

**Castle Hill Elementary
School Advisory Council (SAC) and School Advisory Forum (SAF) Meeting Minutes
October 29, 2025**

Date: October 29, 2025

Time: 5:00 – 5:30 p.m.

Location: Cafeteria

Facilitator: Mrs. Letitia Ingram-Phillips (Principal) / Dr. Brandi Grant-Charles (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. Participants were welcomed.

Motion: A motion was made to approve the October 29, 2025 agenda.

Motion By: Shana Jordan

Seconded By: Parent of Isiah Thomas

Outcome: Motion carried.

II. Approval of Previous Minutes

The September SAC meeting minutes were reviewed.

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

Outcome: Motion carried.

III. Principal's Report

Mrs. Ingram-Phillips shared beginning-of-year highlights, including a positive start to the school year and strong school-wide expectations. Enrollment updates and early academic data trends were discussed, with a focus on identifying areas for continued growth. Campus updates included safety procedures, facility maintenance, and upcoming school events.

IV. School Improvement Plan (SIP) Review & Approval

The School Improvement Plan (SIP) for the 2025–2026 school year was presented. Key academic goals, strategies, and progress monitoring systems were reviewed. Discussion focused on targeted support for student achievement and alignment to school priorities.

Motion: A motion was made to approve the 2025–2026 School Improvement Plan.

Motion By: Catina Rush

Seconded By: Parent

Outcome: Motion carried.

V. SAC Budget Update

An overview of the current SAC fund balance was provided. Proposed expenditures were discussed and aligned to the goals outlined in the School Improvement Plan.

VI. Attendance Policy Review

An overview of school and district attendance expectations was presented. Strategies to address chronic absenteeism were discussed, including parent communication and incentives. The connection between attendance and student achievement was emphasized.

VII. 21st Century Afterschool / Aftercare Program Update

Updates were provided on student enrollment and participation in the 21st Century Program. Highlights included academic support, enrichment activities, and upcoming family engagement events.

VIII. Title I & Family Engagement Updates

Upcoming parent involvement events and initiatives were shared. The council discussed ways SAC can continue to support Title I goals and increase family engagement.

IX. Public Comment

The floor was opened for public comment. No additional comments were made

X. Adjournment

Action items were reviewed and the next SAC meeting was confirmed for November 2025.

Motion: A motion was made to adjourn the meeting.

Motion By: Chanel Bryant

Seconded By: Parent

Outcome: Motion carried.

The meeting was adjourned at 5:30 p.m.