

**Paxon School for Advanced Studies
School Advisory Council
October 13, 2009 Minutes
Media Center**

Present: Shelly Casey, Alison Cruess, Robin W. Dickenson, Kimberly Dull, Angel Gates, Ronda Grant, Kevin Johns, Rhonda Johns, Patricia Kendrick, Kathryn. Loggie. Kimberly Price, Connie Rawson, Vic Sciallo, Steven Smith, Russ Snyder, Royce Turner, Vincent Viscariello, Willie Walker, and Janis Wood.

The meeting was called to order at 4:02 pm by SAC President Kevin Johns. Mr. Johns welcomed the committee and asked each to introduce themselves.

The minutes were presented. Ms. Kendrick made a motion to approve the minutes and Ms. Rawson seconded the motion. There was no discussion or corrections to the minutes. The minutes were approved as written.

Principal's Update:

Royce Turner reported:

- Enrollment: The current enrollment is at 1,553. We may lose some students after the first grading period.
- Staffing: There are no true vacancies other than one in math that was just created a few weeks ago. Math had the highest number of student to teacher ratio, so it was decided to add a new math position. This position, when filled, will teach Analysis and Functions and Algebra II. Schedules for some students will change. We also created a part time guidance position for three days a week.
- Parents can pick up their ID and passwords for "On Course" (parent portal), the online grading and attendance software. Each parent must pick up his or her own ID and password. The IDs and passwords were given out in Open House. Mr. Turner recommended that parents not let students use their account because they could change the password. Students have their own account. Mr. Turner asked the parents to be patient with the teachers while everyone becomes familiar with the system.
- Paxon Web Site: A parent with the help of two other parents is re-launching our web site. The new web site will be completed in November. We used the 2-quick rule (no more than two clicks to get to a page).
- Facilities Needs: The students need additional seating for lunchtime. Since there is not enough seating during both lunch periods, the students spill out into the courtyard and sidewalk, which creates a safety hazard. Many have to stand to eat their lunch. We need to purchase some picnic tables or benches that are estimated to cost \$400 each (for the least expensive ones). He principal will make this request to SAC next month. If a parent can help, that would be great.

Kimberly Price asked Mr. Turner if substitutes can put grades into the grading system. Mr. Turner explained that Mr. Keels retired and is now a sub and we are working to get him access to update grades.

Parents were warned to be careful typing in the URL when they accessed the grading system.

Financial Report

Steven Smith reported that the Bookkeeper said that we have not been given our SAC money yet. It usually comes in late September, but we have not gotten it. Mr. Turner said the budget should be finalized very soon.

Last month, Ms. Allen requested to purchase to \$2,100 for graphing calculators and AP Guidebooks. This week we have three new requests.

1. PTSA requested \$500 for College Planning Guides that would help 450 students. The money is needed by January 2010. Angel Gates said in the past this was handled in house and she will check to see if that will be same for this year.
2. The computer teacher, Kathryn Loggie, requested \$250 for Life Smart Competition. This would be for one team of five 9-12 grade students to participate in a fun-type Jeopardy style competition in Tampa. The money would pay for the rental of a van and gas to the competition. Ms. Loggie is unable to conduct fundraising due to the amount of time she already puts into preparing the students for the competition.
3. Ms. Debeche requested \$2,200 for Pinning Ceremony for the AP/IB candidates, Diploma Ceremony 30 students, and Graduation Party for about 55 students.

General Discussion:

Vincent Viscariello asked if SAC money could be used to pay for the benches needed during lunch. Mr. Smith explained they were considered capital expenses because they were permanent fixtures. Janis Wood said she thought the tables would not be considered capital expenses since they can fall apart and can be thrown away. Mr. Smith said that the tables most likely would have to be placed on concrete slabs.

Ms. Rawson said her daughter's geometry book is old and asked how we evaluate textbooks and how old do books have to be before they are replaced? Victor Sciuillo answered that books are suppose to be evaluated every five or six years, but it has gone past that in some cases. Because of budgetary constraints they are not looking at adoption as closely. It was pointed out that some of the teachers may like and keep older textbooks.

