



**Call to Order / Determination of Quorum**

Meeting Called to order at 8:15 am on September 23, 2021.

**Adoption of Agenda**

Agenda adopted by committee members through unanimous consent.

**Reading/Adoption of the Minutes**

Minutes adopted by committee members through unanimous consent.

**Old Business:**

1. Updated Membership Roster (Ethnicity Information)

Committee membership information validated by committee members.

**New Business:**

1. Bylaws Review

Principal Shell: Discussion on the bylaws begins. No changes were made to said bylaws.

Brian Nall: He calls for a motion to approve the bylaws.

Dr. Matthew Crow: He motions for bylaws to be approved.

Kim McDonald: She provides a second.

Bylaws are approved by unanimous consent from the committee.

2. Meeting Schedule (minimum 4 regularly scheduled meetings)

Principal Shell: Discussion on meeting schedule begins. He recommends four quarterly meetings on Thursdays at 8:15 am. Meetings are subject to change as seen fit by the committee.

Brian Nall: He calls for a motion to approve the meeting schedule.

Dr. Matthew Crow: He motions for the meeting schedule to be approved.

Cassandra Hazelwood: She provides a second.

The meeting schedule is approved by unanimous consent from the committee.

3. Select Officers

Principal Shell: He opens the floor for a committee member to nominate themselves as the committee Chairperson.

Brian Nall: He nominates himself for committee chairmanship. No opposition is provided.

Virginia Holland: She inducts Brian Nall as the committee Chairperson.

Principal Shell: He opens the floor for a committee member to nominate themselves as the committee Vice Chairperson.

Dr. Matthew Crow: He nominates himself for committee vice chairmanship. No opposition is provided.

Virginia Holland: She inducts Dr. Matthew Crow as the committee Vice Chairperson.

Principal Shell: He opens the floor for a committee member to nominate themselves as the committee Secretary.

Aidan Bryan: He nominates himself as the committee's Secretary. No opposition is provided.

Virginia Holland: She inducts Aidan Bryan as the committee's Secretary.

**Reports:**

1. Principal's Report – Mr. Shell
  - a. Budget Report

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*Our mission at Pace High is to provide all students with quality instruction while stressing the importance of respecting others, sharing responsibility, and embracing the concept of lifelong learning.*

Committee Members: Members are shown a Pace High School Improvement Budget Report that is current as of September 8<sup>th</sup>, 2021. The Budget Report shows \$6,645.53 as the current balance.

Principal Shell: He begins his Budget Report by announcing that additional funds may be received. He also announces that the current balance has not accounted for the committee's funding of Freshman Day, put on by Pace High School's Student Government Association. He then begins to elaborate on what funding may be used for and provides the following examples: cafeteria tables, improved technology, etc. He also hints that the PTSO may provide a request for funding at the next meeting. He ends his report by beginning a discussion on a possible motion to allow himself to use the funding without the calling together of committee members for a vote. In support of this proposal, he affirms that no grievances have come against his usage of the funds in the past. He also assures the committee that his expenditures will be minimal and that any major expenditures will be brought before the committee to gain their consent.

Virginia Holland: In support of the proposal, she mentions that the money spent must benefit the students of Pace High School.

Brian Nall: He inquires how to protect Principal Shell from possible grievances regarding the usage of Principal Shell's proposal.

Principal Shell: He reports that a vote by the committee should protect himself from possible grievances. He also states that he will discuss any expenditures with the committee ex post facto.

Dr. Matthew Crow: He motions to approve Principal Shell's proposal.

Cassandra Hazelwood: She provides a second.

Principal Shell's proposal is approved by unanimous consent.

Dr. Matthew Crow: He asks if the deduction on the current balance from Freshman Day has been added yet.

Amie Filbert: She answers no and states that the deduction on the current balance is not large.

**b. Review and vote on SIP: (Due date: Sept. 27, 2021)**

Principal Shell: He begins by saying that SIPs are being looked at closely this year as a "living document." He then states that revisions were made to the SIP after noon on September 22<sup>nd</sup>, 2021.

Amie Filbert: She begins on Page 20 of the SIP and states that the section addresses issues in declining rates of achievement in Algebra 1 courses at Pace High School. She points out the solutions provided: before and after school tutoring done by teachers and providing professional development.

Dustin Gray: He begins by saying that Algebra 1 students at Pace High School are possibly in need of pre-Algebra and may be classified as level one or two students. He moves on to say that Algebra 1 is being taken at Thomas L. Sims Middle School by high achieving students and counted at the Middle School instead of the High School. He then presents that Bright Futures does not count 1A and 1B classes [two-year algebra courses], forcing some kids into higher level courses such as Algebra 1, Algebra 2, and Geometry to maintain their Bright Futures status. Dustin Gray then states that the Department of Education has removed "buffer classes" such as Liberal Arts 1&2, Advanced Topics, and Math for College Readiness.

