



**West Hollywood Elementary School
School Advisory Council Agenda
December 4, 2025**

- I. Welcome**
- II. Approval of October Minutes**
- III. School Improvement Plan**
 - A. Math Plan**
- IV. Title 1 Updates**
 - A. Title I Survey**
- V. Principal's Report – Mrs. Palacios**
 - A. School Recognition Funds \$1,331.00**
 - B. Accountability Funds - \$3,463.85**
 - C. School Environmental Safety Incident Reporting Database (SESIR) for the school year 2025-2026**
 - D. FAST Progress Monitoring Window 2**
- VI. Other Business**
 - A. School Advisory Forum (SAF)**
- VII. Adjournment**



**West Hollywood Elementary
School Advisory Council Minutes
October 15, 2025**

- I. **Welcome** – Ms. Rubinstein gave a warm welcome to all in attendance and started the meeting at 5:31PM.
- II. **Approval of September Minutes** – Ms. Rubinstein reviewed the September minutes and motioned to approve the minutes. Ms. Mendoza seconded the motion, and the motion passed.
- III. **School Improvement Plan**
 - A. **Positive Behavior Plan** – Ms. Sclafani spoke about the positive behavior plan and the four main rules that students at West Hollywood Elementary Should follow. R.O.A.R. is the acronym used for the four rules. Respectful, Optimistic, Accountable, and Resilient. She then explained in Spanish these rules that students are expected to follow. The students that follow these rules earn points towards monthly rewards parties where they can choose different games at class dojo parties. They can play board games, Nintendo, basketball, etc.
 - B. **MTSS/RTI Plan** – Mrs. Sclafani then spoke about the Multi-Tiered System of Support Plan (MTSS). We look at student data from the statewide assessment in reading and math and students that score low and may need additional support are given the support they need to succeed. It may be academic, or it may be behavioral. Some parents may have started to receive camp letters, this is also part of our plan try and meet student needs that may not be able to fit during the school day.
 - C. **Attendance Plan** – Ms. Sclafani spoke about the attendance plan. She mentioned that if students are absent, make sure to excuse the absence. You can call it in, do it online, send a note, or call the school so that the absence can be excused. Our goal is for students to be here 90% of the school year. Students get flagged if they miss more than 10% of the school year.
 - D. **Literacy Plan** – Ms. Kuziw shared that October is literacy month. We started the school year assessing and screening students. Our goal for the year is to have at least 50% of our K-5 students be proficient on statewide assessments, which is considered a level 3 or above. We also one every student to make a one year’s worth of learning gains. We are going to work toward those goals using academic targeted reading interventions. Our interventionists are working hard filling in gaps in phonics, phonological awareness, phonemes, and other areas that are targeted by diagnostics and screeners.
- IV. **Title 1 Updates – Ms. Kuziw**
 - A. **School Improvement Plan with Title I Addendum** – Ms. Kuziw reviewed the Title 1

Addendum with parents. Ms. Kuziw reviewed the strategies in place to ensure high quality instruction in the classroom and how funds are used for professional development for our teachers for continued learning. Students who are identified as neglected will be directed to our social worker to provide support. ESOL students will be taught by an ESOL endorsed teacher. Parents and stakeholders were asked for input on the SIP. No parental input was given.

V. Principal's Report – Mrs. Sclafani

- A. School Recognition Funds \$1,331.00** – Mrs. Sclafani shared that our funds are the same in this area.
- B. Overview of State and District Assessments** – Mrs. Sclafani shared the purpose of the presentation. She explained that state and district testing as they currently stand for the 2025-2026 school year. The tests referenced do not represent a comprehensive list but focus on those assessments which are linked to school grades, student progression, between grades, and graduation.
- C. Free and Reduced Lunch Applications** – Lunch is no longer free. The application for students to receive free or reduced lunch is now open year-round.
- D. Attendance Matters** – She shared that homeroom classes can earn a game party where the class can enjoy playing board games. The way the class can earn it is by spelling out “PERFECT ATTENDANCE”. They earn letters if everyone is present in class and not tardy. Once they have earned all the letters, they will earn the privilege of playing board games.
- E. School Environmental Safety Incident Reporting Database (SESIR) for the school year 2024-2025** – There has been 1 reported case of bullying that Mrs. Sclafani is currently investigating.

VI. Other Business –

- A. SAF** – Ms. Rubinstein shared that we are looking for parents to assist in becoming members of our School Advisory Forum. Please reach out to any of the administrators, teachers, or faculty at the school if they are interested in becoming members. Duties are attending meetings and bringing back information to share with our school.

