

Castle Hill Elementary School

School Advisory Council (SAC) Meeting Agenda

Date: December 16, 2025

Time: 5:00 – 5:40 p.m. (40 minutes)

Location: Cafeteria

Facilitator: Mrs. Letitia Ingram-Phillips (Principal) / Dr. Brandi Grant (SAC Chair)

Recorder: Ms. Catina Rush (Secretary / BTU Representative)

Quorum Required: No

1. Welcome & Call to Order (2 min)

- Welcome and verification of quorum
- Motion to approve December 16, 2025 agenda

2. Approval of Previous Minutes (3 min)

- Review and motion to approve **November 2025 SAC meeting minutes**

3. Principal's Report (5 min)

- End-of-semester highlights
- Enrollment, attendance, and behavior trends
- Campus updates, safety, and upcoming Testing Dates (post winter break)

4. School Improvement Plan (SIP) Progress Update (5 min)

- Review of progress toward SIP goals
- Early indicators from academic and intervention data
- Planning considerations for second semester

5. Attendance Initiative Update (5 min)

- Review of attendance trends prior to winter break
- Impact of incentives and family communication
- Strategies to support improved attendance after break

6. 21st Century Afterschool Program Update (15 min)

- Program overview and current enrollment
- Attendance and participation trends
- Academic supports and enrichment activities
- Student successes and highlights
- Family engagement events and upcoming plans
- Alignment to SIP goals and student achievement

7. Title I & Family Engagement Updates (3 min)

- Winter and spring family engagement activities/Reading Night Forthcoming
- BCPS Reading Week
- Opportunities for SAC support and outreach

8. Public Comment (1 min)

- Open floor for parent or community input

9. Adjournment (1 min)

- Review of action items
- Confirmation of next SAC meeting (**January 27, 2026**)
- Motion to adjourn