



# Lake Forest Elementary

School Advisory Council (SAC) &

School Advisory Forum Joint Meeting

**Blasting Off to Success!**

Lake Forest Elementary School  
School Advisory Council  
3550 SW 48<sup>th</sup> Ave, Pembroke Park, FL 33023  
Media Center  
September 24, 2024 – 4:30 pm

## Minutes

- ⚡ **Call to Order**-meeting called to order by School Advisory Chair (SAC) Ms. Clark at 4:39pm. Ms. Clark briefly reviewed the purpose of SAC.
- ⚡ Review and approve minutes from **August 27, 2024**. Ms. Clark summarized minutes from 8/27/2024. She gave an overview of the highlights from the August minutes. Motion to approve by Mrs. Page, second by Ms. McKee. All approved the minutes with no objections. August 27, 2024, minutes approved by stakeholders.
- ⚡ **Reports:**
  - **Academic and Instructional Data Updates**- Ms. Clark compared 2024 to 2023 data that was in the CIMS State of Florida portal for School Improvement. She reviewed the data changes with stakeholders. Ms. Clark reviewed the data from PM 1 F.A.S.T. and iReady Reading and Math results for grades K-2 and grades 3-5. From the results small groups are created, Ms. Clark (Math Coach) start with interventions by pushing into classrooms, teachers have the reteach resources, a review of current and past students going through the RTI process are addressed, Clark continues to support groups from the previous and the TIER-3 group, while teachers support TIER-2 group in classrooms; Ms. Hamilton(ELA Coach) provides interventions, updates the IFC as needed. **Attendance:** Ms. Campbell (counselor) and Mrs. Gonzales (Social Worker) are notified of excessive

absences and contact parents; worst case scenario student/parents are BTIP.

**Behavioral Plan:** Behavioral Assemblies are conducted at the beginning of the school year, Fall Break, Winter Break, New Years. **CHAMPS:** We are CHAMPS school-required in the classrooms. **Guidance assistance** is available through Administration and Support Staff. **RTI** Process conducted by Mrs. Rodriguez (Asst. Principal) and the RTI Team. RTI/WINS times are designated in the master schedule. Overall, the school provides a plethora of interventions. Feedback from parent surveys requested using less acronyms to better assist in understanding information. As a school, we do have a Forum and State SIP which is good.

- **Accountability Funds**

- 2024-25 (\$3,264.26)-Funds stay the same. There's no change. When the monies are in the account, Mrs. Lizano will inform the Staff, and a vote will occur about the allocation of funds.

- **Title I**-In collecting compacts, we met our goal of 75% for compliance. Ms. Clark explained Title I and all of the accommodations we have at our school by giving preliminary examples which are pending for approval such as: our ESE/ESOL population-if students need clothing and shelter, we refer them to Gulfstream Academy Programs, to Mrs. Gonzales (Social Worker) etc., Our reading CAN is done by Ms. Hamilton-has been approved. PLC's 2:15-3:00pm for grades K-5 teachers. Multitiered System of Support (MTSS) conducted by Mrs. Rodriguez, SAM Survey for school self-assessment must be recorded. Ms. Campbell (LSW/Liaison) meeting the needs of our students, family, and community. School-Wide Attendance Plan (Early Warning Attendance): Data shows we need to decrease in the area of unexcused absences. We need parents to notify the school when their child will be absent. We must continue to find ways to reiterate to parents the importance of notifying the school upon absences (ie. parent link, phone calls home, attendance hotline, notes). Equity Plan is done by Ms. Brown. Ms. Clark explained the process of uploading our school information for the SIP Plan based upon approval. We officially have a Quorum today. No SAF meeting due to the absence of Mr. Montague. SACS & By-Laws are available.

Lizano-school theme for the year. We need to show that we are meeting needs of a culturally diverse school. Artifacts are presented to show that we are meeting those needs.

- **School Environmental Safety Incident Reporting (SESIR) data**-none
  
- **Principal's Report**-Mrs. Lizano discussed our proficiency starting out the school year. Our numbers are low due to coming off of Summer Break. It's known to start out low because of it, but we have a trend of picking up as we move along through the academic calendar. Our Activity teachers are being used to assist with the curriculum through PUSH-IN/PULL OUTS! This sets the foundation for internal ELA Camps as opposed to Afterschool ELA Camps. As of now, there isn't many funds for Camps, Title I funds have been cut \$18,000, but we will use the Activity Teachers to start the process. When we do receive Title I funds, ELA Camp will begin in January. ESOL Camps will begin once funding is made available. Support Staff will meet to have more discussion regarding Camps. The PTA is/was supposed to pay for the Bounce House and obstacle course to celebrate our "A". May have to change the dates on certain events. We have lots of events coming in the month of October. Parents and Staff will receive event dates and times. Oct 31<sup>st</sup>-Fall Story Book Festival. PINK OUT-support for Breast Cancer Awareness. PTA has been very supportive. There's a general meeting scheduled to vote on the budget for the year. Our "A Plus" money is coming soon, and we will come with ballots to vote.

#### **Old Business-**

- SAC Meeting was on the 1<sup>st</sup> of each month
- Revisit SAC meeting dates-Next SAC meeting is tentatively scheduled for October 22, 2024. Would we like to keep the SAC Dates listed on the calendar? A motion to keep the SAC dates by Mrs. Lizano, second by Mrs. Norton. Approval for 2024-2025 school year.

- Mrs. Watkins (Offc. Mngr) is doing our school website, Mr. Notoro can and possibly will continue doing it.
- Update on A+ Funds-not known at this time.

### **New Business**

- School Improvement Plan-Principal Executive Summary. Mrs. Lizano discussed some information about the school budget. She stated we will need to hire another 1<sup>st</sup> grade teacher due to increase in class sizes. The student count is currently at 27 per class. We're expecting to have another teacher in another week or so.
- School Advisory Forum-SAF chair did not show up for meeting. Will speak to him to reschedule another joint meeting.

 **Questions & Concerns**-Mrs. Page revisited the unexcused attendance issue. An inquiry was made about the 24/25 NEW System-FOCUS possibly causing the issue, but the data presented was from the previous year. A discussion about how we can get parents to contact the school and report the absence of their child to avoid an increase in unexcused absences. Compared to the District, they want us to meet or exceed 50% of excused absence rate. We are currently at 23%, 25.8%, and 26.7% which shows parents are not contacting the school to excuse their child's absence. According to Mrs. Lizano to combat this issue she has posted signs out front of school, info. (multi-language) was printed from the websites onto sheets to go home by teachers for 3 consecutive absentees. Printed on the back of the sheet are multiple ways for parents to call in an absence. Teachers reminded parents at Open House about unexcused absences. Some teachers use Class Do Jo to remind parents.

 Meeting Adjourn-Meeting adjourned at 5:22pm.

 Next Meeting-Tentative for October 22, 2024 @ 4:30pm.

Minutes Approved by Stakeholders

October 22, 2024

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#### Agenda

- ⚡ Call to Order
- ⚡ Review and approve minutes from August 27, 2024.
- ⚡ Reports:
  - Academic and Instructional Data Updates
  - Accountability Funds
    - 2023-24 (\$3264.26)
  - Title I
  - School Environmental Safety Incident Reporting (SESIR) data
  - Principal's Report
- ⚡ Old Business-
  - Revisit SAC meeting dates
  - Update on A+ Funds
- ⚡ New Business
  - School Improvement Plan
- ⚡ Questions & Concerns
- ⚡ Next Meeting TBA