

## **LIBERTY COUNTY SCHOOL DISTRICT ADVISORY COUNCIL**

### **Minutes**

**September 18, 2018**

DAC Chairperson, Becky Brown welcomed all in attendance and called the meeting to order. The following members and visitors were present: David Summers, Gay Lewis, Becky Brown, Charlotte Brandon, Beth Brown, Misty Compton, Mary C. Davis, Tim Davis, Aaron Day, Mary Flowers, Neil Grantham, Lynn Guthrie, Joan Hall, Lauren Harger, Molly Hobbs, Darrell Johnson, Chesnee Layne, Jennifer Lee, Brock Lewis, Channing Prichard, Hunter Sanford, Becky Shuler, Elizabeth Walker, Caydan Waller, Mary Waller, and Jason White,

The minutes of the April 27, 2018 meeting were disseminated, and Chairperson Brown asked those in attendance to read over the minutes for approval. Becky Shuler made a motion to approve the minutes and Jason White seconded the motion. Everyone was in favor and the minutes were approved.

#### **Superintendent Report: Report given by Superintendent David H. Summers**

Superintendent Summers congratulated the students, teachers, administrators and staff on Liberty County School District being "rated 8<sup>th</sup> in the state of Florida!" He said that it showed how hard everyone worked last year and he encouraged us to "Do better and do not sit on our laurels."

He reported that construction on the new high school has not been decided, being that we are 2 million up-side down on the project. Those involved are having meetings trying to find way to "cut" down on some of the costs. Meetings are being arranged with Senator Bill Montford and Representative Halsey Beshears to possibly obtain additional funding. Demolition should be starting soon.

#### **DAC Guidelines and Procedures**

The DAC Guidelines were disseminated and Gay Lewis presented an overview to the DAC members. She said that the objective of the DAC is to "participate in decision making by advising principals, superintendent and the school board in matters pertaining to schools, the school district and/or their educational programs. The Council shall be the final decision making body relating to school improvement plans BEFORE the plans are submitted to the School Board for approval." She said that "the Council is to be a resource, advising in matters of the district's educational programs, and a liaison between the district and community."

The Council is composed of teachers, students, parents and other citizens. Terms of office shall be October 1st through September 30<sup>th</sup> and students shall serve for one school-year term only. Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the DAC. The officers shall be a chairperson, vice-chairperson and secretary and other such officers as the Council deems desirable. The chairperson will preside at all meetings; the duties of the vice-chairperson shall be to represent the chairperson in assigned duties as needed. The secretary shall keep the minutes

of each meeting. All regular and special meetings of the Council shall be conducted in accordance with Robert's Rules of Order and shall be open always to the public.

**OLD BUSINESS:** None

**NEW BUSINESS:**

**School Reports**

**HOSFORD ELEMENTARY & JR. HIGH SCHOOL – Report given by Tim Davis, Assistant Principal**

Asst. Principal Tim Davis, reported that Hosford is a “C” school. He stated that they missed being a “B” by only 1 or 2 points. HEJHS’ School Improvement Plan (SIP) included 3 areas of concern, Math, ELA and attendance. Mr. Davis reported that in Math Lowest 25<sup>th</sup> Percentile Hosford School dropped from 38% to 28%. HEJHS administrators plan to improve their score by providing support to struggling teachers such as: professional development, Mentor teaching and team teaching opportunities. Assign struggling students with veteran teachers and give optional small group instruction outside of their regular assigned class time. Use supplemental instructional technology: iReady, IXL and Reflex Math.

Their 2<sup>nd</sup> lowest area was in ELA, however, they increased from 38% the previous year to 43% for 2017-2018. Their goal is to reach 48% in the upcoming year. They plan on making gains by supporting the teachers with a new writing curriculum (Top Score) and having more small group instruction in the classroom. Provide mentor teachers to support new ELA teachers. Utilize Ren Learn progress monitoring 3 times per year to determine student growth.

Hosford’s 3<sup>rd</sup> area of concern is attendance. They had 90% students attending and their goal is to reach 94% for the 2018-2019 school year. Plans to increase parent communication, reiterating the importance of attendance. Utilize truancy court earlier in the academic year. Provide incentives for perfect attendance each month. Utilize data from FOCUS data base to monitor attendance.

