

**Innovation Middle School
School Advisory Council (SAC) Meeting Minutes
11/14/2017 6-7pm Media Center**



Call to Order:

A meeting of the Innovation Middle School School Advisory Council was held in the Media Center on November 14, 2017. Chair Stacey Brown called the meeting to order at 6:07pm. Jacquelyn Baker will record minutes for this meeting.

Approval of Previous Minutes:

Motion to approve meeting - Erika Remley seconded by Yahaira Cruz

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

Next week is our last day of school before Thanksgiving break, we do have school on Monday. We have chatter that we are not coming to school on Monday, but instruction is happening on that day. We are working with the athletic department to run a Wednesday bell schedule and host a faculty and student volleyball game.

On December 6th we have our dedication ceremony. There are 13 new schools this year in OCPS. We are inviting our entire school campus and the community to our dedication. The dedication starts at 9am. We are getting tee shirts for every student for the day of the dedication. Each grade level will get a different color shirt with the same design. The actual ceremony only lasts thirty minutes. We will be having a reception for community members and dignitaries. We are working with our Partners in Ed for donations to help put on the reception. PTSA is assisting with putting together the time capsule. If you want a shirt you will only be able to get a shirt that day to commemorate the occasion.

School Improvement Plan (Goal Updates):

Old Business:

Nomination of Secretary - tabled until the next meeting (quorum not met to hold a vote)

Teacher Data Chats - we engaged in an activity to look deeply at the data. We sat with all teacher teams by subject area. We looked at data from the prior year and where they are now and what supports that are needed. One of the great things that Ms. Baker was able to do with the Master Schedule was to spread the wealth of advanced and/or accelerated concerns. The teachers expressed that they appreciated the fact that they all have all of the students. We did identify some areas of needs for example the need to have another ESOL Paraprofessional. We have increased approximately 20 students from Puerto Rico. We discussed how we can support all students in all areas including the elective teachers. We plan to do it again as we get into second semester. Mrs. Brown posed the question: what are some of the bigger changes that were identified? in the short term the need for additional personnel. Long term we were looking at strategies specifically close reading to really support student through the CER process.

- Student Enrollment update

We have received new students from Puerto Rico. We currently have 1035 students. We have grown in our ELL population from approximately 137 students to 238 identified students. We have hired a teacher in the ESE department from Puerto

Rico. We are trying to reach out to the community and our Partners in Ed to support our families and teachers. Dr. Maestre stated that if anyone knows or wants to help us support our new families.



- Update on Canvas - We did discuss with our teacher teams the feedback from the parents and the Canvas trainer came in and spent time with the trainer. Mrs. Cruz discussed her presentation from Curriculum Celebration on how to use Google Drive with Canvas. The goal was to make sure that all teachers are using the Drive consistently. The parents are still struggling with opening some of the documents. Mr. Agee shared that if it is a PDF there is an app called Cami that will allow them to type on the PDF. Dr. Maestre stated that transition into Canvas we are all learning a lot but if all else fails email the teacher. Another problem identified was teachers linking their Outlook account to Canvas. If a parent is not receiving communication through Canvas, recommendation is to email the teacher’s Outlook account.

New Business:

- School Improvement Plan - Dr. Maestre shares the goals that were approved: 1. Utilization of research based writing strategies to increase classroom complexity with a focus on student autonomy. 2. We will increase teacher knowledge and understanding of rigorous standards based instruction through participation in the District Professional Learning Community (DPLC). The goal of the DPLC is a 3 year literacy focus with the focus of this year being a Close Reading strategy. Our two goals are closely aligned with an intense purpose that reading is harder to move students.
- Phoenix closet - we are accepting donation for our needy families of gently used clothing, panty
- HERO - positive behavior tracking system. It allows us to see trends over time. Parents are able to monitor their students activity. Approximately 50% of our parents are signed up. We have made modifications to our implementation in that we are asking teachers to increase their giving out positive behavior points. The program also enables us to monitor tardies, dress code, and other negative behaviors. We are overhauling the program and allowing teachers to track more positive and negative behavior and it being consistent. With the points we designed a bronze, silver, gold card. Each level receives certain privileges. An example of a reward is for students to be able to eat outside on the patio, use the MakerSpace, go to lunch early. If we were able to establish a reward store they would be able to use their points to get items. The new roll out will be shortly after Thanksgiving break and posters will be made with the reward levels displayed around campus.

Open Agenda (Non-SAC Members):

- STEM Night this Thursday
- Phoenix Take Flight Academy - we are working to get students transportation. There are approximately 60 students attending majority are ESOL students. It takes approximately two weeks to set up a bus stop. The Duke Tips will be joining our Saturday tutoring starting in January.

Meeting Adjournment:

Motion: Dr. Maestre motioned to adjourn the meeting at 7:00pm . Motion carried unanimously.

Next Meeting December 12, 2017 6pm

Submitted by: Jacquelyn Baker, Interim Recorder

Approval date: December 12, 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