WEST HOLLYWOOD ELEMENTARY

STARS on the Rise

SAC AGENDA

TIME: 2:40 P.M.
DATE: SEPTEMBER 2, 2026

1. Introductions
2. West Hollywood's Mission and Vision
3. Approval of May 2026 Minutes
4. Principal's Report - Atkins Brown
5. Accountability Funding
6. Student Advisory Council (SAC) VS. Student Advisory Forum (SAF)
7. Introduction to the School Improvement Plan
8. Bylaws

SHINING BRIGHT ★ REACHING HIGH ★ ACHIEVING GREATNESS ★



West Hollywood Elementary School
School Advisory Council Minutes
May 6, 2026

I. **Welcome -** Ms. Rubinstein welcomed all in attendance and started the meeting at 5:30.

II. **Approval of April Minutes -** Ms. Rubinstein motioned to approve the minutes with a correction to the date of May 2, to May 22; Mr. Myers seconded the motion. The motion passed.

III. **School Improvement Plan**

A. **BCPS Customer Service Survey -** Mrs. Rubinstein shared that the BCPS Annual Customer Survey window closes on May 22, 2026. Flyers, codes and links for us to conduct Parent, Staff, and Student surveys have been sent out.

IV. **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 - $1,852.29 -** Mrs. Palacios shared with everyone that the Accountability funds amount is now $1,852.29 after the after school camps have ended.

C. **School Environmental Safety Incident Reporting Database (SESIR) for 2025-2026 -** Mrs. Palacios shared with everyone that there has been 1 student in possession of a vape. incidents recently at the school. She reminded the parents to please speak to them about not bringing them on campus.

D. **2025-2026 Principal Budget Presentation -** Mrs. Palacios presented the Principal Budget Presentation.

V. **Other Business –** No new business.

VI. **Adjournment -** Ms. Rubinstein adjourned the meeting at 5:55 PM.

West Hollywood Elementary School
School Advisory Council Minutes
September 2, 2026

Call to Order

The meeting was called to order at 2:40P.M. and members were welcomed. Announcements were shared regarding upcoming school events, including Hispanic Heritage Month celebrations and future school activities such as the Character Parade.

School Safety and Incident Report

Administration reported one incident that required state reporting. The incident involved a battery-related event on school grounds. Per district and state requirements, SAC members must be informed whenever a reportable incident occurs.

Discussion included prior years' incidents involving prohibited items being brought to school, emphasizing the importance of student safety and awareness.

SAC Purpose and Responsibilities

Members reviewed the purpose of the School Advisory Council:

- To gather input from stakeholders and the community.
- To support school improvement efforts.
- To monitor implementation of the School Improvement Plan (SIP).
- To evaluate effectiveness of school initiatives.
- To provide recommendations that support student achievement.

It was also noted that SAC plays an important role in determining the use of School Recognition ("A+") funds when awarded. The committee develops funding recommendations and voting procedures for staff consideration.

SAC Structure and Membership

- SAC is mandated by state and district policy.
- The primary focus of SAC is increasing student achievement through implementation of the School Improvement Plan.
- SAC Co-Chairs were identified as Ms. McCombe and administration.
- A parent representative is required to serve on the School Advisory Forum (SAF). Angie agreed to continue serving in this role.
- The SAF representative will attend district meetings and report information back to SAC.

School Improvement and Academic Goals

The committee reviewed school performance trends and discussed goals for the year.

School Plan of Action

Current strategies include:

- Increased professional development opportunities for teachers.
- Weekly collaborative planning sessions.
- Ongoing instructional coaching support.
- Regular data chats and student performance reviews.
- Academic interventions and support systems.

Administration emphasized the importance of staff knowing and using student data to guide instruction.

The school also adjusted performance goals upward to align with its objective of earning an "A" school grade.

Upcoming Meetings

Next SAC Meeting:
October 7, 2026

Members were encouraged to attend.

