

# Dr. Martin Luther King, Jr., Elementary School

## SAC Minutes - March 3, 2026

1. A meeting of the Dr. Martin Luther King, Jr., Elementary School Advisory Council was held in the Media Center on March 3, 2026. The meeting was called to order at 3:41 pm by Sharon M. Stephen-Buitrago (SAC Chair). Darryl Wilson, our SAC secretary, will take the minutes for this meeting.

a. Members in attendance are bolded below. The guests in attendance are not. We have a quorum with 11/18 members in attendance.

b. **Attendance:**

**Sharon M. Stephen-Buitrago**  
**Jeantara Harvard**  
**James Hart Sr.**  
**Keirra Holmes**  
**Delores Moody**  
**Kimberly Nelson**

**Freddie Harris**  
**Tyqueena Palmer**  
**Demonica Ray**  
**Darryl Wilson**  
**Mitshuca Parent**  
**Ariel Douglas**  
Natalie Trewick

Meredith Mckinney  
Tiffany Harmon

2. February 3, 2026, meeting minutes were given out and reviewed. Keirra Holmes made a motion to approve February 2026 minutes. The motion was seconded by Darryl Wilson. The motion passed unanimously.

### 3. Reports

a. Mid-Year Review- The midyear review was completed and submitted to the district for review. According to the data, we are on track to meet our academic goals; however, chronic absenteeism is still an area of concern. For PM1 to PM2, the ELA proficiency increased from 17% to 31% which is 14% higher than last school year. Currently, we are more than halfway to our ELA proficiency goal of 50% with 31% proficiency. After analyzing our data and instructional practices, we restructured our ELA block based on our Crunch time plan by continuing the whole group focus into small group, WIN Time (Whatever I Need) and creating standard checkpoints to progress monitor standards taught. For science, our goal is 50% proficiency, and we are at 34% based on MOY Part 1. After MOY part 2, the data will be analyzed with the MOY Part 1 to predict proficiency. In regard to chronic absenteeism, 48.11% of the student body missed 18 or more days of school. Leading the grade levels with chronic absenteeism is PreK with 53.93%, kindergarten with 50.79%, grade 1 is 43.04%, grade 2 with 46.97%, grade 3 with 41.89%, grade 4 with 51.85%, and grade 5 with 44.87%. To help mitigate this absentee problem, the following interventions were made: continuous monitoring of absences, district attendance liaison contacting parents, flyers sent out bi-weekly to parents via Parent Link and front office, 5 day attendance meetings with parents, 10 day BTIP meeting with the State Attorney Offices, meeting with students during lunch bunch to encourage regular attendance, and the attendance team discussing with students the impact of poor attendance.

b. **Title I B5- Development/Input of upcoming school year's Improvement Plan with Title 1 Addendum**

- Discussed the 2026-27 School Improvement Plan with Title 1 Addendum with parents/staff, SAC and other community stakeholders (Copies will be made available upon request)

- SIP was sent out to all grade levels and presented during SAC meetings throughout the school year.
- Listed programs provided through Title 1 and Title 1 funds and Title IX such as (Extended Learning Opportunities Camp (ELO), Zero Tolerance, HEART Program/Services, Housing Services, Head Start, Adult Education Program, Career Tech Education-Parent/Community Job Training
- Ms. Guardascione had given a synopsis of the various programs. She opened the floor after reviewing the current 2025-2026 plan to give the opportunity for parents, SAC members, teachers, and the community to provide input on upcoming 2026-2027 SIP plan with Title I Addendum.
- There were no parents, teachers, SAC members or community members who offered any input.

**c. E4 • Development, Evaluation, Revision of upcoming school year's School Level Parent and Family Engagement Plan (PFEP)**

- A copy of the PEFP was available for each member to see the plan
- Ms. Guardascione gave a comprehensive review of the 2025-2026 plan.
- The development of the upcoming school year's plan had some additional information
- It was suggested by school personnel to continue to include Honor Roll Assemblies, Food Pantry, Kindergarten Round-Up, the Black History Program, and the Annual Fall Festival for the upcoming year. The rationale was to give parents different times/activities they can attend to engage in their child's learning and other achievements.
- Ms. Guardascione opened the floor to all parents, SAC members, teachers and the community to give them the opportunity to provide input in the development evaluation, revision, addition, or deletions of the 2026-2027 PEFP.
- There were no input or other suggestions provided by any teacher, SAC member, parent or other community stakeholders.

