr. Jerome explained to the people in attendance that Welleby has to appoint a “3 person nominating committee” to help find and recruit people (parents or faculty) to fill vacant positions on the SAC Committee for the 2020-2021 school year.
* The criteria and guidelines for this “3 person nominating committee” were explained in detail and discussion followed.
* The “3 person nominating committee” was voted on and finalized for Welleby Elementary School.
* Ms. Ollivierre is working with and getting input from our School Choice Enhancement Funds representative, Ms. Gaby, to come up with 2 different ballots in order to decide what to spend the allotted $100,000. Then the Leadership Team will finalize the 2 ballots, the SAC Committee will approve the 2 ballots and last we will have our school community vote on the 2 ballots.
* Technology ($30,000) was originally on both of the 2 ballots as a “Big Ticket Item”.
* Ms. Ollivierre went over the original 2 different ballots that was created by the school’s faculty that they had planned to offer the school community.
* Two of the more expensive items on the 2 ballots were: a new playground and a marquee both were estimated to be about $50,000 each.
* Other items on the 2 ballots included: furniture, murals, sound system, and technology.
* Ms. Gaby will get quotes of prices for our school and she will then come back to us with the prices of the various items.
* There are certain things that we can’t get because we don’t have enough allotted money. For instance, overhead coverings for outside for faculty and staff to stand underneath at dismissal.
* We want to spend every dime of the $100,000 allotted funds.
* Different ideas for the ballot in terms of matching and mixing items on the 2 ballots are possible still.
* PTA is not allowed to do “School improvement” projects with their money.
* There was discussion on a marquee and it’s cost along with how valuable it would be for our school community.
* We are allowed t have a marquee at our school, it is just a matter of now going through the process to get it.
* A parent asked what is the point of getting a mural. She was told it was to decorate and beautify the school on the cafeteria and media center walls.
* Anything the school buys must have a shelf life of 5 years. No consumables allowed.
* The majority of the discussion that took place was based on technology.
* Allowing for $20,000 of money towards furniture in the front office, computer lab and media center was discussed.
* Preference for $80,000 for technology and $20,000 for furniture on 1 ballot was discussed.
* The SAC Committee approved 2 new ballots at the meeting. The 2 ballots were as follows:

Ballot 1 – Technology $30,000, Playground $50,000, Sound System $15,000, Furniture $5,000

Ballot 2- Technology $80,000, Furniture $20,000

* These 2 ballots were approved and Ms. Ollivierre will submit them to Ms. Gaby for approval.
* Ms. Barrow brought up the ELOP After School Club situation at Welleby and she asked for all in attendance to please spread the word.
* There must be a minimum of 10 students to have a Club take place.
* Administration said that student’s can switch into a different Club if the Club they registered for is cancelled or possibly if the child just decides he or she wants to switch clubs last minute.
* The deadline for signing up and paying for Clubs is Friday, March 2nd.
* It was noted that some parents wait until the last minute to register their children for Clubs.
* Administration said that registration for Clubs has picked up slightly in the last few days.
* Safety is constantly changing and being updated not only here at our school but at the district level as well.
* There was a “Safe Harbor Survey” completed by administration over the summer where each school gets to list specific recommendations for changes in safety policies and procedures that they would like to see.
* The district will actually be the ones who will tell our school what they have money allotted to fund for and what they won’t fund.
* There is a multi phase safety project that is currently taking place at Welleby. Phase 1 is an upgrade on our school’s camera system. Phase 2 is the placement of additional cameras around the school in hidden areas. Our SRO and administration went around the campus together and identified the best locations to implement these additional hidden cameras

IV. School Updates – Administration

* Mr. Favata spoke about the SMART funds and some of the ideas that administration is considering on how to use the allotted funds (playground, marquee, sound system, technology)
* An update on the ELOP After School Clubs was given. Administration is happy with the turn out for clubs given the fact it is the first time we have done it here in recent years.
* A quick update on “safety” and “safety measures” coming to Welleby was discussed.
* Spoke about how FSA testing starts right after Spring Break ends.
* Discussed next year’s PTA and some ideas and thoughts were mentioned in terms of a “No Hassel” fundraiser and how it may be a good idea to include teachers more in PTA decisions and activities involving the school.

