

# **Stanton College Preparatory School**

## **SAC Meeting Minutes January 16, 2019**

**Attendance:** Members present as noted on the sign-in sheet for Stanton College Preparatory School (hereinafter referred as Stanton) School Advisory Council (SAC) and sign-in sheet for the community, stakeholders, including parents.

**Call to Order:** A meeting of the Stanton College Preparatory School Advisory Council was held in the Media Center at Stanton on January 16, 2019. Hope Wilson, 2018-19 SAC Vice Chairperson, called the meeting to order at 3:33pm. Mary Ann Cano, 2018-19 SAC Secretary, recorded the minutes for the meeting.

**Welcome:** Ms. Wilson welcomed SAC members and stakeholders to the meeting. Due to scheduling conflicts, the SAC Chairperson, Ms. Janet Allen, was unable to attend today's meeting. A quorum was established for this session.

**Minutes from Previous Meeting:** Minutes for the November 2018 meeting were reviewed and approved unopposed as written.

**Report from PTSA:** Report from PTSA was provided by our PTSA Representative, Dawn Botkin:

- The Children's Sanctuary in December was a great success. Donations included three scooters.
- PTSA members purchased items from the Angel Wish List, which serves our homeless students. Stanton currently has eight homeless students.
- We are in need of people to serve in our Board: Blue Devil Grant Chairperson; Chair and Co Chair for Grounds Beautification.
- Yesterday was the second Desserts and Discussion.
- Our second College Night will be held on February 26<sup>th</sup>. Admissions officers from several universities will be in attendance.
- The next Lunch and Learn will be held next Tuesday, January 22<sup>nd</sup> at 12:00pm, following the general DCC meeting. Need to RSVP; free lunch and admission!
- Membership stands at 1,322 members as of December 2018. We are still short 55 members to reach 100% membership. A membership drive will be held on February 7<sup>th</sup> (free Chick fil A sandwiches!).
- Parking lot winner for February is Ryan Adamczyk (Senior).
- The UNF Gladys Prior Awards for 2019 is underway. Please consider nominating a Stanton staff member for this award. **See Exhibit A.**

**Faculty Forum Report:** There is no Faculty Forum Report for today's SAC meeting.

**Principal's Report:** Ms. Majova presented the following at today's SAC meeting:

- Ms. Majova expanded on two points from the PTSA Report:
  - The College Night event on February 26<sup>th</sup> featured admissions officers from: UF, FSU, UF, Valdosta, and others. This is a good opportunity for students to attend the event and talk directly to the university representatives.

- Ms. Majova thanked PTSA and SAC for the Thanksgiving and Christmas holidays (Ms. Janet Allen: \$1,250; SAC - Ms. Cobb - toys). Students had a great holiday and we are thankful.
- In our last meeting in November, SAC discussed holding the Mid Year Stakeholders Meeting in January. We need to provide stakeholders with 30 days notice and mail letters. Therefore, we will hold our Mid Year Stakeholders Meeting on our next scheduled meeting on February 20<sup>th</sup>. During this session, we will present data to show where we are at year end and scrimmages that the District provides. We will also share targets and will invite teachers to attend the session to discuss strategies to achieve targets. Our targets are very high; we have very little wiggle room.
- Our graduation rate is at 100% (we had one young man with health issues); we will now be at 99% (this is ok).
- Our Stakeholders Meeting is on February 20<sup>th</sup>.
- The Choice Expo was last weekend; we have very energetic students. Parents were impressed with our school. We have two military students that started yesterday. The students did a great job at the Expo.
- We had our last Magnet tour last Thursday. The Leadership students did a wonderful job. We had a total of 120 parents (we also get private school parents at the tours). We will have our feeder school tours (Landon & James Weldon Johnson) in February.
- Stanton will have security cameras installed throughout the campus very soon. We will have inspections and after two weeks, the cameras will be installed. We will have approximately 50 cameras that will show a real-time view of all areas (all quadrants will be visible). In addition to the cameras, we are replacing doors and door reinforcements to deter theft.
- Status on our track renovation project: the generator has been installed. The track is scheduled to be lined this Saturday, weather permitting.
- Senior night for soccer will be next week (we should be ok; there is a 90% chance of rain on Sunday).
- Dr. Haywood provided an update on testing:
  - Dr. Haywood thanked SAC and PTSA in keeping students hydrated during testing.
  - Students must ensure they arrive to school on time for testing; our goal is 100% testing.
  - A testing schedule has been developed and will be implemented. **See Exhibit B**
  - The FSA in Writing is scheduled on April 3<sup>rd</sup>. We will have enough technology to test both levels at the same time. There will be 25 students per room.
  - We will administer school wide the SAT in reading and math (not writing) in April. This will be at no cost to students. The SAT will be administered at the Gym.
  - We appreciate and encourage volunteers to serve as an exam proctors. Anyone interested in this volunteer opportunity needs to apply and be cleared by the District to proctor exams.
  - Testing will take place during 4 weeks; we will administer 7,000 exams.
  - Exam dates are set; these cannot be changed. There is no wiggle room for IB test dates (students cannot miss an IB exam; students may need to take classes after graduation). For AP tests, there are two opportunities (if an exam conflicts with an IB exam, we can switch).
  - Students have received the test schedules for review. If there are any mistakes, we will correct this immediately. We ask students to share their testing schedules with their parents.

