

**Innovation Middle School  
School Advisory Council (SAC) Meeting Minutes  
October 10, 2017 6-7pm Media Center**



**Call to Order:**

A meeting of the Innovation Middle School School Advisory Council was held in the Media Center on October 10, 2017. Chair Stacey Brown called the meeting to order at 6:13pm. Jacquelyn Baker will record minutes for this meeting.

**Welcome and Introduction:**

Stacey Brown started the introductions and opened it up to all participants to introduce themselves.

Dr. Maestre - Principal

Jacquelyn Baker - Assistant Principal

Dr. Maestre - Thank you for coming out! I know that the meeting turnaround was quick. We want to make sure we have a good representation of the student body. We ask everyone to bring a friend so that we have as much representation. If you know anyone that has complaints or questions please invite them to SAC. Students can participate and have a voice in things that are happening at their school. Next month in November, we will be back on our schedule.

**Approval of Previous Minutes:** Mintu

Motion to approve minutes by Erika Remley motion to pass. Seconded by Tijuanna Compton-Nunn. Unanimous

**Principal's Report (Announcements/HR & Budget Updates):**

We shared last time some data and I want to share this week some iReady data. Overall our school scored 62% to score a 3 or higher. Last year the data was predictive within 3 percentage points. We are number one in the Southeast learning community. Our top students do not take the iReady assessment for Math. 6th grade 58%, 7th 40%, and 8th 32%, and overall 49%. Anyone proficient in math did not take the test. We were number 3 in our learning community for math! The ready iReady works is the diagnostic is an adaptive test. All students have access to iReady but as a school we are using it in our Intensive classes. Suggested amount of time per week is 45 minutes! The only disclaimer of iReady is that it only goes up to 8th grade.

We have met with our teacher teams today at school. Tomorrow teachers will receive data and we will be having data chats next week to discuss our instructional plan. This will help

We are looking for new positions to support our students who are ESE and ESOL. We did get an influx since the beginning of school to support the needs of our students.

We have begun receiving students from Puerto Rico. We have received 6 students as of today. Our message is we are accepting students with open arms. Our guidance teams are making sure that their basic needs are being met and that as a community we are supporting them.

### **School Improvement Plan (Goal Updates):**

No updates have been received on the School Improvement Plan that was submitted to the Southeast Learning Community.

### **Old Business:**

- Nomination of officers - review of offices that are currently held. Stacey Brown was nominated to the SAC Chair. Yahaira Cruz was nominated to serve as the Vice Chair. The Secretary position is open and we will need to hold elections this meeting. We are still in need of a secretary. We read the Bylaws to review the requirements. It was decided that we would keep Ms. Baker on until November. Hopefully we will have someone in place by then.
  - Motion to nominate secretary:
- SMART Board - the Technology Support Representative for the school is aware of the problem and working to resolve the issue. It has been resolved! :)
- Student Enrollment update based on discussion of the last meeting regarding the potential influx of students coming from zones affected by natural disasters. Currently, we have received five students from Puerto Rico. Currently, we have 1010 students. There are 372 in 6th, 322 in 7th, and 316 in 8th. Our 8th grade number would be 45-60 students higher but they had the option to stay at LNMS. We are continuing to grow and we have students enroll on a consistent basis. We do not have next year projections but portables are in our future. Our facility is built for 1200 students we are currently below. We only have 2 teachers that are teaching 7 periods a day. Sixth grade is continuing to grow and we are hitting our capacity per the state mandate. High school level classes capacity is 25 but there are some courses that are clustered based on exceptionalities we do not max those classes out. When we max out and portables are necessary is there a plan for redistricting. In the OCPS plans there will be another relief middle and high school for this area.
- Last week we mentioned the new dean. Is there a breakdown of who we report to for facility use? Yes, Mr. Chambers is the contact for facility use and All-Stars.