Willie Walker asked if it is the custom of the committee to vet different requests as a stand alone item (one at a time). Mr. Smith explained that the committee tries to take them in totality. Most come in October or November, but some do come in later. When spending the money, Mr. Smith said we must follow rules for capital improvement and make sure the request is tied to the School Improvement Plan. We also had internal goals (last year) such as helping a lot of students and spending as much money as we could.

Ms. Gates explained we usually have teachers come and make presentations and they know to make their requests early.

Mr. Walker pointed out that we want to make sure that we don't get a valid request in January and don't have the money. Ms. Wood stated that we want to fund requests early so they can be used for the entire year. Ms. Gates stated if there is something a teacher really needs – we will find a way to get the money.

Mr. Smith said we spent all of our money last year except approximately \$200. There was a discussion about carry forward money. Mr. Smith reported the Bookkeeper said we did not get any money back last year. Ms. Wood said we need to find out where the carry forward is. Mr. Smith explained the Bookkeeper said “they” took the money downtown and did not give it back to us.

Mr. Turner provided the committee with the amount of SAC money that was available for this year. He reported we had \$7,329.34 (\$5 per student). This is a one time allotment. Ms. Wood pointed out that last year it was \$10 per student.

Ms. Rawson asked why we are paying for the calculators when we did not pay for them last year. Ms. Wood said she believes SAC cannot fund recurring items and if we fund the IB requests or the PTSA guidebooks, they cannot make the same request next year.

Mr. Turner said SACs funds should contribute to the overall student body; they should benefit the entire school. He said it was appropriate to have the requester here to make the request.

Ms. Rawson asked if there was deadline for submitting requests. Mr. Turner said there is no deadline.

Ms. Rawson said there should be written guidelines before we approve any requests.

Mr. Johns said the request must be on a form that has the following:

- 1) The total amount of the request (we assume the funding amount is split with other sources)
- 2) The amount requested from SAC
- 3) How the request will benefit the School Improvement Plan (primary purpose)
- 4) Identify what fundraising attempts have/or will be made (and the results)
- 5) Estimate the number of students to be served and their grade levels
- 6) Has department chair approval
- 7) If requesting amount is more than \$250, they must make a presentation at the next SAC meeting
- 8) Signed by SAC chair and principal once approved

Mr. Johns pointed out that we need to invite Ms. DeBeche to present. Ms. Allen presented at the last SAC meeting. Mr. Turner said he would have a formal presentation on the benches next month.

There was more discussion on calculators and how they will be used.

Mr. Johns made a motion to approve the graphing calculator, PTSA Guidebooks, and the Life Smart Competition for a total of \$2,850.

Motion Discussion:

There was discussion about the PTSA Guidebook. Ms. Gates said they only need money for the cover and the binding because the printing was done in house. The decision regarding this item was tabled until next month when more information would be known.

The motion was amended to approve the \$250 for the Life Smart Competition and \$2,100 for the graphing calculators & AP books. The motion was seconded by Mr. Sciallo.

Motion Discussion:

Mr. Turner asked that the SAC Request Form be amended to have a second Principal's signature to be collected prior to the request going to SAC (to verify the request tied in with the School Improvement Plan).

There was discussion on waiting until the next meeting to approve these items, but it was pointed out that the calculators are needed sooner not later. The committee was reminded that we cut the number of calculators last year that were approved.

The motion was approved unanimously as amended.

New Business:

Russ Snyder is no longer able to be on the committee. Mr. Johns asked if there was another parent anyone was aware of who could attend (that is not already on the voting list).

Mr. Turner said our student representative will be the Student Government President.

Ms. Price reminded the committee that the May 12 minutes had not been approved. It was decided we would approve them next month. Alison Cruess said she would send them to the committee by email when the October 13 minutes are distributed.

Old Business:

None

The next Paxon SAC meeting will be Tuesday, November 10, 2009 at 4:00 pm. in the Media Center.

The meeting was adjourned at 5:10 pm