



**School Advisory Council/School Advisory Forum  
September 22, 2021 @ 2:30pm**

**AGENDA**

- ⇒ **Welcome**
- ⇒ **Approval of 2020-2021 Minutes**
- ⇒ **SAC Bylaws and Composition Report (\*vote)**
- ⇒ **Nominating Committee Creation**
- ⇒ **Monitoring SIP Plan**
  - **Schoolwide Positive Behavior Plan**
  - **Title I**
- ⇒ **Principal Updates**

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**Upcoming Dates**

- September 22<sup>nd</sup> – Open House @ 5:30pm
- October 11<sup>th</sup> - 15<sup>th</sup> – FTE Week
- Week of October 18<sup>th</sup> – Scholastic Book Fair
- Week of October 25<sup>th</sup> – Red Ribbon Week
- October 27<sup>th</sup> – SAC Meeting

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

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

### **Meeting Minutes**

**September 22, 2021**

#### **ATTENDEES:**

Elena Cardet (SAC Co-Chair); Sara Darley (SAC Co-Chair); Patricia Nix (Secretary); Mrs. Menendez (Principal); Mr. Lindsay (Assistant Principal); Mercedes Griffiths (Parent); Karolyn Cruz-Williams (Parent/ESE Rep); Maria Weaver (Teacher); Ivan Pereira (Support Facilitator); Melissa D'Ambrosio (Teacher); Leslie Harrow (Parent); Dr. Jamar Council (ESE Specialist); Jasmine Wilson (Comm. Rep.); Brittnee Ramirez (IMT); Maite Rivero (Teacher); Michelle White (Comm. Rep.)

#### **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 September 22, 2021.
- Ms. Cardet called the meeting to order at 2:30 pm. Mrs. Nix recorded minutes for this meeting.
- Motion to approve minutes {for all virtual meetings held last school year (September-May)} by Mrs. Weaver and Mrs. Rivero second the motion.

##### **Introduction:**

- The SAC members and attendees introduced themselves.

##### **Additions to the SAC Committee:**

- Mrs. Cruz-Williams – ESE Representative
- Ms. Jasmine Wilson – Community Representative

### **SAC Bylaws and Composition Report:**

- At this time the ByLaws were created, and the Composition Report was reviewed.
- Motion to approve ByLaws by Mrs. Weaver, and Mrs. Rivero second the motion.

### **Nominating Committee Creation:**

- The committee members are Mrs. Nix, Mrs. Weaver, and Ms. D'Ambrosio.

### **Monitoring SIP Plan:**

- Mrs. Menendez addressed the committee.
- Student enrollment has decreased and there has been a reduction of teachers.
- Currently, we have 380 students.
- As a result, students have been shifted in some classes.
- An RTI meeting was held this afternoon.
- The following teachers give our students extra support:

Mrs. House – LLI Interventionist

Ms. Pierre – Interventionist

Ms. Darley – Math Coach

Ms. Damas – Reading Coach

### **Schoolwide Positive Behavior Plan:**

- Mr. Lindsay addressed the committee.
- The Team Members consist of a representative from each grade level.
- The meeting dates and times are listed.
- The Top 5 Behavior Incidents are:

1. Unruly / Disruptive Behavior

2. Disobedience / Insubordination

3. Insulting / Profane / Obscene Language

4. Assault / Threat (Non-Criminal)

5. Profanity to Staff Member

### **School-wide Expectations:**

1. Promote Safety
2. Respect everyone
3. Interact with kindness

### **Continued – School-wide Expectations:**

4. Demonstrate responsibility
5. Encourage each other

### **Common Areas:**

1. Playground
2. Hallway
3. Athletic Field

### **Expectations and Rules:**

- Rules Chart for the common areas where these behaviors take place.
- Rules and expectations are revisited with the students.

### **Problem-Solving:**

- Token Economy System

### **Behavior Flow Chart**

### **Action Steps**

**District Personnel comes out to review this plan.**

### **Title 1:**

- Ms. Cruz-Williams addressed the committee.
- 90% of the Title 1 Parent Compacts have been returned.
- September 30<sup>th</sup> - Parent Training Academy - Registration is on the school website.

- Title 1 PowerPoint will be presented to parents during Open house.
- Title 1 Calendar of Events is now available.

**Other Pertinent Information:**

- SAC is run by teachers. Discussions are held regarding academic achievement and testing.
- SAF is run by parents. Concerns at the school-level are discussed. Information from district SAF meetings is shared by the school SAF rep.
- Ms. Amber Phillips will be representing HPE at the SAF meetings.
- The floor was open for any questions or parental input.
- There were no questions asked and no parental input at this time.

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- Week of October 25<sup>th</sup> - Red Ribbon Week
- October 27<sup>th</sup> - SAC Meeting

**Meeting Adjournment:**

- Ms. Darley motioned to adjourn the meeting at 3:15 pm. Motion carried unanimously.

Minutes were submitted by Mrs. Nix

Approval Date: September 22, 2021

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