PETERS ELEMENTARY SCHOOL ADVISORY COUNCIL
MINUTES SEPTEMBER 30TH, 2025
(1ST MEETING OF THE YEAR)

IN-PERSON MEETING

Welcome:
A meeting of the Peters Elementary School Advisory Council was held on September 30, 2025. Chellany Clarke, SAC Co-Chair, called the meeting to order at 3:35 p.m. Nicole Manton recorded the minutes.

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
Mario Marcano-Parent-Title I Rep			X
Phillip Hall-Parent-SAF Chair			X
TBA-Parent-ESE Rep			
TBA-Community Rep			
TBA- Parent Rep			
Christine Masse-Pre-K			X
TBA- Teacher			
TBA - Teacher			
Nicole Manton - Secretary	X		

Guests:

Romanie Augustin	
Ellen Miller	
Cheryl Myles	
Debroah Harper	
Carol King-Roberts	
Shante Humprey	
Shelia Valies Joseph	

Minutes:
We did not have a quorum for the meeting. Therefore, Ms. Clarke informed the committee that this meeting would be for information purposes only.

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New Business:
Ms. Clarke reviewed the current committee members and emphasized the need to recruit additional members to ensure adequate parent and staff representation. At this time, two parents, a Pre-K representative, an I-Zone representative, and a SAF chairperson are needed.

The committee also discussed the possibility of changing the meeting times. Some members suggested starting earlier so that car rider parents could conveniently stay after drop-off. A proposed new start time of 2:30 p.m. was discussed, and the committee agreed to revisit this at a future meeting. They also considered distributing a questionnaire to gather member feedback.

Mrs. King-Roberts encouraged each committee member to personally invite two parents from their class to join. When asked for questions or concerns, no additional input was provided at this time.

Data Review:
Mrs. King-Roberts reviewed the current data and grade-level placements. She discussed and compared end-of-year data from last year with the beginning-of-year data from this year. Mrs. Roberts emphasized the importance of proficiency, while also highlighting that learning gains play a critical role in determining the school's overall letter grade.

Admin Updates:
SESIR: There were no SESSIR updates.

SIP Budget:
Ms. Clarke presented the 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	**0**	1,298
Staff Salaries	169,147	**0**	169,147
ELO Camp Salaries	36,950	**0**	36,950
Materials & Supplies	2,490	**0**	2,490
Students' Agendas	978	**0**	978
Refreshments for Parent University Nights	600	**0**	600
Accountability Funds	**TBA**	**0**	**TBA**
Totals:	**$211,463**	**0**	**$211,463**

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CERP Reading Plan:
Ms. Clarke reviewed the school's Comprehensive Evidence-Based Reading Plan. She outlined the school's goals, the steps for implementing the improvement plan, and the strategies designed to ensure growth in literacy achievement. The following key actions were discussed:

- Conduct regularly scheduled walkthroughs
- Meet to disaggregate data from screeners
- Ensure Tier 3 interventions are provided
- Implement the *Just Read, Florida!* literacy model
- Apply the Science of Reading (SOR) principles
- Identify students in need of Tier 2 or Tier 3 support
- Use evidence-based instructional materials
- Provide explicit instruction for Tier 2 and Tier 3 students
- Offer ongoing professional development for staff

Additional Updates:
Ms. Clarke reviewed the upcoming Family Nights, and explained their purpose and scheduled dates:

- **Math Night:** October 30, 2025 (6:00–8:00 p.m.)
- **Literacy Night:** December 18, 2025 (6:00–8:00 p.m.)
- **Science Night:** February 26, 2025 (6:00–8:00 p.m.)
- **ESPN Night (Standards Review):** April 23, 2025 (6:00–8:00 p.m.)

SAC Meeting Dates:
- October 28, 2025
- November 18, 2025
- December 16, 2025
- January 27, 2026
- February 24, 2026
- March 31, 2026
- April 21, 2026
- May 26, 2026

Meeting adjournment:
Ms. Clarke motioned to adjourn the meeting at 3:56 p.m. It was second by Mrs. Valies Jospeh, and the motion passed.

Submitted by Nicole Manton, SAC Secretary

Minutes approved: _____ Date: _____

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