VII. Adjournment – Meeting ended at 6:05.



**West Hollywood Elementary School
School Advisory Council Agenda
December 4, 2025**

- I. **Welcome** – Ms. Rubinstein gave a warm welcome to all in attendance and started the meeting at 5:30.
- II. **Approval of October Minutes** – Ms. Rubinstein reviewed the October minutes and motioned to approve the minutes. Mrs. Palacios seconded the motion and the motion passed.
- III. **School Improvement Plan**
 - A. **Math Plan** - Ms. Rubinstein shared math data from the 2024-25 school year. The raw numbers in 3rd grade last year 81 students were tested and 33 were proficient (level 3 or above) (41%). In 4th grade 51 students were tested and 26 were proficient (51%). In 5th grade we had 64 students tested and 33 were proficient (52%). That puts us at a school wide raw average of 92/196 (47%) proficient.
 - B. Ms. Rubinstein also shared that we started the school year assessing students. Our goal for the year is to have at least 55% of our K-5 students be proficient on the statewide assessments, which is considered a level 3 or above. We are going to work toward those goals using the district implemented Envision Math Curriculum and using math interventions for our struggling students. Our interventionists are working hard filling in gaps in number and operations, algebra and algebraic thinking, measurement and data, and geometry. Teachers are attending district professional learning courses geared towards Number sense/operations and geometry to gain insight on how to become more effective when teaching in these areas.
- IV. **Title 1 Updates**
 - A. **Title I Survey** – Parents were given opportunity for input on School Improvement Plan with Title 1 Plan (Addendum). No input was provided by teacher, parent, and community. Parents were encouraged to provide input by completing the Title 1 survey. The title 1 Compact was discussed. Encourage parents to complete and return to school.
- V. **Principal's Report – Mrs. Palacios**
 - A. **School Recognition Funds \$1,331.00** - Mrs. Palacios shared with everyone that the School Recognition Funds amount is \$1,331.00.
 - B. **Accountability Funds \$3,463.85** - Mrs. Palacios shared with everyone that the School Recognition Funds amount is \$3,463.85.
 - C. **School Environmental Safety Incident Reporting Database (SESIR) for the school year 2025-2026** - Mrs. Palacios shared with everyone that there has been one incident of unsubstantiated bullying since the last meeting.
 - D. **FAST Progress Monitoring Window 2** – Mrs. Palacios shared with everyone that this week students have started to take their State Assessments for Progress Monitoring window 2.

They will be taking these assessments for math and for ELA. Please make sure they get plenty of rest and have breakfast so that they can perform at their best. Also please make sure to get them to school on time.

VI. Other Business





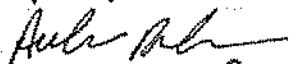
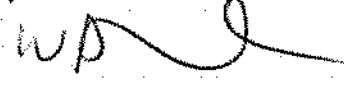

- A. School Advisory Forum (SAF)** – Ms. Rubinstein shared that we are looking for parents to assist in becoming members of our School Advisory Forum. Please reach out to any of the administrators, teachers, or faculty at the school if interested in becoming members. Duties are attending meetings and bringing back information to share with our school.

VII. Adjournment – Ms. Rubinstein adjourned the meeting at 5:55.

☆ SAC Sign in Sheet for West Hollywood ES (0161)

Date: 12/4/25

Time: 5:30

#	SAC Member Full Name	Position	SBBC Employee	Parent of Student	Sign Here
1	Andre, Ashley	Community / Business Representatives	No	No	
2	Basant, Anushka	I-Zone Representative (must be a parent)	No	Yes	
3	Conde, Esrain	ESOL Parent of a student at the school	No	Yes	
4	Jennings, Angela	SAF Chair (or designee) Parent of a student at the school	No	Yes	
5	Matos, Stephanie	Parent	No	Yes	
6	Mendoza, Ruth	Non-Instructional Support Employees	Yes	Yes	
7	Myers, Mark	SAC Co-Chair	Yes	No	
8	Palacios, Lina	Principal	Yes	No	
9	Rubinstein, Amber	SAC Co-Chair	Yes	No	
10	Sherrod, Wynton	Parent	No	Yes	
11	Tyler, Mozella	BTU Steward (or designee)	Yes	No	
12	Vincent, Silva	ESE Parent of a student at the school	No	Yes	
13	Zamudio, Cristina	Pre-K (if applicable - parent or certified teacher)	Yes	No	