New Student Opportunities

Debate Team

Administration announced the launch of a school Debate Team.

- Information would be sent home on Friday.
- Applications would be accepted through September 15.
- Staff expressed excitement about providing students with this new opportunity.

Student Safety Patrol Discussion

A discussion occurred regarding re-establishing or expanding student safety patrol responsibilities to assist during dismissal and movement in hallways.

Administration shared that funding and stipend questions are being reviewed and expressed the need for additional support in this area.

School Improvement Plan with Title I Addendum

The Title 1 Addendum was reviewed with all in attendance. Team 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 School Improvement Plan. No parental input was given.

Open House Discussion

Administration sought staff input regarding the timing of Open House.

Discussion Highlights

- Families have expressed interest in having Open House later in the school year rather than immediately following school opening.

- Staff felt that Meet and Greet events often provide limited information because teachers have not yet had time to establish classroom routines or collect student work.
- Holding Open House later would allow:
    - Stronger teacher-parent connections.
    - Discussion of student progress.
    - Sharing of classroom expectations and student work.
    - Opportunities to review assessment results.

Administration will gather additional feedback from team leaders before making a final decision.

ESOL Parent Night

An upcoming ESOL Parent Night was discussed.

Purpose

The event will:

- Provide families information regarding assessments.
- Explain promotion criteria.
- Discuss attendance expectations.
- Share resources and supports available for multilingual learners.

The district ESOL department will assist with presenting the information.

Parent Engagement and Event Planning

Discussion focused on increasing family attendance at school events.

Suggestions included:

- Providing refreshments or food.
- Frequent communication and reminders to families.
- Partnering with local businesses for donations or sponsorships.

- Advertising events through multiple communication methods.

Several local businesses were discussed as possible community partners.

Hispanic Heritage Month Activities

Staff discussed plans for Hispanic Heritage Month celebrations.

Topics Discussed

- A previously suggested door-decorating activity may place additional demands on teachers.
- Concerns were raised that decorations often become damaged or difficult to maintain.
- Alternative ideas were suggested, including:
    - A Hispanic Heritage Spirit Week.
    - Country-themed celebration days.
    - Community partnerships with local Hispanic businesses and organizations.

Members agreed to continue exploring meaningful activities that celebrate Hispanic culture while remaining manageable for staff.

Closing Remarks

Members discussed future event dates and additional planning needs.

The meeting concluded with appreciation for all participants and their commitment to supporting student achievement and family engagement.

Meeting Adjourned: 3:17 PM.

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

Date: 9/2/2026 Time: 2:40

#	SAC Member Full Name	Position	SBBC Employee	Parent of Student	Sign Here
1	Andre, Ashley	Community / Business Representatives	No	No	
2	Atkins-Brown, Gretchen	Principal	Yes	No	
3	Basant, Anushka	I-Zone Representative (must be a parent)	No	Yes	
4	Conde, Esrain	ESOL Parent of a student at the school	No	Yes	
5	Gonzalez, Natasha	Parent	No	Yes	
6	Jennings, Angela	SAF Chair (or designee) Parent of a student at the school	No	Yes	
7	Matos, Stephanie	Parent	No	Yes	
8	Mocombe, Tiara	SAC Co-Chair	Yes	No	
9	Moise, Marta	SAC Secretary	Yes	Yes	
10	Myers, Lillian	Teacher	Yes	No	
11	Myers, Mark	SAC Co-Chair	Yes	No	
12	Seunarine, Rebecca	ESE Parent of a student at the school	No	Yes	
13	Sherrod, Wynton	Parent	No	Yes	
14	Swanson, Althea	BTU Steward (or designee)	Yes	No	
15	Zamudio, Cristina	Pre-K (if applicable - parent or certified teacher)	Yes	No	

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

Date: 9/2/2026 Time: 2:40

#	Full Name	SBBC Employee	Parent of Student	Community/Business	Sign Here
1	Rebecca Miller				
2	Alexandra Good				
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