

# PKY School Advisory Council

## Minutes

August 20, 2013

Paige Allison, Kerry Litchfield, Liesl O'Dell, Lynda Hayes, Cathy Atria, Kathy Olmos, Cindy Laukert, Meryl Klein, Lindsey Ammons, Paul Manning, Eileen Oliver, Helen Zee, G.B. Edwards, Brenda Breil, Tom Dana, Mark Robinson, Karen Bethel, Susan Cary, Deborah Hill, Sandy Holsbeke, Erin Kromwell, Renee Andrews, Janie Williams, Amy Neal, Carmen Franch, Veronica Freeze, Monica Feliciano, Jennifer Whitney, Lesley Bernard-Patin. Melanie Heflin, Rob Cox, Carrie Geiger, Tamara Robbins, Barbara Wingo, and John Bourn.

Meeting called to order at 5:34 with introductions of Council Members in attendance.

1. School Advisory Council training by Cathy Atria, with questions and answers.
2. Discussion of additional responsibilities of SAC based on Sidney Martin Developmental School Act, the PK Governance and Organizational Policy Manual, and the SAC By-Laws.
  - a. Who governs PK?
  - b. SAC needs advisement quickly, as the year has already begun.
  - c. Questions rose about the decisions that were made over the summer, without SAC participation. Who regulates this?
  - d. SAC By-Laws have provisions for emergency meetings and email discussion/votes, but Administration did not utilize these provisions.
  - e. Specific questions arose about the change in start/stop times of the Secondary School.
  - f. Parent requested an apology from Administration regarding oversight of policy decision making. Another parent suggested that the relationship between administration and parents has been broken and needs to be repaired.
  - g. Administration was thankful that the questions were raised, so policy could be updated.
  - h. COE concerned with conflicting language in policy materials.
  - i. General Counsel will review policy and update the SAC with respect to its charge by the September 17<sup>th</sup> meeting.
3. Resignation of SAC Officers at the conclusion of the meeting tonight: Kathy Olmos, Cindy Laukert, and Sonia Mesa  
Request for Nomination of new officers. No nominations were presented, so a motion was made for Dr. Allison to Chair the September meeting, with Dr. Oliver to act as Secretary. 2<sup>nd</sup> by Debra Hill. Approved unanimously.
4. Consent Agenda: May minutes. May Minutes are out of compliance as learned through the earlier SAC training. Motion by Paige Allison to approve these minutes, as is, and try for compliance at future meetings. 2<sup>nd</sup> by Janie Williams. Approved with one dissent by Kathy Olmos.
5. Agenda item regarding gifted education was requested to be postponed to September meeting since Carrie Geiger left early for another meeting. Questions were raised in order to have information available when presented: Specifically who was involved in the decision making process to change the gifted program and when were these meetings held? Another parent asked if activity fees could be returned to families who have been affected by these changes, but were not informed of the changes until after the April Activity Fee Deadline. Dr. Hayes stated she had the authority on a one-to-one appeal basis. Motion was made to table this agenda item until September meeting. 2<sup>nd</sup> by Janie Williams. Approved with 8 in approval and 4 in dissent.
6. Update on Subcommittees:
  - a. Director's Evaluation: Subcommittee met over the summer to develop a set of evaluation questions. The proposed list of questions was presented to the SAC at-large. Questions arose regarding how to administer to students and the decision was to use paper copies. All other stakeholders would take on-line versions. Questions arose about how the information derived would be used and when to administer the instrument. COE suggested

evaluations were typically done early summer and that all evaluation materials are private. A motion was made to administer it as a climate survey, but was rescinded. A motion was made by Meryl Klein to administer the survey as a tool to advise and set a baseline for Dr. Hayes as soon as possible to all stakeholders except students; to be shared with Dean of COE, Dr. Hayes, Chair of the SAC, and Faculty Policy Chair. The survey would be given to teachers, staff and parents this fall. The instrument would again be administered in the spring to be used for evaluation. The spring administration would be given to all Stakeholders. 2<sup>nd</sup> by Janie Williams. Approved Unanimously. Kathy Olmos will send the questions to Dr. Dana, who will obtain email address from PK, create the on-line instrument, and disseminate. Paper copies will be available at PK for parents unable to complete the survey on-line.

- b. School Improvement: The team has met to put together a series of questions for focus group interviews. The focus groups will be held in late September. Letters of invite will go out soon. New subcommittee members are requested and will be advertised on the website.
  - c. Budget: The subcommittee did not meet over the summer. Last May, surveys were sent to all coaches to accumulate information on projected needs. Most have been returned, but have not been collated or evaluated. New subcommittee members requested, as well.
7. Introduction of the new Leadership Structure: Cathy Atria presented the new structure with an emphasis on more resources to support the multi-tiered systems of support. Several new positions were added and the administration found ways to restructure the previous system. There were several funding sources for the positions. Questions and answers, with emphasis on insuring communication with parents as concerns arise, communicating the new structure with parents' at large (website), and a request for an update at the middle of the year regarding how it is working and again at the end of the year along with the Climate Survey. Administration does not anticipate any further changes to the Leadership Structure and the Multi-Tiered Systems of Support (MTSS) handbook is available for all parents to review.
8. New Business:
- a. Request for a SAC discussion regarding communication between Administration and parents/SAC members. Consider a Communication Officer be elected/appointed.
  - b. Request to have fewer items on the agenda to allow for complete discussion, but shorter meetings.
  - c. Request for a discussion about how students are managed after school hours.
  - d. Request for information regarding 3 teachers who were only hired until December. How will the transition be managed, is this best for the students?
  - e. Request for another discussion regarding the requirement for students to pay for parking on PK property since the land is designated as a "No restrictions" zone on UF maps.

Meeting adjourned at 8:38 p.m.