

Wilton Manors Elementary School
School Advisory Council/ School Advisory Forum
Wednesday, December 3, 2025, 6:00 PM
Minutes

1. Welcome

- Ms. Trawick called the meeting to order at 6:02 PM. The motion was seconded by Sue Murphy

2. Approval of minutes of November 5, 2025, minutes

- Don Tsang motioned to approve the minutes.

3. **SAC Chair Updates**

- Ms. Trawick reviewed the purpose and impact SAC has on the school community and thanked everyone for their attendance and continued support.
- This meeting will also include an information session about parent involvement vs parent engagement.

4. **School Improvement Plan Updates**

- In our meetings, monthly updates will be provided. There will also be time to offer suggestions and ask questions.
- There was a Magnet Open House for Wilton Manors December 2, 2025. Ms. Palomino continues to give tours of the facility to encourage families enroll.
- The clubs and extracurricular activities available are:
 - i. Student Council – Will be selling treats at the Holiday Dance
 - ii. Robotics – There is a robotics competition December 7, 2025
 - iii. Basketball – There is a basketball game December 10, 2025
 - iv. Spirit Squad- The squad have purchased tops and bows. They are continuing to solicit donations for bottoms.
- The CPST (Collaborative Problem-Solving Team) has begun meeting to assist those students in need of additional help either in academics or behavior. These recommendations are based on student scores on FAST, iReady-diagnostics, or teacher observations. Pull outs in reading and have started. There will be science pull outs once 2026 begins.
- Ms. Opdam, our guidance counselor has started small groups and individual sessions with students and families in need. She is also available for other concerns including those students that are displaced or homeless. Ms. Opdam is spearheading the “adopt a family” initiative at Wilton Manors this year. If anyone would like to adopt a family in need, please reach out to her.
- Training for Staff- For our continued professional development and growth, we have had the following training opportunities:
 - i. IB – PYP Training and vertical planning

- ii. Parental Engagement vs Parental Involvement
- iii. DOK questioning and asking rigorous questions.
- We conducted a harvest food drive and was able to feed over 100 families.
- We have given the FAST PM 2 Assessment in Reading and Math to students K-5. PM is a snapshot that allows the teachers and students to see the growth of the students from the beginning of the year. Ms. Trawick and Mrs. Salloum showed parents how to access both FAST and STAR data in Focus as well as answering questions on how to read/ interpret the information.
- Our social worker Mr. Paul is continuing to contact parent for attendance concerns.
- Are there any questions, comments, or concerns regarding this year's SIP? is there anything that anyone feels should be adjusted or addressed? No input provided by teacher, parent, and community.

5. Principal's Message

- Mr. Eligon stated that there was a math instructional walk through earlier that week. This is an opportunity for visitors to see the wonderful instructional practices in the classrooms.
- Wilton Manors will be at the Amerant Bank Arena December 9, 2025 to showcase the school. This is an opportunity for parents to visit and preview Broward County Schools.
- We are continuing with lock down drills and practice as they should be “muscle” memory for our students. Keeping schools safe is our top priority.
- Mr. Eligon continued to thank PTA for their continued support and partnership.

6. SESIR

- SESIR is the discipline codes that are sent off to the state. They are bigger events including fights, trespassing, and even theft. There are **no** SESIR incidents this month. Ms. Most discussed that making threats is taken seriously and that it must be investigated. These reports and findings can stay on a student's record for their entire educational career.

7. Title I- Ms. Trawick introduced Title I and the role of Title I:

- The SIP Plan for Wilton Manors is in the front office and online at the official Wilton Manor's school website.
- The article “Parental Engagement vs Parental Involvement was distributed to the room. There was engaging and robust conversation about the difference between the two and how parents can work together with teachers to help their children succeed. Ms. Melo discussed the difference and how encouraging other parent to come to SAC meetings or become parent of PTA is vital to a successful school. Since volunteering, she has had the opportunity to learn more about what her children are doing as well as getting to know the

staff and programs at the school. Ms. Cuffy shared that as a teacher involvement is so important. When parents are involved and communicate with the teachers and the school, they work as a team to ensure the success of the child.

- Ms. Trawick discussed and talked about the % of applications for Free and Reduced lunch at Wilton Manors. She explained the importance of applying and how Title 1 funds can be lost if our percentage dropped below the threshold. At the present time, there were 101 student families that did not apply. Of the 522 students on record, this is a significant amount.
- Ms. Garcia noted that she was not aware of the importance of applying and asked if the application portal was still open. Yes, it is. Mrs. Most stated that she will also send out a parent link to encourage parents to apply.

8. Reports/Speakers

- **SAF-** At the October meeting, the following were discussed:
 - Facilities repairs and the new Maximo system. Many schools are having issues with ensuring outstanding facilities requests are being addressed. After speaking with Ms. Beverly, the priority items are being addressed by the district. There is a new facilities request system called Maximo that has been introduced. It prioritizes needs and replaces the classing in of every ticket.
 - Lunch applications are still being accepted for Title I schools. In addition, the Angel Funds were discussed. The Angel Funds are monies allocated to assist students in need of funds to pay for lunch if they are in need. (Approximately \$500.) It should be noted that each school was provided with a set amount provided with that amount, it is the school that has to pay the outstanding balances.
 - The district discussed the increase of A and B schools. They attribute part of this to the adoption of approved materials and rigor on the part of the teachers.
- **ESE -** The camera policy in specific classrooms was addressed again. There is very specific protocol that must be followed.

9. Questions and concerns

- **The question of iReady usage.** A parent asked about the amount of iReady the students should be using and if they are allowed to use iReady at home. Mr. Eligon stressed that the optimal time for learning on iReady is 45-50 minutes per week. The students receive that in school. After 50 minutes, the program is not as effective as designed.

Nickole Trawick motioned to end the meeting at 7:12 PM. The motion was seconded by Jennifer Melo .