**WR TOLAR – Report given by Jason White, Assistant Principal**

Asst. Principal Jason White stated that WR Tolar is a “B” school! He shared the results of their School Grade Components for 2017/2018 and 2016/2017.

School Grade Component	2017/2018	2016/2017	Percentage points increased/decreased
ELA Achievement	56%	42%	Up 14% from previous year
ELA Learning Gains	58%	47%	Up 11%
ELA Lowest 25 <sup>th</sup> Percentile	56%	33%	Up 23%
Math Achievement	56%	44%	Up 12%
Math Learning Gains	57%	41%	Up 16%
Math Lowest 25 <sup>th</sup> Percentile	58%	37%	Up 21%

Science Achievement	49%	45%	Up 4%
Social Studies Achievement	79%	73%	Up 6%

Mr. White reported that Science was WR Tolar's lowest scored subject area. It was 49%, however that was an increase from the 45% from the year previous. Goals to improve student scores in Science are: utilize activities to examine scientific concepts, and use collaborative instruction between classroom teachers, coaches, PE teachers to enhance understanding science in a real-world setting. Use curriculum such as: Florida Science Coach to supplement grade level curriculum, Study Island to review material before testing and a new program, Gizmo, to provide virtual learning experiences-online labs.

There were improvements in the ELA and Math scores but administration wants more improvements in those areas to by: Maintaining the use of iReady (especially the standards mastery component of iReady); uninterrupted instruction time; using small group instruction; utilizing Top Score writing curriculum and maintaining professional opportunities for teacher.

Attendance and Behavior are the 3<sup>rd</sup> areas of concern. Plans to improve include providing school-wide incentives/rewards for students with consistent high attendance and implement truancy procedures.

#### **LIBERTY COUNTY HIGH SCHOOL – Report given by Aaron Day, Principal**

Principal Day reported on LCHS's School Grade Data for 2017-2018 school year. Mr. Day was pleased to announce that LCHS is an "A" school! LCHS has been an "A" School only one other time back in the 1999-2000 school year.

School Grade Component	2017/2018	2016/2017	2017/2018	Percentage Pts. Increased or decreased
	LCHS	LCHS	State	
ELA-Level 3 or Higher	66%	46%	53%	Up 20%
ELA Learning Gains	74%	43%	53%	Up 31%
ELA Lowest Quartile LG	76%	35%	44%	Up 41%
Math-Level 3 or higher	56%	26%	56%	Up 30%
Math Learning Gains	64%	36%	48%	Up 28%
Math Lowest Quar. LG	53%	35%	45%	Up 18%
Biology-Level 3 or higher	58%	44%	67%	Up 14%
US History	69%	72%	68%	Down 3%
* College/Career Acc.	90%	80%	60%	Up 10%
Graduation Rate	91%	90%	82%	Up 1%
<ul style="list-style-type: none"> <li>College/Career Acceleration – Liberty Co. High School is ranked #1 in the State of Florida!!</li> </ul>				

LCHS's goals are to increase attendance of students. Another idea they would like to try is to allow students to make up "seat time" hours by attending summer school. Administration plans on maintaining the scores in all subject areas and increase the scores in math by continuing to support their teachers by professional development/trainings, and their students by continuing to teach "bell to bell," new curriculum, and using "Graduation Coaches" to work one on one with students.

### **Liberty Early Learning Center- Report given by Chesnee Layne, Early Learning Center Supervisor**

Chesnee Layne reported that Liberty Early Learning Center serves 81 preschool students between both Hosford & Tolar sites. Of all 81 students, 36 students currently have an IEP (Individual Education Plan). 44 % of the preschool population qualifies for services in the PreK disabilities program. We meet or exceed student/teacher ratios. LELC has 4 FL certified teachers in Preschool Education or Prekindergarten age 3 through 3rd grade. We serve students through a variety of programs including VPK and Pre-K ESE services. We serve students through a blended service delivery approach with children from various programs mainstreamed into a variety of classroom settings.

Our program receives funding through VPK (state funds), FTE, and VPK Extended day fees (paid for by parents for their child to stay for the extended day after VPK hours).

