



Peters Elementary

Dr. Eric Miller-Principal

School Advisory Council meeting

Carol King-Roberts-Assistant Principal

Media Center-3:30 p.m.

SAC MEETING

AGENDA

11/18/25

1. Welcome- Greetings
2. Old Business
 - a. Approval of Minutes
3. New Business
 - a) Budget Review
 - b) Annual School Counseling Support Plan-2025-2026
 - c) Attendance Plan -2025-2026
 - d) SAC Meeting Dates
4. Questions/Concerns
5. Adjourn
6. SAF Updates
 - a) Meeting with Ms. Richards

☆ SAC Sign in Sheet for Peters ES (0931)


Date: 11/18/25

Time: _____

#	SAC Member Full Name	Position	SBBC Employee	Parent of Student	Sign Here
1	Arpin, Megan	Parent	No	Yes	
2	Augustin, Ro	Community / Business Representatives	No	No	
3	Barnett, Sabrina	Parent	No	Yes	
4	Carson, Brian	SAC Co-Chair	Yes	No	
5	Clarke, Chellany	SAC Co-Chair	Yes	No	
6	Manton, Nicole	SAC Secretary	Yes	No	
7	Melton, Jami	Non-Instructional Support Employees	Yes	No	
8	Miller, Dr. Eric	Principal	Yes	No	
9	Prieto, Emma	ESOL Parent of a student at the school	No	Yes	
10	Richards, Lisa	SAF Chair (or designee) Parent of a student at the school	No	Yes	
11	Somerville, Robert	ESE Parent of a student at the school	No	Yes	
12	Vaughn, Yanique	Pre-K (if applicable - parent or certified teacher)	No	Yes	
13	West, Jeffrey	Gifted Parent of a student at the school	Yes	Yes	

Date: _____

Time: _____

#	SAC Member Full Name	Position	SBBC Employee	Parent of Student	Sign Here
14	Woods, Da'Jah	Pre-K (if applicable - parent or certified teacher)	No	Yes	
15	Young, Annette	BTU Steward (or designee)	Yes	No	

☆ SAC Sign in Sheet for Peters ES (0931)

Date: 11/18/25






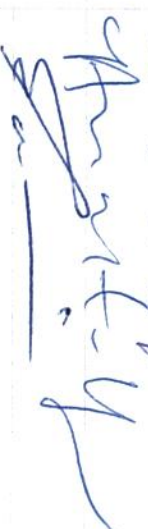

Time: _____

#	Full Name	SBBC Employee	Parent of Student	Community/Business	Sign Here
1	Chellamy Clark	✓			
2	Bryan Carson	✓			
3	Elle Miller	✓			
4	James McGovern	✓			
5	Sheila Valies	✓			
6	Cheryl Myles	✓			
7	Carolyn Cohen	✓			
8	Shante Hampton	✓			
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SPE
 SAE Sign in Sheet for Peters ES (0931)

Date: 11/18/25

Time: _____

#	Full Name	SBBC Employee	Parent of Student	Community/Business	Sign Here
1	Chellany Clark	<input checked="" type="checkbox"/>			
2	Shane Humphrey	<input checked="" type="checkbox"/>			
3	Nicole Martin	<input checked="" type="checkbox"/>			
4	Brian Carson	<input checked="" type="checkbox"/>			
5	Ellen Miller	<input checked="" type="checkbox"/>			
6	Cheryl Myles	<input checked="" type="checkbox"/>			
7	James McGovern	<input checked="" type="checkbox"/>			
8	Sheila Davis	<input checked="" type="checkbox"/>			
9		<input checked="" type="checkbox"/>			
10	Eric Miller	<input checked="" type="checkbox"/>			
11					
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15					
16					

Date: _____

Time: _____

**Full Name** **SBBC Employee** **Parent of Student** **Community/Business** **Sign Here**

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PETERS ELEMENTARY SCHOOL ADVISORY COUNCIL
MINUTES NOVEMBER 11TH, 2025
(3RD MEETING OF THE YEAR)

IN-PERSON MEETING

Welcome:

A meeting of the Peters Elementary School Advisory council was held on November 18, 2025. Chellany Clarke, SAC Co-Chair, called the meeting to order at 2:45 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			X
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		
TBA - Teacher			
Nicole Manton - Secretary	X		

Guests

Shante Humphrey	Carolyn Cohen
Ellen Miller	
Cheryl Myles	
Debroah Harper	
Carol King Roberts	
James McGovern	
Shelia Valies Joseph	

Minutes:

Old Business: Committee:

The committee reviewed the October 28th meeting minutes. Mrs. Clarke verified quorum status; however, a quorum was not present, and no voting could take place. Therefore, the meeting was informational only.

New Business:

Ms. Clarke reviewed the minutes from last meeting.

Admin Updates:

SESIR: There were no SESSIR updates at this time

SIP Budget:

Dr. Miller reviewed the SIP budget and explained that the accountability funds have not yet been released and are still pending at this time.

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	432	866
Staff Salaries	169,147	169,147	0
ELO Camp Salaries	36,950	16,585	36,950
Materials & Supplies	2,490	0	2,490
Students' Agendas	978	0	978
Refreshments for Parent University Nights	600	200	400
Accountability Funds	TBA	0	TBA
Totals:	\$211,463	\$185,364	\$25,099

Annual School Counseling Support Plan:

Mr. Carson reviewed the annual School Counseling and Support Plan. Each domain, activity, and standard that Peters Elementary will focus on monthly was discussed. The implementation of the plan to best support students, staff, and the school community was also reviewed.

The committee was asked if there were any questions or concerns; no input was provided at this time.

Attendance Plan:

Mr. Carson reviewed Peters Elementary’s attendance plan for the 2025–2026 school year. He explained the composition of the attendance team and outlined the strategies and interventions in place to increase the school’s attendance rate for the remainder of the school year.

The committee was asked if there were any questions or concerns; no input was provided at this time.

Additional Updates:

Ms. Clarke reviewed the following upcoming Family Nights:

- **Literacy Night:** December 18, 2025 (6:00–8:00 p.m.)
- **Science Night:** February 26, 2026 (6:00–8:00 p.m.)
- **ESPN Night (Standards Review):** April 23, 2026 (6:00–8:00 p.m.)

SAC Meeting Dates:

- December 16, 2025
- January 27, 2026
- February 24, 2026
- March 31, 2026
- April 21, 2026
- May 26, 2026

Meeting adjournment:

Motion: Ms. Young motioned to adjourn the meeting at 2:52 p.m. It was seconded by Mrs. Valies and the motion passed.

Submitted by Nicole Manton, SAC Secretary

Minutes approved: _____

Date: _____