V. Stakeholder Survey

* Welleby Elementary is in the process of conducting parent, staff and student surveys online.
* The district has created the surveys and it is important that as a school community we get as many parents, staff and students to take part in the online surveys.

VI. FSA Testing and Promotion Criteria

* The end of the year testing and promotion criteria was discussed.
* The criteria for both end of the year assessments and FSA scores in order to pass a particular grade level was mentioned.
* It is very important that both parents and students are aware of what they need to do to pass their grade level.
* The FSA testing window opens up after Spring Break.
* April 2nd is when Welleby starts its first FSA Testing sessions.
* Letters have been sent home to all parents telling them exactly when each grade level’s FSA Testing dates are.
* In the beginning of the year all parents got a ”Promotion Criteria Notice” which they had to sign and return to school.
* All promotion criteria for each grade is set by the state, not by our school.

VII. Title 1 Update – Mr. Satran

* Mr. Satran was introduced and he thanked all in attendance for being there.
* Mr. Satran spoke on his Title I updates for the school.

VIII. Annual Survey – Mr. Satran

* The goal is to reach out to the parents with open communication.
* Communication is the key issue.
* The survey is once a year and it is important to get as many people as possible to take part in the Annual Survey.
* Reviewed the Annual Survey results and discussed the results in an open forum.
* Parents and staff gave suggestions and thoughts based on the Annual Survey results that was presented and discussed by Mr. Satran.
* The school will take the results of the Annual Survey and analyze the results and address key important issues that are pointed out based on the Annual Survey results.
* There was a 47-question survey and 169 parents took part in the survey.
* As a SAC Committee we can’t dismiss parents feelings and thoughts from the survey results and we as a committee have to take all parents opinions into consideration.

IX. Title 1 Parent Allocation – Mr. Satran

* Mr. Satran briefly discussed parent allocation funds that goes through Title I.
* Spoke about “sharing best practices” and it’s implications in parent allocation.
* Discussed the importance of having a “low teacher turnover rate” at Welleby Elementary School.
* The idea of a good working relationship between parents and teachers was discussed and talked about.
* The Parent Allocation aspect of Title I is essential to our school continuing to be a successful Title I school in our district.

X. School Compact – Mr. Satran

* The School Compact was reviewed and discussed.
* The School Compact was kept the same other than adding the “emergency contact form” to the Compact.
* Following school safety procedures in regards to the Compact was discussed.
* The decision was made to add in a part to the Compact where as a school we will “ensure only the names of people whose names are written on the emergency forms will be allowed to pick up children from school and if the names is not listed on the emergency form then that person will not have the child released to them.”
* Spoke about having up-to-date ID’s in school.
* Discussed the ongoing important need for all people to wear badges in school.
* Drills (Code Red, Code Yellow, Fire Drills) have been done smoothly on a regular basis and have been done with regular clockwork.

XI. PFEP – Mr. Satran

* Mr. Satran asked for feedback and/or comments on the Parent Family Engagement Plan.
* The feedback will be used to form next year’s plan.
* The Parent Family Engagement Plan looked good to the SAC Committee.
* Spoke about grades on line through Pinnacle. Teachers put grades online but parents can see only the overall grade and not each individual grade. Sometimes the posted grades on Pinnacle are delayed for the parents to see.
* Spoke about the importance of having a good relationship and strong communication between parents and teachers.
* Discussed the availability of technology among families in our school community. The consensus was the SAC Committee believes that most of our school community has some sort of access to technology.

XII. Comments and concerns / Meeting adjourned

* Ms. Jerome asked if anyone had any questions or concerns regarding today’s SAC meeting.