

Coconut Palm Elementary, a School Wide Title I School  
School Advisory Council (SAC) Meeting  
Meeting: Thursday, April 25, 2019  
Principal's Office at 7:30 am  
Ms. T. Thelmas, Principal & Ms. J. Kinggard, Assistant Principal  
Mrs. Chadwick, Chairperson

Meeting called to order at 7:32 am

***Administrators present:***

Ms. J. Kinggard, Assistant Principal

***Teacher Members Present:***

Sherry Chadwick  
Jacqueline Hardy-Edman (Parent as well)  
Collen Cottam  
Maria Delgado  
Yvonne Sugarman

***Parent Members Present:***

Monica Gavilan  
Yamileth Slate-McCloud  
Marcelle Farley

***Guests:***

N/A

***Agenda***

- Welcome/ Attendance
- Review of the previous meeting minutes
- Review of School Improvement Plan Title I Plan (Addendum) for 2018-2019/ & Drafts for the School Improvement Plan for 2019-2020/ Title I Plan (addendum)
- Title I updates
  - Review of the Title I Plan 2018-2019/ Review of the drafted Title I Plan for 2019-2020
  - Review of the 2018-19 Annual Title I School Parent Engagement Survey results
  - Parent Family and Engagement Plan 2018-2019 & drafted Parent Family and Engagement Plan 2019-2020 Plan
  - Allocation of Funds for Parental Involvement (2019-2020)
  - Review of the current School-Parent Compact/ Development of the 2019-2020 School- Parent Compact
- SAF Report

- Principal's update
- Parent Questions and Concerns
- Next Meeting date/ adjourn

### ***Welcome***

***Mrs. Chadwick***

- Mrs. Chadwick welcomed everyone present at the meeting

### ***Approval of Minutes***

- Mrs. Chadwick presents the last meeting's minutes and Mrs. Cottam motions to approve minutes without revision. Ms. Edman seconds the motion. Minutes were approved.

### ***School Improvement Plan***

***Mrs. Chadwick/ Ms. Kinggard***

- SIP for 2018-2019
  - Mrs. Chadwick reviewed the current SIP plan (2018-19) and explained to the committee that we are having a discussion to plan for the 2019-2020 SIP plan due in October 2019.
  - The committee discussed the possibility of having Digital 2, since this 2018-19 school year we implemented Digital 3.
  - Laptops would be needed for all 2<sup>nd</sup> grade students, Ms. Kinggard (Ass. Principal) states funds are currently not available to make this happen.
    - The team brainstormed ways to obtain funds for the future.
    - Ms. McCloud (parent) mentioned that she hopes the PTA would continue its efforts in raising money in the 2019-20 school year. Currently, the PTA has used majority of the funds that have been held for the past three years on requests made by the school this school year.
      - Only things purchased by PTA were items that would have a positive impact for the entire school.
      - Mrs. Kinggard praises PTA and mentions how happy she is that our PTA is reinstated after 3 years.
  - FSA Camp will continue to be a supplemental activity for students to attend to address academic needs and will continue to be a part of our SIP plan.
  - Mrs. Farley (parent) asked if we use Title I funds for camps.
    - Mrs. Edman explained that we do not use ELO funds through Title I, we use the school accountability money

to have after school camps. She explains that majority of the money in supplemental activities (\$22,365 allotment for the 19-20 school year) will be used to purchase I Ready and Reflex math. iReady's quote \$19,160 and Reflex Math's quote \$3,295.

Administration has decided to take some funds from the salary allotment and move it to supplemental activities. Supplemental activities totaled \$29,848 in planning for the 2019-2020 school year.

- The parents and teachers on the committee all agreed that we should continue with what the school is doing on how to fund camps.
- Mrs. Chadwick asked parents if they had any more input for our SIP plan. All parents said they were in agreement on what is being planned.
- Everyone in attendance at the meeting was in agreement to the drafting of the 2019-2020 SIP plan.

