



**School Advisory Council/School Advisory Forum  
Virtual Meeting via Teams (click date and time below for link)**

**[September 16, 2020 at 2:00PM](#)**

**AGENDA**

- ⇒ **Welcome**
- ⇒ **SAC Nominating Committee**
- ⇒ **SIP Plan**
  - **Parent Compact**
  - **Parent Family Engagement Plan**
  - **Title I Addendum**
  - **Parent Involvement Allocation**
  - **Accountability Funds**

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**Upcoming Dates**

October 14, 2020– SAC Meeting (voting for SAC chairs/bylaws)

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

### **Meeting Minutes**

#### **Virtual Meeting via Teams**

**September 16, 2020**

#### **ATTENDEES:**

Elena Cardet (SAC Co-Chair); Sara Darley (SAC Co-Chair); Patricia Nix (Secretary); Mrs. Menendez (Principal); Mr. Lindsay (Assistant Principal); Ivan Pereira (Teacher); Maria Weaver (Teacher); Tania McFarlane (Teacher); Michelle White (Community Rep); Maite Rivero (Teacher); Dara Williams (Guidance Counselor); Jennifer Valliere (Teacher); Mercedes Griffiths (Parent); Kelandre Gordon (Paraprofessional); Brittnee Ramirez (Media Clerk); Jamal Council (ESE Specialist); Karolyn Cruz-Williams (Teacher); Belinda Guzman (IMT); Yokasta Acevedo (Teacher); Jenna Miller (Teacher); Amber Phillips (Parent); Stacy Harrow (Office Manager); Johanna Russo (Parent)

#### **PROCEEDINGS:**

##### **Welcome:**

\*Everyone was welcomed, and agendas were emailed to everyone.

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

- A meeting of the Hollywood Park Elementary School Advisory Council and School Advisory Forum was held via Teams on September 16, 2020.
- Ms. Cardet called the meeting to order at 2:00 pm. Mrs. Nix recorded minutes for this meeting.

##### **School Improvement Plan:**

- Parent Family Engagement Plan (PFEP):
  - Inviting families to SAC meetings.
  - Back to School Night / Title 1 Virtual Open House
  - Promotion Criteria Night
  - Parent Academies

- Suggested Virtual Family Events: “How to Navigate Clever and Canvas Grades.”
- Mrs. Mercedes attended a Virtual training for parents regarding students, socially interacting with others. She was asked if she would present this information to our HPE families.
- The following are changes that will be added to our SIP Plan to reflect Virtual family events:
  - Virtual Literacy and Math Night (PJ / Scavenger Hunt Night)
  - Science Demonstration Night (STEAM) – Hands on Activities that would be sent home for the students to do with their families.
  - Diversity Family Night – Students sharing things from their cultures.
  - Parent Communication: Power Point presentations from teachers and Administration, Parent Links, Remind, Canvas posting, Calling and inviting families to our virtual Open House.
  - We are holding off on Science Projects.

### **Staff Trainings:**

- Canvas Training (Digital Tools)
- Best Practice for e-learning
- Microsoft Teams Training
- No Agenda Usage (Using Folders instead – they were sent home prior to the start of Virtual Learning.
- Dojo Usage
- Digital Fliers
- Videos on Canvas
- No Title 1 Bus

### **Communication:**

- Canvas
- All teachers are using their own method of communication.

### **Student Parent Compact – Teacher Responsibilities:**

- High quality education continued
- Parent Conferences continued
- Opportunities for volunteers – both in person and virtual.

### **Title 1 Addendum (from last year):**

- FSA / BAS / I-Ready / Subgroup Data – All of these are used to assess student data.
- Virtual Afterschool Camps (funded through Title 1 funds)
- The District has added free breakfast and lunch for all students 18 and under – regardless of whether they are a BCPS student.
- E-learning Best Practices
- LLI services continued.
- Mrs. Williams visiting classes – virtually
- Anti-Bullying Training
- Middle-School Orientation – most likely virtually

### **Professional Development Activities:**

- Progress Monitoring Training.
- All the others mentioned above

### **Parent Involvement Allocation:**

- \$2,634.00 Allocation Funds for refreshments / agendas / folders
- Take home folders cost \$1,800 a year.

### **SAC Nominating Committee:**

- The committee consists of the following members: Mrs. Weaver, Ms. Phillips, and Mrs. Nix.
- This committee puts together a list of individuals interested in running for SAC Co-Chairs. And then presents it to the SAC Committee for voting.
- Next SAC meeting we will be voting on SAC CO-Chairs, new committee members, and by-laws.

**SAC members consist of teachers and parents working towards academic achievement for the school.**

### **Upcoming Dates:**

- October 14<sup>th</sup> – Next SAC Meeting

**Meeting Adjournment:**

- Ms. Darley motioned to adjourn the meeting at 3:10 pm. Motion carried unanimously.

Minutes were submitted by Mrs. Nix

Approval Date: September 16, 2020

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

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