

Castle Hill Elementary
School Advisory Council (SAC) Meeting Minutes
March 11, 2026

Date: March 11, 2026

Time: 5:00 – 5:30 p.m.

Location: Cafeteria

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

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

Quorum: Not Required

I. Call to Order

The meeting was called to order at 5:00 p.m. by Mrs. Ingram-Phillips. Members and guests were welcomed.

Motion: A motion was made to approve the March 11, 2026 agenda.

Motion By: Ms. Jordan

Seconded By: Mrs. Ricketts

Outcome: Motion carried.

II. Approval of Previous Minutes

The February 2026 SAC meeting minutes were reviewed.

Motion: A motion was made to approve the February 2026 SAC meeting minutes.

III. Principal's Report

Mrs. Ingram-Phillips shared schoolwide updates, including academic progress monitoring, upcoming testing preparations, and recent student achievements. Updates were also provided regarding campus events and spring activities.

Upcoming assessments following Spring Break were reviewed, including:

- I-Ready Checkpoint Testing
- Science MOY Part 2 Testing
- State Writing Assessments for Grades 4–5

The importance of student attendance, instructional readiness, and family support during testing season was emphasized.

IV. School Improvement Plan (SIP) Updates

Dr. Grant reviewed current SIP focus areas and discussed ongoing interventions and academic supports aligned to student achievement goals. Mid-year progress monitoring data and targeted instructional supports were briefly discussed.

V. SAC Budget Update

The SAC committee reviewed the current SAC budget balance and discussed expenditures connected to schoolwide initiatives and student incentives.

A discussion was held regarding support for SpringFest activities and student engagement opportunities.

VI. SpringFest Updates

Information regarding the upcoming SpringFest event was shared with families and stakeholders. Updates included:

- Volunteer coordination
- Student activity stations
- Family engagement opportunities
- Safety and supervision expectations
- Schoolwide participation plans

The council discussed the importance of SpringFest in promoting positive school culture and strengthening family and community involvement.

VII. 21st Century Afterschool Program Update

Program enrollment, student participation, and enrichment activities were reviewed. Upcoming family engagement opportunities and spring programming activities were shared.

VIII. Title I & Family Engagement Updates

Upcoming parent engagement opportunities and testing support initiatives were discussed. SAC members were encouraged to continue supporting schoolwide family engagement efforts.

IX. Public Comment

The floor was opened for public comment. Parents and stakeholders expressed excitement regarding SpringFest and upcoming end-of-year activities.

X. Adjournment

The next SAC meeting was confirmed for April 2026.

Motion: A motion was made to adjourn the meeting.

Outcome: Motion carried.

The meeting adjourned at 5:30 p.m.