### **New Business:**

- Attendance - we are at 96% for total attendance. To count towards attendance a student will need to be present through 4th period.
- Random selection Safety and Security check - there was a phone call, email, Facebook post, and a text message. We were randomly selected per OCPS Board Policy after the Sandy Hook incident. All schools are subject to search. Our students and staff were great! The District subcontracted security screenings with 60 personnel. There were two points of entry! There were no issues, nothing was found, and no interruptions to the start of the day. The students were wanded and their bags were searched. We could be randomly selected in the future, so you know as a parent, there are safe harbor bins. So if students have something they should not have they were given an opportunity to place in the bin. When we do our quarterly discipline updates we will make sure students know that there are safe harbor bins everyday during the school year.
- If you or you know of parents not getting messages please make sure that we have the correct phone number listed in our system as the primary number. As a principal, I get a report of to notify me when a text message blast is sent how many were successfully delivered.
- Teacher data chats - We will be conducting data chats with each of our departments
- Google Docs issues - some students are struggling with Google Docs and one teacher stated that they were moving away from Google Docs. Google Docs is a part of Google Suite, it is District approved and it is the district expectation that it will be used. We have a varied ability and comfort level with the various aspects of the digital curriculum. As we continue through the school year teachers and students will become more comfortable with the tools. If a teacher is stating that they are not going to use it, are teachers going to be able to pick their own tools? the purpose of technology is to enhance instruction not take away from instructional time. The Administrative direction was if you are losing instructional time with the technology it is okay to use paper and go the old school route. It is a struggle for some teachers because they are still learning the digital tools. We are continuously

conducting training for our teachers. As the year goes on we will see less inconsistencies in the classrooms. On that same note I know it is a struggle for parents as well. Therefore, on October 24th we are hosting a parent canvas night. The consultant from Canvas that will be presenting to make sure the message is consistent. We have invited both the parents and the teachers to make sure we are all on the same page. What is the deal with Edmodo? Teachers are not suppose to be using that program.

- One parent brought up the concern of not being able to review the assignment with the student? Is there a way parents can see graded assignments? There is no work being sent home to assist students with studying and reviewing at home. These concerns will be shared with teacher teams and with the Canvas consultant.
- Does the email in Canvas respond to their Outlook email? It is a setting issue that we can discuss with our teacher to check their setting to make sure that the feature to alert to their Outlook inbox of emails in Canvas. Remember communication response time is 48 hours. As Canvas gets feedback they are very responsive.

#### **Open Agenda :**

- In 8th grade class, there is normally a trip to D.C. will Innovation be conducting a trip? There are thoughts but we are hoping to develop those thoughts more.
- Parent Academy - OCPS host these once a month. This month it will be at Windermere High School. They have activities for the children and a snack. Parents are in different informational sessions. It is this Saturday, October 14th.
- When we were doing Open House I noticed there were no whiteboards for tutorials? Have we purchased those materials? Mr. Agee- I have purchased whiteboards using my teacher-led card and some of my personal funds.
- How are supplemental materials purchased throughout the school year? We have dollars that can only be spent on certain items. We have different pockets of money for different classroom resources. We only have \$50,000 to spend for additional classroom/curriculum resources. We spent \$7,000 on dictionaries for our ESOL students. The state of Florida provides teachers with a teacher-lead card that has \$325 on classroom materials for the year. It is a little challenging for a new school because we do not have certain materials because we are new. We have identified where the needs exist. Additionally, we have purchased calculators for the PSAT test on October 11th.
- Through SchoolPay teachers have put together wish list. Shortly we will be running a fundraiser to raise school funds. It is very similar to GoFundMe.

#### **Important Dates:**

October 11 -PSAT Testing

October 13– End of First Marking Period

October 16 – Student Holiday/Teacher Workday

October 24 – Canvas Parent Night

October 27 – Report Cards

October 27 – Costume/Celebration Dance

October 25 – Volleyball Innovation v. Lake Nona (Away)

November 1 – Volleyball Innovation v. South Creek (Away)

November 2-3 – Charlie and the Chocolate Factory Play

November 4 - ACDA Chorus

#### **Meeting Adjournment:**

Motion: Jesse Cohen motioned to adjourn the meeting at 7:26pm.Mrs. Guyton second. Motion carried unanimously.

**Next Meeting Date, Time, and Location:** November 14, 2017 6-7pm Media Center

**Submitted by:** Jacquelyn Baker, Interim Secretary

**Approval date:** November 14, 2017

The process for submitting all SAC agendas, sign-in sheets, minutes, and bylaws can be found at <http://ims.ocps.net/RAG/SPP/Pages/SIP.aspx>.

According to [Florida State Statute 1001.452](#), SAC members shall:

1. Perform functions prescribed by regulations of the district school board, but not have any powers and duties reserved by law to the school board
2. Assist in the preparation, implementation, and evaluation of the school improvement plan
3. Assist principal in preparation of school's annual budget and plan
4. Identify the appropriate use of school improvement dollars for implementing the approved school improvement plan, if funds are available from the Florida Department of Education