

Castle Hill Elementary School

School Advisory Council (SAC) Meeting Minutes

Date: May 6, 2026

Time: 5:00 p.m. – 5:30 p.m.

Location: Cafeteria

Facilitator: Dr. Brandi Grant (SAC Chair)

Principal: Mrs. Letitia Ingram-Phillips

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

Quorum Required: No

1. Welcome & Call to Order

Dr. Grant called the final SAC meeting of the 2025–2026 school year to order at 5:00 p.m. and welcomed all members, parents, staff, and community stakeholders. The May 6, 2026 agenda was reviewed and approved by consensus.

2. Approval of Previous Minutes

The April 2026 SAC meeting minutes were reviewed.

3. Principal's Report – Mrs. Phillips

Mrs. Phillips provided end-of-year updates and thanked staff, families, and SAC members for their continued support throughout the school year.

Highlights included:

- Successful completion of major schoolwide events and family engagement activities.
- Positive attendance and behavior trends throughout the second semester.
- Upcoming end-of-year activities, awards ceremonies, and fifth-grade promotion events.
- Appreciation for families' support in preparing students for state assessments.

4. End-of-Year Testing Goals & Testing Sessions Update – Dr. Grant / Mr. Brown

Dr. Grant and Mr. Brown reviewed the school's end-of-year testing goals and preparation efforts.

Discussion included:

- FAST PM3 Reading and Mathematics assessments.
- State Writing Assessment results and reflections.
- Florida Statewide Science Assessment preparation for Grade 5 students.
- Schoolwide testing goal of increasing proficiency and learning gains across all grade levels.
- Small-group interventions, tutoring opportunities, and targeted supports provided to students.
- Student incentive programs and testing motivation activities designed to encourage student success.

Parents were encouraged to ensure students arrive on time, well-rested, and prepared during testing windows.

5. School Improvement Plan (SIP) End-of-Year Reflection

The SAC reviewed progress toward the school's SIP goals.

Discussion included:

- Growth in student achievement across multiple content areas.
- Continued focus on attendance, academic intervention, and family engagement.
- Successful implementation of instructional strategies and support systems.
- Preliminary priorities and recommendations for the 2026–2027 school year.

Members expressed appreciation for the collaborative efforts of teachers, support staff, families, and students.

6. 21st Century Afterschool Program Update – Ms. Rush

Ms. Rush shared highlights from the 21st Century Community Learning Centers Program.

Updates included:

- Strong student participation throughout the school year.
- Academic support provided in reading, mathematics, science, and homework assistance.
- Student involvement in enrichment activities and family engagement events.
- Summer program opportunities beginning June 15, 2026.
- Upcoming field trips and enrichment experiences planned for summer participants.

The SAC recognized the positive impact of the program on student achievement and engagement.

7. Title I & Family Engagement Updates – Mrs. Phillips

Mrs. Phillips reviewed end-of-year family engagement efforts and thanked families for their continued partnership.

Topics included:

- Title I family engagement activities completed during the school year.
- Distribution of summer learning resources.
- Opportunities for families to continue supporting learning during the summer months.

8. Public Comment

Parents and stakeholders were invited to provide comments and feedback.

Attendees expressed appreciation for:

- School communication efforts.
- Family engagement opportunities.
- The support provided through the 21st Century Program.
- Staff dedication throughout the school year.

9. Adjournment

Dr. Grant thanked all SAC members, staff, families, and community partners for their dedication and support during the 2025–2026 school year.

Motion: To adjourn the meeting.

Motion by: Mrs. Robertson

Second by: Mr. Brown

Outcome: Motion carried unanimously.

Meeting adjourned at: 5:30 p.m.

Next Steps / Action Items

Action Item	Responsible Party	Due Date
Continue end-of-year testing support and student motivation activities	School Staff	May 2026
Share summer learning resources with families	Administration	May 2026
Finalize summer program preparations	Ms. Rush/Dr. Grant	June 2026
Review preliminary school improvement priorities for 2026–2027	School Leadership Team	Summer 2026