



**MetroWest Elementary
School Advisory Council (SAC) Meeting Minutes
September 20, 2019 Media Center**

Attendance:

Affiliation	Name	Email	Contact Number
Chair	Adrienne McGhee	adrienne.mcghee@ocps.net	407-296-6450
Co Chair/PTA	Gaby Navarro-Urteaga	gabyny77@gmail.com	407-409-1915
Secretary	Chamaris Delgado	Chamaris.delgadobaerga@ocps.net	407-296-6450
Princial	Xhuljeta Gjini	Xhuljeta.gjini@ocps.net	407-296-6450
Bussiness Partner	Cynthia Schwertzer	Baptistorthodon@gmail.com	407-497-3506
Teacher	Donna Berry	Donna.berry@ocps.net	407-296-6450
Parent/PTA	Trenna Winker	twinkler8960@gmail.com	321-245-0708
Parent	Rosemarie Baroyuga	rosemariebaroyuga@gmail.com	808-753-5324
Teacher	Cris Collazo	Cris.collazomartinez@ocps.net	407-296-6450
Staff	Marion Weston	Marion.weston@ocps.net	407-296-6450
Parent/Teacher	JoAnne Johnson	Jkitson88@gmail.com	407-257-0151
Parent/ Staff	Christine Ventura	cventuratomes@gmail.com	1-787-461-7769
Parent/Teacher	Geraldine Morillo Bazararte	Geraldine.morillobarazarte@ocps.net	407-927-7879
Parent/Teacher	Sarah Stofcik	Sarah.stofcik@ocps.net	407-694-6924
Parent	Quaneisha McLeod	quan.mcleod89@gmail.com	321-663-1879

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 7:37am. Chamaris Delgado recorded minutes for this meeting.

Approval of Previous Minutes:

Ms. Schwertzer presented a motion to approved the content of the minutes of 8/20/2019. Ms. Navarro seconded the motion.

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

1. Overall school culture has a positive vibe and a positive environment. Teacher/staff feedback is great.
2. Safety is priority – full time SRO officer around campus monitoring constantly; she is building relationships with the students/staff/parents
3. Hispanic Heritage month – Ms. Ventura (social worker) is in charge of the event
 - a. Ms. Ventura explained the events for Hispanic Heritage Month: art and essay contest, door decoration contest (each class will decorate their classroom door accoding to their assigned country)
 - b. Door contest: 1st prize – pizza party / 2nd and 3rd place – popsicle
4. Procedures- CHAMPS: behavior/expectaions have to be taught
 - a. Dr. Gjini explained the expectations for overall school behavior/management through CHAMPS
 - b. Dismissal is quick and effective
 - c. 8:15 a.m. students must be in the classroom
5. iReady Diagnostic is completed
 - a. Areas for growth: vocabulary (across the district), comprehension
6. FLKRS – just for kindergarten
7. Hiring needs: 1 special needs paras, 1 Spanish Para, 1 Portuguese Para, 1 PE Para

School Improvement Plan (Goal Updates):

1. Dr. Gjini discussed FSA Data:
 - a. 9% growth in ELA (great)

- b. -5% lowest 25% (need to work on)
 - c. 1% growth in math (room for improvement)
2. Goals:
 - a. Increase Student Achievement
 - b. Goal 2: Close the Achievement Gaps
 3. Areas of Focus:
 - a. Increasing Learning Gains for our lowest 25% in Math and ELA
 - b. Increase Learning Gains for our SWD students by 5%
 4. Action Steps:
 - a. PD for teachers using best practices
 - b. Weekly PLCs in collaboration with coaches and administration
 - c. Small groups adjusted based on common assessments and monitoring data to make adjustments (data room).
 - d. Leadership team will provide push-ins during WIN time
 - e. Teachers are encouraged to use small groups intruction and across all content areas
 5. Budget - discuss needs to hire tutors to support small groups in grades 3-5. There is a pocket of finding for this purpose but it has to be approved by SAC. Dr. Gjini presented a proposal. Certified teachers (\$22 per hour). Non-certified (\$16) per hour. Dr. Gjini explained that K-2 have been asking for AR but at this time, we need to choose because there is not enough funding for both programs.
 - a. Ms. Navaroo stated that K-2 need foundations to move forward with reading and support upper grades.
 - b. Ms. Winker supported Gabby's opinion.
 - c. Mrs. Delgado stated that based on priorities AR does not support standard-based instruction while tutoring will support small group instruction which is standard based.
 - d. Dr. Gjini stated that "heavy support needs to be on 3rd- 5th because they carry the school grade."
 - e. McGhee shared that Read to Succeed Program provides support to K-2 in reading and is funded by the district; 3rd- 5th do not have a program supported by the district.
 - f. Ms. Berry stated that AR encourages reading at home and that it meets a different purpose than the tutoring.
 - g. Mrs. Stofcick shared that based on her previous experience with AR, students show reading improvement.
 - h. Ms. Ventura stated that improvement in reading is supported by AR.

Old Business:

Approved new voting members:

- Joanne Kitson-Johnson
- Sarah Stofcick
- Geraldine Bazarrate
- Marion Weston

Ms. Navarro presented a motion to approve new voting members. Ms. Baroyuga seconded the motion.

New Business:

Ms. Berry presented a motion to approve budget for tutoring presented by Dr. Gjini as part of the school improvement plan. Ms. Winker seconded the motion.

Open Agenda (Non-SAC Members):

None

Meeting Adjournment:

Motion: Adriane McGhee motioned to adjourn the meeting at 8:17am. Motion carried unanimously.

Next Meeting Date, Time, and Location:

October 25, 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