

# CASTLE HILL ELEMENTARY SCHOOL

## School Advisory Council (SAC) Meeting Minutes

Date: September 10, 2025

Time: 5:00 p.m. – 5:30 p.m.

Location: Media Center

### 1. Welcome & Call to Order

Dr. Grant called the first SAC meeting of the year to order at 5:00 p.m. and welcomed all members and guests. The September 2025 agenda was reviewed and approved by consensus.

### 2. Introductions & Membership Verification

Dr. Grant led introductions of all attendees, including parents, teachers, staff, and community partners.

- Membership roster was reviewed and updated.
- Quorum was confirmed.
- The council welcomed new members and reaffirmed voting rights for returning participants.

### 3. Approval of Bylaws

Dr. Grant presented the 2025 – 2026 SAC Bylaws, noting updates regarding virtual participation and quorum requirements.

Motion: To adopt the SAC Bylaws as presented.

Motion by: Mr. Brown

Second by: Mrs. Robertson

Outcome: Motion carried unanimously.

### 4. Election of Officers

Confirmed roles for the 2025 – 2026 school year.

### 5. Principal ' s Report – Mrs. Phillips

Mrs. Phillips welcomed all members and shared a positive start to the new school year:

- Enrollment was steady, and classrooms were fully staffed.
- Beginning-of-year assessments (F.A.S.T. PM1 and i-Ready Diagnostic 1) were underway.
- Upcoming events include Open House, safety drills, and family engagement nights.
- She emphasized the school ' s theme: “ Dream Big, ‘ A ’ chieve Bigger! ”

### 6. School Improvement Plan (SIP) Overview – Mr. Brown

Mr. Brown provided a preview of the School Improvement Plan process:

- Reviewed 2024 – 2025 data and areas of focus for the new year.
- Outlined academic goals in Science, ELA, and Math.
- Discussed the timeline for SIP review and approval (scheduled for October meeting).

### 7. SAC Budget Overview – Dr. Grant

- No expenditures had been made to date.
- Members discussed aligning potential purchases with SIP priorities (science resources, student incentives, and family engagement).

Action: Final budget decisions will be made following SIP approval in October.

### 8. Title I & Family Engagement Updates – Mrs. Phillips

Mrs. Phillips reviewed the Title I Compact and upcoming family involvement events. She reminded members of the importance of family-school partnerships and encouraged SAC support in promoting attendance and engagement.

### 9. 21st Century Afterschool Program – Ms. Rush

Ms. Rush gave a brief overview of the 21st Century Afterschool Program:

- Enrollment and staffing were complete.
- Students are participating in homework help, STEM enrichment, and reading support.
- A family showcase event is planned for later in the semester.

### 10. Public Comment

Attendees were invited to share comments or suggestions. No public comments were submitted at this time.

### 11. Adjournment

Dr. Grant thanked all members for their participation.

Motion: To adjourn the meeting.

Meeting adjourned at: 5:30 p.m.

### Next Steps / Action Items

Action Item	Responsible Party	Due Date
Review draft SIP goals for approval	SAC Members	Oct. Meeting
Submit finalized membership roster	Dr. Grant	Sept. 29, 2025
Share SAC meeting schedule with staff/comm	Mrs. Phillips	Sept. 10, 2025
Provide 21st Century enrollment update	Ms. Rush	Oct. 28, 2025

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Dr. Brandi Grant, SAC Chair/Facilitator Mrs. Phillips, Principal

**“ Together We Dream Big and ‘ A ’ chieve Bigger! ”**

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