**d. F4-Parent Involvement Allocations:**

- Ms. Guardascione reviewed previous 2025-2026 Parent Involvement Allocations. The amount was \$4,546. It was explained that these funds were set aside for the purposes of PIA activities, student agendas, Supplies for Parent Nights, and Take-home folders for students. Ms. Guardascione opened the floor for suggestions and/or input as to how the funds would be used for the remainder of the school year and the upcoming year. No parent, SAC Member, teachers, or community stakeholder offered any input or suggestions.

**e. G4- Review of Current Parent Compact Letter and development of upcoming school year's Parent Compact Letter**

- A copy of the current 2025-2026 Parent Compact Letter was made available to those in attendance.
- Ms. Guardascione went over sections of the (PCL) and explained the importance of the document.
  - Parents, SAC Members, teachers, and community members were given the opportunity to review each item and provide input.
- Ms. Guardascione opened the floor for each person in attendance to give input or suggestions on the current Parent Compact Letter and/or the upcoming 2026-2027 PCL
- There were no parents, SAC members, teachers, or community members that offered any input or suggestions.
- H3-Discussions regarding the PFEP (H2) and on survey results (H1), and revisions made for upcoming school year's Parent and Family Engagement Plan and School-Parent Compact Letters:
  - A copy of the Annual Survey Results was presented. Ms. Guardascione discussed the purpose of the survey and reviewed each section, paying specific attention to 2 areas of strength and 2 areas of improvement. Ms. Guardascione also stated that MLK had 10% or 54 responses for the Annual Survey.

- ii. Parents, SAC Members, teachers, and community members were given the opportunity to review each item and provide input. There were no parents, SAC Members, teachers, or community members that offered input, had questions, or concerns.
  - iii. A copy of the current 2025-2026 Parent Compact Letter was made available for those in attendance. Ms. Guardascione went over the sections of the PCL and explained the importance of the document. Parents, SAC members, teachers, and community members were given the opportunity to review each item and provide input.
  - iv. Ms. Guardascione opened the floor for each person to give input; no input was given.
  - g. Principal- Based on current academic areas of concerns, additional support has been placed in certain classrooms. Varsity Tutors is in full effect to provide additional math support for the lowest quartile on Tuesdays and Wednesdays. There are upcoming mock assessments for ELA and math. After data analysis, shifts will be made to ensure learning gains and proficiency.
  - h. Accountability Funds- Ms. McKinney shared the need for headphones, academic and office supplies to ensure that all students and teachers are properly equipped with all necessary supplies. Mr. Wilson made a motion to use the accountability funds to purchase headphones, academic and office supplies to ensure that every student and staff is adequately equipped for classroom instruction and state testing. Ms. Douglas seconded the motion. Ms. Buitrago opened the floor for discussion. No one had any discussion. Ms. Buitrago calls for a vote. All members present were in favor of the motion. The motion passed unanimously.
  - i. SESIR
- 4. Old Business-**
- 5. Concerns/Questions**
- 6. Announcements- Upcoming Events**
- a. March 10<sup>th</sup> – Food Pantry Distribution
  - b. March 12<sup>th</sup> - Early Release
  - c. March 13<sup>th</sup> – Employee Planning
  - d. March 16<sup>th</sup> – 20<sup>th</sup> – Spring Break
  - e. March 27<sup>th</sup> - Report Cards available on FOCUS
  - f. April 7<sup>th</sup> - Joint SAC/SAF meeting

**Next Meeting Date & Time:**

The next meeting will be held on Tuesday, April 7, 2026, at 3:30 pm in the media center.

**Meeting Adjournment:**

Ariel Douglas motioned to adjourn the meeting at 4:36 pm. Seconded by Darryl Wilson. The motion was carried unanimously.

Submitted by,

Name of Recorder: Darryl Wilson, Name of Position on Board: Secretary , Approval Date: 4/7/2026