We have a working relationship with Liberty County School District 21st Century Community Learning Center, an after-school program, and with the Liberty County Health Department dental van. Qualifying families may choose to participate in these programs and receive additional services.

We participate in Pre-K (Child Find) screenings to check development every other month. Children ages 3-5 are invited to participate. They are screened to check speech/communication, learning, motor, and social skills. Any child in need of further evaluation is referred to the school district of residence. Eligible children may receive therapy and/or pre-k ESE classroom services. Our next screening will be held on October 11th.

#### **GOALS for 2018-2019:**

- Increase Kindergarten Readiness Rate for all VPK children entering kindergarten.
- Increase attendance in VPK; All VPK kids attend 85% of the time as required by the state.
- Create a smooth transition between Pre-K to Kg at both schools.

**At this time, Chairperson Becky Brown asked for a motion on all the School Improvement Plans (SIPs) that were presented. Tim Davis made the motion to approve all four the plans, Becky Shuler seconded and all SIPs were approved by the DAC members.**

#### **Parent Involvement Plans:**

HEJHS' Assistant Principal, Tim Davis, stated that Hosford school had a Sock Hop and "had a very good turn out!" Individuals participating was around 250! The "Grandparents Breakfast" was the BEST activity yet. Future parent activities will include Doughnuts for Dad, Muffins for Mom, Pancakes for Parents and Reading Night.

Mr. Davis acknowledged that "Parent Square" is a "good tool, parents are utilizing this tool."

WRT's Assistant Principal, Jason White announced that "WRT's PTO (Parent/Teacher Organization) continues to grow!" Successful parent activities have included Open House, a Reading Night and

Pancakes for Grandparents. Upcoming activities include a Storybook Christmas, Muffins for Mom, Doughnuts for Dad. Mr. White stated that WRT has recently hired 2 bilingual para-professionals to help with their ESOL students and parents. He also said that WRT utilizes Parent Square and Facebook to get information out to parents.

Gay Lewis, Director of Instruction/Curriculum discussed the District Parental Involvement Plan. She explained that 1% of 1% of Title I Funds are spent on K-8 schools parent involvement activities. These activities include Family Reading and Math Nights, Data Chats, 8<sup>th</sup> Grade High School Tour, Family Sock Hop, Grandparents Breakfast, Doughnuts for Dad, Muffins for Mom and Storybook Christmas.

Even though LCHS is not required to have a Parent Involvement Plan, Principal Day announced that they do have class sponsored events on subjects like Dual Enrollment, Financial Aid and Scholarships for juniors and seniors. They also have the 8<sup>th</sup> graders from Hosford and Tolar visit each year in the spring for a tour of the campus. They also encourage parents to attend all sport, band, chorus, and JROTC events. LCHS' parents also utilize Parent Square to receive information.

**Chairperson Brown called for a motion on the Parent Involvement Plans (PIPs). Aaron Day made the motion to approve the 3 PIPs (HEJHS, WRT and the District), Becky Shuler seconded the motion and the PIPs were approved.**

#### **School-Parent Compacts**

All three School-Parent Compacts were disseminated and the DAC members were asked to review them. There wasn't any additions or deletions needed per the council. Tim Davis made the motion to approve all 3 compacts, Jason White seconded. The compacts were approved.

#### **W.R. Tolar School Recognition Funds**

Jason White presented the award breakdown for the recognition funds. \$3,300.00 will go towards the para-professionals and student health aides. \$1,050.00 will be split between custodians and lunchroom workers. Each bus driver will get a portion of \$400.00. Mr. White said the remainder of the award money is to be divided equally between administration and instructional staff. Amounts were determined as to everyone's time working at WR Tolar. If they worked  $\frac{1}{2}$  the school year, they will get  $\frac{1}{2}$  of the allotted amount; if they worked  $\frac{3}{4}$  of the school year, they will receive  $\frac{3}{4}$  of the allotted amount and if they worked a full year, they will get the full amount that was allotted.

**Chesnee Layne made the motion to approve the recognition fund breakdown as presented to the council. Charlotte Brandon seconded the motion. The council voted in the affirmative to approve the School Recognition Funds.**

#### **Student Concerns:**

**HOSFORD ELEMENTARY & JR. HIGH SCHOOL – Student Reps: Caydan Waller and Channing Prichard**

No student concerns.

