

School Advisory Council (SAC) Meeting Agenda

Topic Focus: Sensory Room Planning – Materials & Purchasing Considerations

Date: February 26 2026

Time: 2:10 PM – 2:45 PM

Location: Media Center

1. Welcome & Call to Order

Ms. Howell, SAC Chair

2. Approval of Previous Minutes

- Review and approval of January SAC meeting minutes

3. Sensory Room Project Update

- Review of previously discussed sensory room materials
- Discussion of possible vendors and purchasing options
- Considerations for purchasing items in bulk

4. Materials & Purchasing Discussion

- Challenges with obtaining sensory room items at a reasonable price
- Review of vendors and purchasing guidelines
- Clarification that TEMU will not be used for purchasing materials

5. Budget & Project Timeline

- Review of available SAC funds
- Discussion regarding spreading purchases over time
- Consideration of continuing the sensory room project into the next school year if necessary

6. Principal's Corner

Mr. McLeod

- Administrative input regarding project feasibility and next steps

7. Action Items / Next Steps

- Identify vendors and pricing options
- Continue research on materials and bulk purchasing

8. Adjournment

MEMBERS Attendance:

- Ms. Shanteisha Howell (SAC Chair)
- Mr. Dorsett McLeod (Principal)
- Ms. Cassandra Lazo
- Ms. Ashley Lohnes (Teacher)
- Ms. Maria Lopes (Non-instructional Staff)
- Ms. Stephanie Vergara (Pre-K)

★ SAC Sign In Sheet for Colbert ES (0231)

Date: Feb 26 2016 Time: 2:10 pm

#	SAC Member Full Name	Position	SBBC Employee	Parent of Student	Sign Here
1	Fallado, Benjamin	SAC Secretary	Yes	No	
2	Fletcher, Damia	Community / Business Representatives	No	No	
3	Howell, Shanteisha	SAC Chair	<input checked="" type="checkbox"/> Yes	No	<i>Shanteisha Howell</i>
4	Lohnes, Ashley	Teacher	<input checked="" type="checkbox"/> Yes	No	<i>Ashley Lohnes</i>
5	Lopez, Maria	Non-Instructional Support Employees	<input checked="" type="checkbox"/> Yes	No	<i>Maria Lopez</i>
6	McLeod, Dorsett	Principal	<input checked="" type="checkbox"/> Yes	No	<i>Dorsett McLeod</i>
7	Padilla, Gina	Parent	No	Yes	
8	Smart, June	BTU Steward (or designee)	Yes	No	
9	Spence, Noelle	I-Zone Representative (must be a parent)	No	Yes	
10	Tany, Wildacassandra	ESE Parent of a student at the school	No	Yes	
11	Tany, Wildacassandra	Parent	No	Yes	
12	Tany, Wildacassandra	SAF Chair (or designee) Parent of a student at the school	No	Yes	
13	Toussaint, Lucine	ESOL Parent of a student at the school	No	Yes	

Date: _____ Time: _____

#	SAC Member Full Name	Position	SBBC Employee	Parent of Student	Sign Here
14	Vergara, Stephanie	Pre-K (if applicable - parent or certified teacher)	<input checked="" type="checkbox"/> Yes	No	<i>Steph V</i>
15	Williams-Maragh, Treclia	Gifted Parent of a student at the school	No	Yes	

School Advisory Council (SAC) Meeting Minutes

1. Call to Order

The meeting was called to order at 2:15 PM by Ms. Howell

2. Approval of Previous Minutes

The January SAC meeting minutes were reviewed and approved.

3. Sensory Room Project Update

Members continued discussion regarding the sensory room project. The council revisited previously discussed materials including flexible seating, sensory tools, calming lighting, and storage solutions.

4. Materials & Purchasing Discussion

Ms. Lazo discussed potential vendors and options for purchasing materials. It was noted that obtaining items in bulk at an affordable price may present challenges. Ms. Howell also discussed district purchasing guidelines and agreed that TEMU would not be used as a vendor for purchasing materials for the project.

5. Budget & Project Timeline

Members reviewed the current SAC fund balance and discussed continuing to identify cost-effective purchasing options. Members acknowledged that due to pricing and sourcing challenges, the sensory room project may need to continue into the next school year to allow adequate time to obtain materials and funding.

6. Principal's Corner

Mr. McLeod provided input regarding the project and emphasized the importance of ensuring purchases align with school priorities and purchasing guidelines. He encouraged the council to continue researching vendors and pricing to ensure responsible use of funds.

7. Action Items / Next Steps

Members agreed to continue researching approved vendors, pricing options, and bulk purchasing opportunities. The sensory room project will remain an ongoing topic for future SAC meetings.

10. Adjournment

The meeting was adjourned at 2:45 PM by Ms. Lazo.