

**Innovation Middle School
School Advisory Council (SAC) Meeting Minutes
September 11,2018 6-7pm Media Center**



Attendance:

Call to Order:

A meeting of the Innovation Middle School School Advisory Council was held in the Media Center on September 9, 2018. Chair Dr. Hector Maestre called the meeting to order at 6:15pm. Jacquelyn Baker will record minutes for this meeting.

Nomination of Officers: Motioned by Phyllis Kalil and second by Sarah Miller passed unanimously.

- Nomination for Chair
 - Phyllis Kalil nominated Stacey Vega. Jamie Wood nominated by Krista Knappins.
 - Stacey Vega declined the nomination and the group voted for the remaining nominee, Jaime Wood. Passed unanimously
- Nomination for Vice Chair
 - Jennifer Abott nominated Phyllis Kalil seconded by Erika Remley. Passed unanimously
- Nomination for Secretary - Erika Remley nominated by Melissa Pantano and seconded by Chris Clark. Passed unanimously

Approval of Previous Minutes: None

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

- Intense focus on student achievement for ALL students.
- Collaboration with colleagues focused on closing the achievement gap
- identifying student barriers and how to overcome them by using strategies and resources driven by technology
- Parent side for Canvas hopefully with the Observer account it is a more meaningful platform.
- We have worked on consistency across the board on how all Canvas pages are setup. All teachers are required to use the IMS template. This way the pages are norm and consistent. This was based on feedback from teachers and parents.
- Where do school grades come from?
 - 900 point total
 - 8th grade science SSA, Acceleration courses (Geometry, Algebra) , ELA, Civics, Math, Industry Certifications
 - students who earn a 3 or higher
 - students who have made learning gains
 - the percentage of students who made learning gains that are in the bottom 25%
 - Data table shown and reviewed for the school grade components for our school last year
 - Based upon the data, there are areas that we are doing well and there are areas where we have room for growth.

- To earn an A we needed to earn 62% of points or greater. IMS earned 617 points out of 900 (69%)!!! We are in the top 10 Middle schools. Only 12 secondary schools earned an A.
- School safety and security
 - We have had no incidences at school regarding school safety. The message that was received was sent out by the District because there was an incident at a school not our school. We do have metal detection screeners, they exist at every secondary school. We randomly select the rooms. The administrative staff and the Deans have been through the training. To remind teachers, all of our classroom doors are locked and all of the perimeter doors are as well and there is only one point of entry on the campus.

School Improvement Plan (Goal Updates):

- One of the trends identified from the data when it was analyzed was that there were some achievement gaps. Some of the students that have indicators that may be holding them back were struggling academically. There are three areas of focus.
 - 1. IMS teachers will utilize research based strategies to close the achievement gap between demographic subgroups (ESE, ELL, and Bottom 25%)
 - This would lead to an increase in the number of students making at least one year's worth of learning gains in both ELA and Math
 - 2. IMS will improve student achievement by using close reading strategies (learned in District Professional Learning Communities - DPLC) as a basis for discussing and writing in response to complex texts.
 - By using the Close Reading strategy to improve discussion and writing in response to complex texts, the overall number of students scoring 7 or higher will increase. This will correlate to an increase in the number of students achieving a level 3 or higher on the ELA FSA.
 - 3.
 - i-Ready Diagnostic assessment was given for ELA and Math. Some students are still working on the Math diagnostic. All students take it for ELA but not all students take it for Math. If a student is accelerated for Algebra and Geometry they will not take the assessment.
 - the results were that 70% of our students are on target. This means 70% of our students are in Tier 1, 11% are in Tier 2, and 20% of our students are in Tier 3 (at risk).
 - There was one question from Mrs. Feldman - a teacher was using the i-Ready data as an assessment. It has been corrected. Dr. Maestre reiterated that should not be happening.
 - Unless a student is in Intensive Math or Reading they will not be required to get on i-Ready every week. They will only take the diagnostic assessments unless in Algebra or Geometry. It is an extra resource that they have access to so if parents want students to use it for extra practice they can.
 - As a parent how do you know how your student performed? All parent reports will be pulled and sent home with the students. There will be a narrative sent so that the parent can understand the report and where their student is in terms of the level. We want to make sure that students are continuing to grow and access resources so that they can continue to grow.

Old Business: N/A

New Business:

- Regarding the ConnectED messages: Some parents are not getting the messages and are blocking the calls. Is there a way to verify which number the message is going to? The message goes to the first number that is logged into SMS. The additional question is can the message be sent multiple ways? Dr. Maestre agreed that it is not a problem to send the message multiple ways. Furthermore, it is nice when the message can be translated into Spanish as well so that more families are aware of what is occurring at the school.

(Revised 07.18.17)

- Second question was that the parents have not received the Emergency Contact form for this school year. Dr. Maestre stated that those will be sent home immediately.
- Parents wanted to know if Innovation will be creating a newsletter like Lake Nona MS? Suggestion was brought up to Dr. Maestre is that it can possibly be a SAC project.
- Is it possible for Canvas to create an Announcement or reminder for the parents? If a parent is using their Observer account and they go into a course they will be able to view the announcement.
- What is the percentage of parents that are signed up as an Observer in Canvas? That percentage is not known at this time. The concern is that many parents are not aware of how to sign up to create an observer account.
- Is there a reason why 7th and 8th grade Open house is being held on the same night? Logistically we can support that amount of people on the campus for one night. We were able to honor and respect our the contract and their time by splitting it into three nights we would be violating the OCPS Teacher Contract because it is only supposed to happen on one night.
- With our growing numbers did we grow in our instructional staff? We did bring on 5 more teachers compared to last year. We did bring on a portable this year and will probably need more next year as we continue to grow.
- Will there be air conditioning tomorrow? The plan is to have air conditioning.

Meeting Adjournment:

Motion: Chris Clark motioned to adjourn the meeting at 7:35 pm. Motion carried unanimously.

Next Meeting Date, Time, and Location: October 9, 2018 6-7pm Media Center

Submitted by: Jacquelyn Baker, Interim Secretary

Approval date: October 9, 2018

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