- Ms. Wilson will get her interns the volunteer sheets (interns are over 18 years old; they are at junior/senior college level). These interns can help proctor exams; this is a good experience for them.
- Exams will be distributed in three minutes; students also get a 10 minute break (we start at 7:30am).
- There is an AP review session scheduled on a Saturday in April. PTSA will send an email blast with this information.

Other announcements during the Principal's Report include:

- Impact meetings will be scheduled for students in danger of failing (Ds and Fs). We will invite parents to meet with the teachers. We encourage students to attend the literacy, reading, math, and science labs. In addition, our teachers schedule time in their day for tutoring; students need to take advantage of this!
- Mr. Hemphill informed that at the end of the first semester, the Guidance Department works with students with Ds and Fs. We draw up academic contracts, which include roadmapping strategies to be successful and remediate a course. These contracts are sent home for parents to review and sign. We can also schedule meetings with parents to come into our office and sign the contracts. We have several layers to safeguard and be successful: impact meetings; academic contracts; labs and tutorials. This is offered for any class with a D or F (not only core classes).
- Positive news: IB students from last year came back to get their IB diplomas.
- Students were inducted in NHS in December.
- There is a need for parent workshops. We are running into situations on how to deal with certain topics where parents should be handling the issue (ex. student withdrawals).
- Stanton is a nationally recognized school; Ivy League schools recognize our school. When applying for college, IB students are placed in a "separate stack."
- Our SAC student rep, Ali Milatyar, came to Stanton from Jeb Stuart, which is not a direct feeder school. At first, Ali was apprehensive but worked with his parents and the school to stay at Stanton. Ali is now a Senior. Ali mentioned that you need straight A's to be considered at an Ivy League school.
- Mr. Ingram and Ms. Simmons reported that they have started doing the Dessert and Discussion sessions. These sessions have not yet been successful; however, we would like to continue these sessions to get parents and students together to discuss issues.
- SAC discussed a concern with teachers not posting grades on Focus on a timely manner. Possible reasons for this include a backlog of papers to be graded. Parents should reach out to the teachers for a status. Most teachers respond to emails within 24-48 hours. Parents are also encouraged to reach out to Administration for assistance.
- Ms. Majova reminded all that SAC is for school improvement. All issues are open for discussion.
- The PTSA will soon sponsor a volunteer fair. PTSA will connect community leaders for volunteerism.
- Clarification on Bright Futures: CAS hours will work for Bright Futures. The following is the response from Ben Nasrallah, IB Diploma Coordinator, Stanton College Preparatory School: via email to Ms. Janet Allen dated 1/7/19): *"Currently, only service hours completed for CAS are eligible to also count towards Bright Futures. To meet Bright Futures standards, IB students must complete 100 hours of Bright Futures service hours. It is uncertain if and when that will change as it's tied to whichever updates the FL Legislature makes regarding Bright Futures regulations."*

- Legislation changed last year. Seniors are grandfathered out. Ms. Majova will verify with Guidance Counselors and report back to SAC.
- Ms. Majova encourages all 11th graders to go to interviews with guidance counselors. Parents of Junior students should know that there is an application to fill out before scheduling a meeting with the counselor. Information on the application process is located under the Junior tab in the Stanton website.
- Ms. Majova reported that computers will be ordered to upgrade the accountability area.
- Mr. Kerr reported that per Coach Crider, Alex King is this week's Athlete of the Week. The boys and girls soccer teams won their matches and will go to District next week. The girls weightlifting team will go to District on Saturday. In wrestling, the team is matched against Sandalwood this Friday and Saturday.

