

## **School Advisory Council/School Advisory Forum**

### **Meeting Minutes**

**Hollywood Park Elementary at 2:30 pm**

**April 23, 2025**

#### **ATTENDEES:**

Elena Cardet (SAC Chair); Mrs. Menendez (Principal); Mr. Lindsay (Asst. Principal); Patricia Nix (Secretary); Mercedes Griffiths (Non-Instructional); Maria Weaver (Teacher); Ivan Pereira (Teacher); Mrs. Muir (Parent); Samantha Roberts (Guidance Counselor); John Alvarez (BTU Rep); Tywon Jones (Comm. Rep); Amber Phillips (SAF Chair – I-Zone Rep); MaryAnn Tawfik (Teacher); Michelle Gonzalez (Teacher)

#### **PROCEEDINGS:**

##### **Welcome:**

\*Everyone was welcomed, and agendas were passed out.

##### **Call to Order:**

- A meeting of the Hollywood Park Elementary School Advisory Council and School Advisory Forum was held in-person in the Media Center, on April 23, 2025.
- Mrs. Cardet called the meeting to order at 2:30 pm. Mrs. Nix recorded minutes for this meeting.
- Motion to approve minutes by Mr. Pereira. Motion seconded by Mrs. Nix.

##### **SESIR:**

- School Environmental Safety Incident Reporting
- No incidents

##### **Monitoring SIP (School Improvement Plan):**

- Accountability Funds: \$7817.09 (money still being used to pay for camps.)
- SAC Advisory Funds: \$7698.92 (still pending some A+ money)
- \$1,609 (without counting A+ money)

## **Discipline Plan: ('25-'26 school year)**

- Safety Visit – HPE passed all requirements.
- Mr. Lindsay addressed the committee.
- He reviewed the Plan.
- Faculty/Stakeholders – Data Collection and Analysis
- Behavior Actions
- Quarterly Meetings – regarding referrals
- Schoolwide Expectations
- Discipline Assemblies
- Resiliency Curriculum and Substance Abuse – Taught by Ms. Roberts
- Evaluation (looking at data) – Panther Bucks / KOC
- Classroom Management – CHAMPS
- Mrs. Menendez provided the committee with updated Science Data.

## **Open Discussion:**

- Title 1 Binder is complete for the year.
- SECME – 3<sup>rd</sup> place winner for the digital banner.
- Teacher Lounge Make-over
- SAF – Elections and Policy Overhaul.

Ms. Cardet motioned to adjourn the meeting at 3:00 pm. Motion seconded by Mrs. Nix.

Minutes were submitted by Mrs. Nix.

Approval Date: April 23, 2025

Mission: To provide an environment that is conducive to collaboration and reflection in order for all students to thrive in a global society.

## **Upcoming Dates**

April 25<sup>th</sup> – Mother/Son Dance  
April 28<sup>th</sup>-May 2<sup>nd</sup> – Mother's Day Boutique  
May 5<sup>th</sup>-May 9<sup>th</sup> – Staff Appreciation Week  
May 14<sup>th</sup> – Spaghetti Dinner and Chorus Show  
May 16<sup>th</sup> – Panther Buck Store  
May 21<sup>st</sup> – SAC/SAF Meeting  
May 23<sup>rd</sup> – Career Day; A+ Café; 5<sup>th</sup> Gr. iFly  
May 27<sup>th</sup> – 3 & 4 Honor Roll

May 28<sup>th</sup> – PTO Annual EOY Bash

May 29<sup>th</sup> – 5<sup>th</sup> Grade Clap out and Dance

May 30<sup>th</sup> – Golden Paw Awards; Chuck E Cheese Night

June 2<sup>nd</sup> – PreK Graduation; K Moving Up Ceremony

June 3<sup>rd</sup> – Last Day