Amie Filbert: She begins by saying that progress monitoring reports are usually used to help level one and two students, but she is unsure of how progress monitoring plans will be carried out. She states that tier two interventions may be used by the teacher in-class and that tier three interventions require the school's leadership team to meet and formulate a plan for the benefit of the student. She announces that Focus assessments will be used quarterly as a teacher-friendly way to monitor the progress of students. She ensures that progress monitoring plans are going to focus on what the student directly needs.

Dustin Gray: He begins by saying that this year will bring a change of curriculum through the replacement of Springboard in the ELA department.

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Melissa Williams: She agrees with Dustin Gray that the new ELA curriculum is going well so far.

Amie Filbert: She moves to Page 21 of the SIP and states that there will be meetings and tutoring sessions done for at risk students. She also states that the addition of extracurriculars to Pace High School will help involve students and help them find a purpose.

Principal Shell: He agrees that helping students find purpose through extracurricular activities is important.

Dr. Matthew Crow: In response to hearing that a freshman parent meeting was canceled, he brings up the idea of doing a webinar or Microsoft Teams meeting for those parents who missed out on the meeting.

Principal Shell: He agrees to work on the planning of this meeting.

Amie Filbert: She brings up the possibility of providing high achieving students with goals and incentives.

Dustin Gray: He begins by stating that there has been a steady improvement in AP and Dual Enrollment classes at Pace High School. He states that \$50,000 was spent on AP tests last year at no charge to the students. He then states that he would like to offer more Dual Enrollment classes on Pace High School's campus.

Amie Filbert: She moves to Page 25 of the SIP, which addresses a decrease in ELA learning similar to Algebra 1. She states that the duties of remedying the decreases fall to herself and Dean Munoz.

Principal Shell: He calls for a motion to approve the SIP as a "living document."

Cassandra Hazelwood: She motions to approve the SIP.

Dr. Matthew Crow: He provides a second.

The SIP is approved by unanimous consent.

#### c. Covid Protocol

Principal Shell: He continues his report by stating that more students are being tested as positive than last year. He goes on to say that the Health Department is backed up, so quarantines are offset. He says that parents may choose to quarantine their children if they have been exposed to Covid and are not showing symptoms. If a student is showing symptoms of Covid, the Health Department takes over and it is no longer the parents' choice to quarantine their child or not.

#### 2. Guidance Report – Mr. Gray

Dustin Gray: He begins his report by saying that with the remote schooling option gone, Pace High School has about 2,152 students. He also says that an additional staff member will be added at the end of the 1<sup>st</sup> nine weeks. He also states that guidance will film an infomercial for each grade level during homecoming week.

#### 3. Facilities/Testing Report – Mr. Goodwin

Due to standardized testing, Joey Goodwin was absent, and therefore his report was waved.

#### 4. Student Services Report – Mrs. Filbert

Amie Filbert: She begins her report by saying that social media inspired theft and vandalism will result in school punishments as well as legal punishments. She then goes on to say that vaping is the number one discipline issue at Pace High School, and she is looking into ways to alleviate the issue through supervising vaping hot spots and vape detecting alarms in bathrooms.

Dr. Matthew Crow: He offers to assist Amie Filbert.

Committee Member: She proposes the idea of letting parents know the severity of the school's nicotine and tobacco problem to increase parental monitoring.

#### 5. Student Report--

Aidan Bryan: He begins his report by saying that the health of the student body of Pace High School is the joint effort of community leaders inside and outside of the school. He then goes on to express the importance of a student-centered environment at Pace High School through passion developing extracurricular activities.

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6. Faculty Report--

Due to lack of time, the Faculty Report was waved.

**Open Forum**

No business was brought about in the open forum.

**Next Meeting Date & Time/Place:**

Thursday, December 2, 2021, at 8:15 a.m. Administrative Conference Room

Thursday, February 24, 2022, at 8:15 a.m. Administrative Conference Room

Thursday, May 2, 2022, at 8:15 a.m. Administrative Conference Room

**Meeting Adjournment:**

Meeting adjourned at 9:22 am by Brian Nall.

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**Resources:**

- a. School, District, and State Public Accountability Reports available at the following:  
<https://edudata.fldoe.org/index.html>
- b. Florida State Statute  
[http://www.leg.state.fl.us/Statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App\\_mode=Display\\_Statute&Search\\_String=1001.452&URL=1000-1099/1001/Sections/1001.452.html](http://www.leg.state.fl.us/Statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=1001.452&URL=1000-1099/1001/Sections/1001.452.html)
- c. Santa Rosa School Board Policy 2.30 [https://sites.santarosa.k12.fl.us/policy/policy2\\_30.pdf](https://sites.santarosa.k12.fl.us/policy/policy2_30.pdf)
- d. The Florida Sunshine Law:  
<http://myfloridalegal.com/pages.nsf/Main/321B47083D80C4CD8525791B006A54E3>
- e. Robert's Rules of Order: <http://www.rulesonline.com/>
- f. Florida School Advisory Councils <http://florida-family.net/SAC/>
- g. Schedule of Meetings/Meeting Minutes and Agendas <https://www.santarosa.k12.fl.us/>
- h. <https://www.pacehighschool.net/school-advisory-council>

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