

PETERS ELEMENTARY SCHOOL ADVISORY COUNCIL
MINUTES' APRIL 28TH, 2026
(7TH MEETING OF THE YEAR)

IN-PERSON MEETING

Welcome:

A meeting of the Peters Elementary School Advisory council was held on April 28, 2026. Chellany Clarke, SAC Chair, called the meeting to order at 2:39 p.m. Nicole Manton recorded the minutes of this meeting.

Attendees

	Present (In-person)	Present (On Teams)	Not Present
Dr. Eric T. Miller-Principal	X		
Chellany Clarke-Literacy Coach-SAC Chair	X		
Annette Young-Teacher- BTU Steward	X		
Jamilee Melton-Para-Non-instructional Rep	X		
TBA-Parent-Title I Rep			
Lisa Richards -Parent-SAF Chair	X		
TBA-Parent-ESE Rep			
Augustin, Ro -Community Rep	X		
Barnett, Sabrina- Parent Rep			X
Christine Masse-Pre-K			X
Brian Carson – Teacher/ SAC Chair Assistant			X
John Prieto – ESOL Parent	X		
Nicole Manton - Secretary	X		

Guests

Carolyn Cohen	Veidra Johnson
Ellen Miller	Shelda Noel
Cheryl Myles	Nicole Seibold
Debroah Harper	Romanie Augustin
Carol King Roberts	
Sommerville, Robert	
Shelia Valies Joseph	

Minutes:

Old Business: Committee:

Ms. Clarke verified that a quorum was present, allowing voting to take place. The minutes from the March meetings were reviewed. Ms. Miller motioned to approve the minutes, and Mrs. Roberts seconded the motion. The motion passed.

New Business:

Ms. Clarke reviewed the minutes from the last meeting, along with committee members.

Admin Updates:

SESIR: There were no SESSIR updates at this time

SIP Budget:

Dr. Miller reviewed the following SIP budget.

Items	Beginning Balance	Expenses	Remaining Balance
Parent University Nights Teachers' Salaries Math Night – 10-30-25 Literacy Night – 12-18-25 Science Night – 2-26-26 ESPN Night – 4-23-26	1,298	832	466
Staff Salaries	169,147	169,147	0
ELO Camp Salaries	36,950	36,657	293
Materials & Supplies	2,490	2,490	0
Students' Agendas	978	978	0
Refreshments for Parent University Nights	600	600	0
Accountability Funds	7,532	7,400	Supplies = 119 Instructional = 13
School Recognition (A+ Funds)	3,478	0	3,478
Totals:	\$222,473	\$218,570	\$3,903

2025-2026 School Wide Behavior Plan:

Ms. Clarke reviewed the schoolwide behavior plan, including key information such as staff contacts and the personnel responsible for implementing the plan. She also reviewed referral data, including the number of referrals, frequency, and common reasons for referrals. Ms. Clarke explained that while the overall number of students receiving referrals is low, the students who do receive referrals often have multiple incidents.

Mrs. Roberts explained how the school uses Suite360 to track and monitor referrals and behavior plans. She also discussed how the program supports the RTI process by helping staff conduct meetings, collect data, and monitor student progress.

The committee discussed Critical Element #4 as one of the school's primary areas of concern, specifically addressing unruly and disruptive behavior, including five reported fights. The committee then reviewed the schoolwide behavior plan, PAWS, including its purpose, implementation, and enforcement procedures. Mrs. Roberts and Ms. Clarke explained that school rules and expectations are reviewed with students twice each year to reinforce appropriate behavior and ensure students remain aware of school expectations. Expectations are clearly outlined for all school settings, including hallways, classrooms, the cafeteria, and the playground.

The team also reviewed the schoolwide cafeteria color system, which is used to help maintain student behavior in alignment with the school's behavior policy. Additionally, the committee discussed the use of monthly character traits and positive behavior incentives to encourage appropriate student behavior. Administration and Mrs. Lashawn Settles monitor student behavior and oversee the incentive programs.

Finally, the committee reviewed Critical Element #7: Preventing Misbehavior. The team discussed the schoolwide approach to behavior management and plans for targeted intervention. Administration and support staff will work collaboratively to provide consistent support across all areas, with a goal of maintaining one referral or fewer in this area.

The committee was asked if they had any questions or concerns; no additional input was provided at this time.

2025- 2026 ERP Reading Plan:

Ms. Clarke reviewed the school's Comprehensive Evidence-Based Reading Plan (CERP). She explained the composition of the literacy team, the team's responsibilities, and the goals Peters Elementary has established to improve student reading performance across grade levels.

Ms. Clarke discussed how teachers at Peters Elementary are trained in and implement the Science of Reading, including how the three instructional tiers are used to support students in meeting their individual reading goals. She further explained how the three tiers of instruction guide whole-group instruction, small-group instruction, and pull-out interventions.

Ms. Clarke outlined the various supports in place for students, including push-in and pull-out services, ESE support facilitation, the effective use of the WIN block, and additional assistance provided by Ms. Settles and Mrs. Roberts to help struggling students close learning gaps and meet promotion criteria.

In addition, Ms. Clarke described how family engagement nights are used to support collaboration among parents, students, and teachers in improving reading outcomes and overall performance on state assessments.

Additional Updates:

None

SAC Meeting Dates:

- May 26, 2026

Meeting adjournment:

Motion: Ms. Humphrey motioned to adjourn the meeting at 3:06 p.m. It was seconded by Mrs. Manton and the motion passed.

Submitted by Nicole Manton, SAC Secretary

Minutes approved: _____ Date: _____