



SAF MEETING AGENDA

SCHOOL ADVISORY FORUM (SAF) MEETING

Date: September 30, 2025

Time: 2:15 PM – 3:07 PM

Location: Media Center, Colbert Museum Magnet Elementary School

Presiding Officer:

- Ms. Wildacassandra Tany (SAF Chairperson)

Attendance:

- Ms. Shanteisha Howell (SAC Chair)
- Mr. Dorsett McLeod (Principal) represented by Ms. Bray (Assistant Principal)
- Ms. WildaCassandra Tany (SAF Chair)
- Ms. Cassandra Lazo
- Ms. Noelle Spence (iZone Representative)
- Ms. June Smart (BTU Steward)
- Ms. Lucine Toussaint (ESOL)
- Ms. Trecia Maragh (Gifted Education Rep)
- Ms. Maria Lopez (Non-Instructional Staff)
- Mr. Benjamin B. Fallado (Secretary)
- Additional members and parents present

Agenda

1. Welcome & Introductions

- Introduction of SAF and PTO President: Wilda-Cassandra Tany

2. Review of Fundraising Initiatives

- Nifty Fifty Recap
- 2024–2025 School Year: \$3,000 raised
- 2025–2026 Goal: \$1,500
- School Dance Recap:
- Wonderful turnout and positive feedback!

3. Upcoming Events

- Family Fall Festival
- Date: Wednesday, November 20th
- Time: 5:30 PM – 7:30 PM
- Location: School Grounds / Cafeteria
- Discussion Points:



- Event planning updates
 - Activity and vendor ideas
 - Food, games, and entertainment options
4. Sponsorship Opportunities
- Need community partners and local businesses to sponsor:
 - Games, prizes, food stations, decorations, and entertainment
5. Volunteer Recruitment
- Need volunteers for:
 - Festival setup and cleanup
 - Event coordination
 - PTO support throughout the school year
6. Open Floor / Q&A
- Suggestions from parents, teachers, and community members
7. Closing Remarks
- Final notes from SAF President Wilda-Cassandra Tany
 - Next meeting date to be announced

SAF MEETING MINUTES

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(Ms. Tany)

Overview

- SAF and PTO supports teachers/students through volunteer work.
- Adopt-a-Classroom program launching in November.
- Leadership: President, Vice President (Ms. McNeil), Treasurer (filled), Secretary (vacant).
- Action: Recruit a Secretary to meet board requirements.

Beautification Day

- Proposed partnership with Home Depot for a Saturday school beautification project.
- Action: Finalize date and logistics.

Fundraising – Nifty Fifty

- 2024 raised \$4,000 vs. 2025 raising \$600.
- Discussion about extending fundraiser or planning spring campaign.
- Action: Review strategies to improve revenue.



Family Fall Festival

- Planned to be larger than last year; maze construction at the back of the school.
- Mr. Llewellyn to lead maze setup; additional parent/father volunteers needed.
- Action: Submit Home Depot support request, finalize maze design, secure pumpkins post-Halloween.

7. Adjournment

- SAC Meeting adjourned at 2:35 PM by Ms. Howell, seconded by Ms. Tany.
- SAF Meeting continued from 2:35 PM to 3:07 PM.
- Final adjournment at 3:07 PM by Ms. Lazo, seconded by Ms. Spence.

Minutes Prepared By : Mr. Benjamin Fallado, SAC Secretary
Approved By : Ms. Shanteisha Howell, SAC Chairperson



Attendance:

☆ SAC Sign in Sheet for Colbert ES (0231)

Date: 9/30/2025 Time: 2:00PM

#	Full Name	SBBC Employee	Parent of Student	Community/Business	Sign Here
1	Shanteisha Howell	Yes	Yes	PTO,	[Signature]
2	Wilda-Cassandra Tany	NO	Yes		[Signature]
3	Kenya Force	Yes			[Signature]
4	Cassandra Laro	Yes			[Signature]
5	Fallen B.	Yes			[Signature]
6	Caroline Piyas	NO	NO	SLP	[Signature]
7	Jacquelyn Bray	Yes	NO		[Signature]
8	Tameshia Tyan	NO	Yes		[Signature]
9	Noelle Spence	NO	Yes		[Signature]
10	Shayla Jones		Yes/NO		[Signature]
11	Sheryl Dula-Walker	NO	NO	SLP	[Signature]
12	Karmala Jackson	Yes	Yes		[Signature]
13	Lindsay Lagagnere	Yes	NO		[Signature]
14	Toussaint Lucine	NO	Yes		[Signature]
15	Demetri Llewellyn	Yes	NO		[Signature]
16	Dania Fletcher			Yes	[Signature]
17	Dorsett McLeod	Yes	NO	NO	[Signature]
18					
19					
20					