### **WR TOLAR – Student Reps: Molly Hobbs and Brock Lewis**

Student Representative, Brock Lewis mentioned the need for salt & pepper packets in the lunchroom.

### **LIBERTY COUNTY HIGH SCHOOL – Student Reps: Lauren Harger and Hunter Sanford**

LCHS' representatives said the high school needs cleaning.

### **Parent Concerns: Parent Reps: Amanda Smith (Hosford), Becky Shuler (LCHS) and Elizabeth Walker (WRT)**

Elizabeth Walker brought up several issues concerning student safety. She mentioned traffic issues around WR Tolar K-8 School since the changes in parking. At drop-off and pick-up times the traffic is very congested and people using Highway 12 South are driving fast. Mr. Summers stated that SRO Strohecker has "written many speeding citations." Ms. Walker asked if it was possible to get "an additional officer out there to direct traffic." Other ideas that were mentioned was the use of speed bumps and a "Check your speed" sign. She also asked why the Pre-K students are walking around the building to pick-up instead of walking through the school, which would be safer.

Darrell Johnson, LCSD's School Safety Specialist, replied that he would check on those issues.

### **District Reports:**

#### **21<sup>st</sup> Century Grant – Report given by Beth Brown, Project Manager**

21st CCLC Summer Program was filled with learning activities, and educational field trips. Some new field trips were included this year, we visited E.O. Biophilic Center and Panama City Science & Discovery Center. The Tallahassee Challenger Center was visited and students participated in mock Space Missions. The Tallahassee Museum visited both sites with multiples animal visits, such as Mammals, Reptiles, and Birds, alligators, opossum, and armadillo.

Family Nights since our last meeting included:

Hosford:

May- Baggin' Books & Summer Essentials Event

In July Baggin' Books and Reading Tips (great turn out!)

In August Family STEAM Night (best night so far, about 100 kids!)

Looking ahead: Monday, September 24th Social Media Night, collaboration with the LCSO

Tolar:

May- Baggin' Books & Reading Tips

July - Summer Art Gallery, Tips for Parents Giving Feedback to their Child

July - Baggin' Books, Family Reading Strategies

September \_\_\_\_ (Still waiting to hear back for date) Internet Safety, Collaboration with LCSO

October 29th: Baggin' Books Halloween Event, Collaboration with Tolar PTO

The Summative Evaluation was posted on LCSB Website recently, that's our progress report. We are meeting our academic goals concerning language arts, math, and science grades. We are making meaningful progress towards the FSA score goals.

Average Daily Attendance for August:     Hosford- 104                      WR Tolar - 101

#### **Assessment/Food Service - Report given by Amy Combs**

Ms. Combs related that the schools are doing "retakes" now and data to the Dept. of Education has been submitted.

She said there are plans to poll the students regarding food service. She announced that Nov. 2<sup>nd</sup> is "National Sandwich Day". Food service is looking forward to the annual Thanksgiving Day meal – they are planning for "tons of people."

#### **Director of Special Education Report- Lara Deason's notes read by Gay Lewis, Dir. of Instruction.**

The only thing I would have to report is the hiring of the two Clinical Social Workers because of SB 7026. One will be at Hosford School/LCHS and one will be at W. R. Tolar School. The cost of this is covered through the District Mental Health Allocation. This will provide us with someone on our campuses to help with day to day needs as well as during crisis/threat incidents.

#### **Technology – Report given by Lynn Guthrie**

The technology department has had a busy summer. Laptops were updated with the latest Windows updates and all desktops had to be updated from Windows 7 to Windows 10. "We've also had lots of moving of personnel, which always keeps the technology team very busy" said Ms. Guthrie.

\* Since July 1, there has been 834 help tickets submitted through our Help Desk and there are only five techs.

\* We now have about 65 mobile carts and around 1300 laptops.

\* We held our 3rd Summer Technology Institute for teachers this summer. There were 31 teachers in attendance who received the PD.