### ***Title I Updates***

***Mrs. Edman***

- **Title I Plan**
  - Mrs. Edman explained that the Title I plan (addendum) was a part of the SIP Plan.
  - Mrs. Edman shared the 2018-19 Title I Plan, and asked the committee for any additions or revisions to the drafted plan for the 2019-20 school year.
  - No suggestions were given by staff and parents in attendance at the meeting.
- **Results from the Annual Parent Survey**
  - Mrs. Edman states that we use the 2018-19 Annual Title I School Parent Engagement Survey results to finalize the PFEP.
- **Parent Family and Engagement Plan**
  - Mrs. Edman shared the current 2018-19 Parent Family and Engagement Plan (PFEP)
  - Mrs. Edman shared the drafted 2019-2020 Parent Family and Engagement Plan
  - Mrs. Edman gave the dates for the Annual Title I meeting / Open House. Sept. 4, 2019 (Kindergarten-2) & Sept. 11, 2019 (3-5 & cluster)
    - Everyone in attendance agreed to the dates
    - Mrs. McCloud (parent) mentions that we should pass out parent surveys at Open House/ Title I annual meeting, asking parents how do their children learn best. The team

agrees that this is a good idea being that only 68.2 % of the parents that took the Title I Parent and Family Engagement Survey 2018-19 agreed or strongly agreed that the school was interested in knowing this information. The survey results indicated that the school can improve in this area.

- Math, Literacy, Science/Technology Nights drafted on the 2019-20 PFEP.
  - Staff Training: Balanced Reading, Effective Communication with Parent training, Behavior Plan Implementation, Data Analysis, Sensitivity Training, Equity Training, and iReady Training drafted on the PFEP 2019-20.
  - Mrs. Edman asked for any other suggestions to be added to the PFEP (2019-20)
  - All members are in agreement on what was drafted.
- **Allocation of Parental Involvement Funds**
    - Mrs. Edman shared the projected 2019-20 Budget plan for Parental Involvement activities. She explained the school was given a certain budget, but may increase or decrease next school year 2019-20.
    - Ms. Cottam proposed the concern of decreasing the amount of money for refreshments. It was explained that we can only allocate up to 30% of the budget for refreshments.
      - Mrs. Gavilan and McCloud (parents) said next school year we should start asking our partners more to make donations for refreshments to our parent events.
    - Mrs. Edman asked if there were any suggestions on how we she use the parental involvement funds. No parent or any other person at the meeting provided input.
    - All members were in agreement on what was drafted for Parental Involvement on the Title I Budget 2019-20.
  - **School Current Compact 2019-20**
    - Mrs. Edman reviewed the drafted 2019-20 School Parent Compact (She explained it was open for revisions)
    - Mrs. Edman asks if anyone wants to make revisions to the drafted School Parent Compact. No one present at the meeting comments.
    - Mrs. Cottam suggests the school should add a line about equitable education.
      - The compact was revised.
        - Under providing high quality curriculum and instruction: Provide differentiated instruction to provide all learners with rigorous coursework in all curricular areas was deleted. It was replaced with Provide an equitable education by giving students

the academic, social, and emotional supports needed to become successful.

- The 2019-20 School Parent Compact is finalized, all committee members and everyone in attendance are in agreement with the revisions made from the 2018-19 school year's compact.
- Finalized compacts will be placed in students' first day packets for the 2019-20 school year

### ***Principal's Report***

***Mrs. Kinggard***

- County technology – Some schools have been receiving a new phone system called The Avaya phone, but it does not have the ability to call a code red by the touch of a button. The counties website will reflect updates regarding the phone systems.
- School safety – Mr. Katz brought up the topic of having random searches for students arriving to school. This would be rolled out at the High Schools possibly and the safe team continues to make suggestions on how to address searching at the Elementary Schools.
- SWAT (Students working against tobacco) – Students from Western High-School are going to other schools to bring awareness how important staying away from all tobacco products are. The schools have seen an increase of e-cigarettes being used by teens so the SWAT team is trying to inform others how e-cigarettes are just as bad as any other tobacco product.

### ***Parent Questions and Concerns***

***Mrs. Chadwick***

- Mrs. Chadwick asks can we have our next meeting on May 22<sup>nd</sup> instead of May 23 due to the school having an Awards ceremony. The committee was in agreement to switching the dates.

### ***Next Meeting***

- Next Meeting will be held tentatively on May 22, 2019 at 7:30 am. Additional meeting dates and times are to be determined. Flyers and emails will be sent out to advise parents of all meetings.

### ***Meeting Adjourned***

- Meeting adjourned at 8:10 am