**Old Business:** There is no Old Business to report for today's SAC meeting.

**New Business:** The following New Business was discussed in today's SAC meeting:

- In discussing the new cameras to be installed in Stanton, SAC recommended someone from the District to attend the next SAC meeting for a discussion on safety. All high schools in Duval County will have cameras installed at each school.
- Ms. Majova informed that our teachers are vigilant and do look for academic integrity violations. Cheating is a Class II violation. Before an academic integrity report is made, the teacher ensures that the violation has taken place. There is a detailed academic integrity policy in place. We talk to students every year on academic integrity. A prime example of an academic integrity violation is having cell phones out during testing. To ensure cell phones are put away during testing, teachers have cell phone pocket holders in the classroom/testing area to hold cell phones until testing is complete. **See Exhibit C.**
- Colleges do ask about integrity violations and can contact Stanton for more information. On the college application, a prospective student can provide a narrative to explain the violation and consequence.
- Mr. Ingram reported that Stanton has an outreach program for middle schools to seek potential applicants. A recent meeting was held with Highlands and Kirby Smith Middle Schools as well as the Men's and Women's Leadership Academy. Mr. Ingram and Ms. Simmons visited these middle schools to meet students, answer questions and encourage academic performance. Our goal is to talk to students early so that these middle school students can prepare to attend Stanton in the future. Upon Ms. Majova's approval, Mr. Ingram and Ms. Simmons will visit Highlands Middle School in February.

**Next Meeting:**

Wednesday, February 20, 2019 (Mid-Year Stakeholders Meeting)

**Meeting adjournment:**

Hope Wilson, 2018-19 SAC Vice Chairperson, adjourned the meeting at 4:55pm.

**Submitted by:**

Mary Ann Cano, 2018-19 SAC Secretary

January 28, 2019

**Exhibit A: 2019 Gladys Prior Awards for Career Teaching Excellence**





College of Education  
& Human Services

Mr. Gilchrist Berg, President, Winter Street Capital  
and  
Dr. Diane Hordell-Hooley, Dean  
College of Education and Human Services  
invite your nominations for the

### 2019 Gladys Prior Awards for Career Teaching Excellence

#### HOW DO YOU NOMINATE A TEACHER?

Write a letter that clearly describes the teacher's impact on students through excellent teaching. As you tell the teacher's story, share specific, detailed examples of how the teacher inspires students to learn. What qualities and experiences make this teacher's impact on students stand out from other excellent teachers? Tell the teacher's story. Up to four teachers will be awarded \$15,000 each.

Have you nominated someone in the past who was not selected as a recipient? Please feel free to nominate that teacher again!

#### WHAT ARE THE CRITERIA?

- Evidence of sustained teaching excellence that directly impacts students.
- Evidence of sustained inspiration of students.
- Ten (10) or more years of classroom teaching and currently teaching in a public or private school in Duval County.

#### WHAT ARE THE OTHER REQUIREMENTS?

- Parents, students, teachers, administrators, other school staff, and community members are invited to write nomination letters.
- Academic coaches, media specialists, and guidance counselors are not eligible.
- Teachers may not nominate themselves.
- Organized campaigns may disqualify a nominee.
- Four (4) letters or less per nominee will be considered.
- See examples at: [www.unf.edu/teachers/scholarships/Gladys\\_Prior\\_Awards.aspx](http://www.unf.edu/teachers/scholarships/Gladys_Prior_Awards.aspx)

NOMINATION LETTERS ARE DUE: Friday, March 3, 2019 by 5:00 p.m.