\* Cell service has always been an issue at Tolar. We have recently installed femto units from Verizon that has corrected issue with no service or Verizon customers. The units were installed in the 100 building, 200 building, 300 building and the gym.

Tim Davis complimented the Technology Department for the help given with Hosford School's cameras.

### **School Safety – Report given by Darrell Johnson**

Our new district safety officer, Darrell Johnson spoke concerning school safety and the need for security updates. He said, “Legislation is coming down the pipe on safety/security. They are planning on spending 94 million for the whole state of Florida. The legislature will be allotting money per population, Liberty County portion should be around \$100,000.00.

He also spoke concerning the idea to have all schools have a “single point of entry” to help prevent unwanted persons on our campuses. Plans are to have single ingress and egress to all our schools. There is also a need for fencing around the schools and we are in the process of getting bids. He mentioned the Motorola Grant which would allow us to receive new radios for all schools.

There was discussion regarding the “single point of entry” and the congestion it is causing at W. R. Tolar School. Mr. Johnson asked that everyone be patient with the problems we encounter, as we move forward in making our schools safer, there are a lot of improvements to be made.

### **Curriculum Update- report given by Mrs. Gay Lewis, Director of Instruction/Curriculum**

Gay Lewis reported that 2017-2018 was a good year, but in “looking at 2018-2019, let’s do Better!” She commended the employees of Liberty County School District for Liberty being an “A” district! She explained that it takes everyone employed in the District to achieve that status. She encouraged everyone to “strive to do their best.”

She stated that teachers need to know the standards and align their curriculum to those standards. New science curriculum was purchased for all schools this year. We are continuing to focus on using technology software programs to fidelity this year

She encouraged everyone to “Push attendance! Students cannot learn if they are not at school.”

### **Grants-**

Ms. Lewis announced that Liberty County’s Title I, Part A allocation was \$338,277.00. The Parent Surveys that were done indicated that they wanted to see funds used for the following: Computer Software, supplemental teaching positions and instructional materials. This grant will pay for salaries, software, materials & supplies, professional development, parent involvement, homeless and N&D.

The Perkins Secondary Grant allocation was \$13,030. This grant money will support the Agriculture and Welding programs. The Perkins Sparsely allocation was \$28,307 and will support the Allied Health program.

The Title I, N&D allocation of \$100,471. This money supports salaries for teachers serving at-risk students at all 3 schools. It also provides para-professional salaries and supplies to support teaching and learning for alternative students.

Title II grant allocation was \$57,093. This grant pays for teacher stipends to participate in professional development opportunities for curriculum alignment in ELA, Math and Science. It pays for a mentor



teacher to assist beginning teachers and/or new teachers to our district. It also pays dues and fees for teacher certification test reimbursements and payroll for substitute teachers for teachers to participate in professional development.

Title V Grant supports hiring teachers to serve students with computer based instruction after school. It also provides materials and supplies, Saxon Math kits for supplemental core instruction.

Title IV grant allocation was \$24,003. This grant supports before and after school day instruction to provide Science, Social Studies, ELA and Math help for disadvantaged students. It was also used to purchase supplemental science materials for grades 5<sup>th</sup> and 8<sup>th</sup>. It pays for Graduation Coaches to provide coaching and mentoring to disadvantaged students.

#### **Election of 2018-2019 DAC Officers:**

The floor was opened for nominations for the 2018-2019 District Advisory Council officers. Becky Shuler nominated Becky Brown for Chairperson. Aaron Day seconded the nomination. No other names were brought up for nomination. The council voted “yay” on Mrs. Brown nomination.

Becky Brown nominated Becky Shuler as Vice-Chairperson. Aaron Day seconded the nomination. No other names were brought up for nomination. The motion carried unanimously.

For the office of DAC Secretary, Becky Brown nominated Joan Hall. Jason White seconded and the council voted in the affirmative. Again, no other individuals were nominated.

#### **Set Next Meeting:**

After some discussion, Beth Brown made the motion for the next meeting to be scheduled for November 1<sup>st</sup> at 9:00 a.m. Jason White seconded the motion and all agreed.

#### **Adjourn Meeting:**

Aaron Day made the motion to adjourn the meeting. Lynn Guthrie seconded and all were in favor. The meeting was adjourned.