**Wards Creek Elementary**

**SAC Meeting Minutes-October 12th, 2015**

**Attendance:**

Attendees are attached on a separate list.

**Call to Order:**

A meeting of the Wards Creek Elementary School Advisory Council was held in the Wards Creek Elementary Media Center on October 12th, 2015. Lisa Bielefeldt called the meeting to order. Heather Clubb recorded minutes for this meeting.

**Introductions:**

Since our first two meetings were full of pressing business, this evening was used to welcome new members and to go over SAC bylaws, etc. Lisa Bielefeldt and Staci Farrell had SAC members introduce themselves and explain their occupations, how they are connected with the school, and what they would like to see this year.

**Minutes:**

The Minutes from last month’s meeting were reviewed. The motion to approve the minutes was moved by Tammy Stewart and Teresa Lloyd seconded the motion.

**SAC Responsibilities and Bylaws:**

Lisa Bielefeldt reviewed all SAC responsibilities, including attendance. Ms. Bielefeldt discussed the requirements for the composition of our SAC committee. She also reviewed the Sunshine Laws, which involve the discussion of SAC proceedings between SAC members outside of official meetings. The SAC will be helping to prepare, evaluate, and monitor our School Improvement Plan, deciding how A+ money is spent, helping with the school budget, and performing any other functions designated by the school board. Lisa Bielefeldt gave an overview of the group’s rules and has sent the Bylaws to be reviewed by the group via email. The group was advised to read these over and make notes of anything that needs revision. Ms. Bielefeldt ended the discussion by going over how our discussions and decision making at SAC reflect the habits of Seeking First to Understand and then be Understood and Synergizing.

**Establishing Group Norms:**

One of the goals at Wards Creek this year is to establish professional learning communities where we agree upon group norms, or how we will agree to collaborate together. Ms. Bielefeldt presented information about what professional learning communities look like, what collaboration looks like, and how that will impact how SAC operates this year. She then facilitated a discussion and brainstorm about what our SAC norms would be for this year. The following norms were established for SAC for the 2015-2016 school year:

* Respect each other’s time.
  + Starting and ending on time.
  + Being present.
  + Staying focused on the topic.
* Respect others’ opinions and views by listening to everyone.
* Be open and willing to share knowledge and provide clarity, both internally (meetings) and externally (community)

**Principal’s Report:**

FSA Scores have been released, but cut scores have not been released yet. There are no levels provided yet, only percentile rank. Hopefully, those cut scores will be provided before Christmas. There were 22 state assessments last year and St. Johns ranked first in 21 out of 22 of those assessments. Parents were sent home a letter on Friday that outlined their child’s percentile ranks in both ELA and Math. The percentile ranks will also be posted in Home Access Center.

Leadership Day- Parent and Community days have been combined on 10/28. Parents will receive an invitation on 10/14 through Blackboard. Leadership Day is a day for us to showcase those things which we are the most proud of. The day starts with the News Show and then visitors will be broken into six tour groups. The tours will include various stops and classroom visits. There is a fee for the day that covers refreshments and lunch. The fee also pays for our membership in the Leader in Me/Franklin Covey organization, so that we do not have to use general operating dollars for this.

The School Improvement Plan was presented to the Board and Executive Cabinet. In previous years, scores had been released and most of the plan was quantitative, but this year since scores were not available many of things on the plan were qualitative.

**PTO Update:**

October 22nd is Business Expo and Spooktacular. That evening will also be the Health Fair, the Book Fair, and Jump Rope for Heart. It will be from 6:00-7:30 pm.

Mother-Son will be on 11/6/15. The theme will be Western (dance and activities).

A Caddyshack evening is potentially in the works. The concern is currently the volume of people that might be in attendance and whether the restaurant could handle it.

**Adjournment**:

Motion to adjourn the meeting was made by Tammy Stewart and Teresa Lloyd seconded the motion. Meeting was adjourned at 7:00 pm.

Next SAC meeting will be November 9th, 2015 at 6:00pm.