You may email letters to: [GladysPriorAwards.coehs@unf.edu](mailto:GladysPriorAwards.coehs@unf.edu) or fax to (904) 620-2522 or

U.S. Mail: Gladys Prior Awards Selection Committee, College of Education and Human Services  
University of North Florida, 1 UNF Drive, Jacksonville, FL 32224

For further information, contact Dr. Anne Swanson at [anne.swanson@unf.edu](mailto:anne.swanson@unf.edu) or (904) 620-2990.

## THE GLADYS PRIOR AWARDS for CAREER TEACHING EXCELLENCE

\$60,000 WILL BE AWARDED TO OUTSTANDING  
TEACHERS IN MAY 2019. UP TO FOUR TEACHERS  
WILL EACH RECEIVE \$15,000.

#### TO NOMINATE A TEACHER:

- Write a letter describing how the teacher inspires students to learn. Please provide specific examples of sustained teaching excellence over his/her career.
- Teachers may not nominate themselves; organized campaigns may disqualify a nominee; up to 4 letters will be considered; no packets, please.

#### REQUIREMENTS:

- Nominees must be full-time classroom teachers in Duval County public or private schools with at least 10 years of experience.



NOMINATION LETTERS ARE DUE BY

5:00 PM ON

FRIDAY, MARCH 1, 2019

Send nomination letters to:  
GLADYS PRIOR AWARDS SELECTION COMMITTEE  
COLLEGE OF EDUCATION AND HUMAN SERVICES  
UNIVERSITY OF NORTH FLORIDA  
1 UNF DRIVE, JACKSONVILLE, FL 32224  
OR EMAIL: [GLADYSPRIORAWARDS.COEHs@UNF.EDU](mailto:GLADYSPRIORAWARDS.COEHs@UNF.EDU)



College of Education  
and Human Services

Partnering to make the world a better place.

## Exhibit B: Testing Events 2019

### TESTING EVENTS - 2019

ASSESSMENTS	DATES	PARTICIPANTS
FSA WRITING SPRING- 1 SESSIONS	APRIL 3, 2019	GRADES 9 & 10 - 883 STUDENTS
SCHOOL DAY SAT- 1 SESSION	APRIL 9, 2019	GRADE 11 - 368 STUDENTS
DISTRICT END OF COURSE EXAMS	APRIL 8 - APRIL 26, 2019	GRADE 12- ALL COURSES
SEMESTER 2 FINAL EXAMS STANTON	TBA	GRADE 12- ALL COURSES
DISTRICT END OF COURSE EXAMS	APRIL 23-MAY 17, 2019	GRADES 9-11 - ALL COURSES
ACHIEVE 3000	APRIL 23- MAY 17, 2019	GRADES 9-11
FSA READING SPRING - 2 SESSIONS	MAY 1-2, 2019	GRADES 9 & 10 - 883 STUDENTS
NGSSS - US HISTORY EOC - 1 SESSION	MAY 3, 2019	APUSH CLASSES - 368 STUDENTS
NGSSS - BIOLOGY EOC - 1 SESSIONS	MAY 3, 2019	BIOLOGY CLASSES - 406 STUDENTS
FSA EOC GEOMETRY - 2 SESSIONS	MAY 20-21, 2019	GEOMETRY CLASSES- 272 STUDENTS
IB EXAMS	MAY 6-24, 2019	IB CLASSES - 2842 TEST
AP EXAMS - REGULAR	MAY 6-17, 2019	AP CLASSES - 3777 TEST
AP EXAMS - LATE	MAY 22-24, 2019	AP CLASSES 408 TEST
AP EXAMS- EXCEPTIONAL	MAY 29- 31, 2019	AP CLASSES - 159 TEST
SEMESTER 2 FINAL EXAMS STANTON	MAY 23 -24, 2019 (1,3) MAY 28-29, 2019 (2,4) MAY 30-31, 2019 (MAKE-UPS)	GRADES 9-11 - ALL COURSES

#### LEGEND

RED - DISTRICT EXAMS  
GREEN - STANTON  
BLACK - STATE  
BLUE - NATIONAL EXAMS

Prepared by Dr. Hayward- Test Coordinator

## Exhibit C: Cell Phone Pocket Holders

