

## **Equestrian Trails School Advisory Council (SAC) Minutes**

Meeting Date: September 16, 2020

1. **Meeting Call to Order/Determination if everyone present is registered (form 1710 - School Advisory Council Membership Report) and a Quorum is Present (50%+1):** Ms. Elizabeth Richards, Equestrian Trails SAC Chairperson, called the virtual meeting to order at 3:00 p.m. A quorum is present.
2. **Welcome and Introductions:** Ms. Richards welcomed everyone to the meeting and introduced the SAC Team.
3. **Adoption of Agenda and Minutes:** An agenda item has been added by Ms. Johnson regarding Chromebook Sleeves. The Motion to approve the Agenda was made by Kelman and seconded by Singer -- approved by consensus. The Motion to approve the Minutes was made by Merita and seconded by Honeycutt -- approved by consensus.
4. **Public Comments on Specific Agenda Items:** None.
5. **New Business:**
  - a. **Membership Selection - SAC Chair, Vice-Chair, Secretary, Historian:** SAC Chair (Ms. Richards), Vice-Chair (Barbara Mourad), Secretary (Kathy Frizzell), and Historian (Connie Sterling).
  - b. **Vote in SAC Members - Faculty and Staff, parents, and business/community representatives** - approved by consensus.
  - c. **Vote on future meeting dates:** Meetings will be held on the 3rd Wednesday of every month (except March) at 3:00 p.m. - approved by consensus.
  - d. **Vote on ByLaws:** The bylaws were displayed for all members to see and they were reviewed - approved by consensus.
6. **Leadership Report:**
  - a. **School Improvement Plan - review and vote to approve:** Ms. Johnson presented the School Improvement Plan -- the focus is on reading for the most part. She presented the Mission and Vision -- the plan is posted on the Department of Education website. Nothing changed due to no FSA testing last year. The focus remains on the lowest 25% and students with disabilities. Her concerns are providing tutorials and LLI for these students. The on-line Top Score Writing has been purchased. The budget from the state is \$942 (\$1.00 per student). The focus will be on what the

students need for virtual and brick-and-mortar instruction. The School Improvement Plan was approved by consensus.

b. **Opening Brick and Mortar:** Ms. Johnson has posted a Brick-and-Mortar presentation for the parents. Changes can be made up until Friday for decision on whether the student will be virtual or brick-and-mortar. Changes can be made anytime during the year; however, Ms. Johnson needs a week's notice in order to prepare the classroom for another student. There are arrival and dismissal plans in place. Dismissals will be organized and staggered.

c. **Chromebooks** - every student will get one. We really don't want students to bring their personal devices from home. The Chromebooks will go back and forth with the students due to possible illness, quarantine, and no charging capabilities for all of the Chromebooks. The Chromebooks need sleeves to protect them from damage. It was proposed that we set aside up to \$5,500 to purchase sleeves for the Chromebooks. Ms. Johnson said that she would begin with a purchase of 400 at a cost of around \$2,400 unless she could get a discount by purchasing 800 at this time. It was approved by consensus to set aside the \$5,500 for the purchase of the Chromebook sleeves.

7. **Questions and Comments:** There will be plenty of staff assisting students in finding their classrooms. Ms. Johnson explained arrival and dismissal procedures. Teachers will not be able to wear microphones due to technical interference/feedback. There will be approximately 300 students brick-and-mortar, and 500 students in virtual classrooms. There will be some tweaking due to transition times for brick-and-mortar classes. Fine Arts will be held in the classrooms with the exception of P.E. Classrooms are following the CDC guidelines regarding cleanliness and spacing of students. The Smart Boards can't be turned around, as the brick-and-mortar students need to be able to see it. The Voicemail retrieval system has been down for a week.
8. **Closing Remarks:** If you have any questions or concerns, please reach out of Ms. Johnson.
9. **Future Meeting Date:** The next meeting will be held on Wednesday, October 21, 2020, at 3:00 p.m.
10. **Adjournment:** The meeting was adjourned at 3:52 p.m.