



**MetroWest Elementary  
School Advisory Council (SAC) Meeting Minutes  
October 25, 2019 Media Center**

**Attendance Present Members: (87%)**

Affiliation	Name	Email	Contact Number
Chair	Adrienne McGhee	<a href="mailto:adrienne.mcgee@ocps.net">adrienne.mcgee@ocps.net</a>	407-296-6450
Co Chair/PTA	Gaby Navarro-Urteaga	<a href="mailto:gaby77@gmail.com">gaby77@gmail.com</a>	407-409-1915
Secretary	Chamaris Delgado	<a href="mailto:Chamaris.delgado@ocps.net">Chamaris.delgado@ocps.net</a>	407-296-6450
Princial	Xhuljeta Gjini	<a href="mailto:Xhuljeta.gjini@ocps.net">Xhuljeta.gjini@ocps.net</a>	407-296-6450
Bussiness Partner	Cynthia Schwertzer	<a href="mailto:Baptistorthodon@gmail.com">Baptistorthodon@gmail.com</a>	407-497-3506
Teacher	Donna Berry	<a href="mailto:Donna.berry@ocps.net">Donna.berry@ocps.net</a>	407-296-6450
Parent/PTA	Trenna Winker	<a href="mailto:twinkler8960@gmail.com">twinkler8960@gmail.com</a>	321-245-0708
Parent	Rosemarie Baroyuga	<a href="mailto:rosemariebaroyuga@gmail.com">rosemariebaroyuga@gmail.com</a>	808-753-5324
Teacher	Cris Collazo	<a href="mailto:Cris.collazomartinez@ocps.net">Cris.collazomartinez@ocps.net</a>	407-296-6450
Staff	Marion Weston	<a href="mailto:Marion.weston@ocps.net">Marion.weston@ocps.net</a>	407-296-6450
Parent/Teacher	JoAnne Johnson	<a href="mailto:Jkitson88@gmail.com">Jkitson88@gmail.com</a>	407-257-0151
Parent/ Staff	Christine Ventura	<a href="mailto:cventuratomes@gmail.com">cventuratomes@gmail.com</a>	1-787-461-7769
Parent/Teacher	Sarah Stofcik	<a href="mailto:Sarah.stofcik@ocps.net">Sarah.stofcik@ocps.net</a>	407-694-6924

**Attendance Absent Member:**

Parent	Quaneisha McLeod	<a href="mailto:quan.mcleod89@gmail.com">quan.mcleod89@gmail.com</a>	321-663-1879
Parent/Teacher	Geraldine Morillo Bazararte	<a href="mailto:Geraldine.morillobarazarte@ocps.net">Geraldine.morillobarazarte@ocps.net</a>	407-927-7879

**Call to Order:**

A meeting of the MetroWest School Advisory Council was held in the Media Center on September 20, 2019. Chair Adriane McGhee called the meeting to order at 7:36am. Chamaris Delgado recorded minutes for this meeting.

**Approval of Previous Minutes:**

Ms. Schwertzer presented a motion to approved the content of the minutes of 9/20/2019. Mrs. Winker seconded the motion.

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

1. School community is positive and engagement is increasing.
2. Desert with Dads – contributed with the book fair
3. Bingo Night was a success
4. Upcoming evets: Mascarade and Chuck E. Cheese
5. Great job PTA
6. Hispanic Heritage Month - 2 winners in the contest
7. We are celebrating the community and building a school culture through social awareness.
8. Academics (hiring updates):
  - a. New hires: PE, Portuguese and Spanish para. New SLD para starting in November
9. Tutoring program is on the go with 3<sup>rd</sup> grade
10. Urban League has 36 enrollments but we are tageritng for 100 students.
11. AR was approved for 2<sup>nd</sup> and 3<sup>rd</sup> grade.

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

1. Tutoring funding for 3 – 5 grades based on data. There is a big need of small group intervention in upper elementary. The tutoring funding will help close academic gaps.
2. Walk to Intervention started Monday, October 21.
3. SWD students are working on their goals.

**Old Business:**

Trina Winkker presented a motion to approve the tutoring funding. Mrs. Navarro seconded the motion.

**New Business:**

Strategic Plan presented by Mrs. McGhee (video). Mrs. Delgado will send the link to SAC members to complete the survey. Mrs. Navarro (PTA president) will post the link on social media so parents can complete the survey.

**Open Agenda (Non-SAC Members):**

Ms. Navarro shared a concern about lateness. She proposed to follow with consequences. She stated parents are not signing them in as they come.

Ms. Ventura has received referrals referring to attendance and tardiness.

Dr. Gijini proposed to create a plan with Ms. Ventura as a social worker to address the issue.

Ms. Weston discussed OPCS policy regarding tardiness and absences. Ms. Weston stated that based on OCPS policy, there are no consequences for tardiness unless the child commits truancy. 5 tardies equal 1 absence.

Mrs. McGhee proposed to have Officer Only to stand at the front office to make sure parents are coming in to sign in late students.

Mr. Owens proposed to put a digital clock so parents are aware of their tardiness. Also, to send tardiness letters home by email.

Ms. Ventura reminded about Red Ribbon Week.

Ms. Navarro shared Kona Ice success. She suggested is a reward system for the children.

**Meeting Adjournment:**

Motion: Adriane McGhee motioned to adjourn the meeting at 8:12am. Motion carried unanimously.

**Next Meeting Date, Time, and Location:**

November 8, 2019 at 7:30am in the Media Center

**Submitted by:** Adriane McGhee, SAC Chair

**Approval date:**

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