

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

## SAC Minutes - December 2, 2025

1. A meeting of the Dr. Martin Luther King, Jr., Elementary School Advisory Council was held in the Media Center on December 2, 2025. The meeting was called to order at 3:36 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 12/18 members in attendance.
  - b. **Attendance:**

<b>Sharon M. Stephen-Buitrago</b>	<b>Kimberly Nelson</b>	Angelique Prudent
<b>Ariel Douglas</b>	<b>Tyqueena Palmer</b>	Guendesse Rosemond
<b>Jeanara Harvard</b>	<b>Mitshuca Parent</b>	Jeanine Louis
<b>James Hart Sr.</b>	<b>Demonica Ray</b>	Meredith McKinney
<b>Keirra Holmes</b>	<b>Darryl Wilson</b>	Tiffany Harmon
<b>Tania Labriola</b>	Rosemary Neely	
<b>Delores Moody</b>	Destiny Reynoso	
  - c. Introductions were made by Mrs. Buitrago.
2. November 4, 2025, meeting minutes were given out and reviewed. Keirra Holmes made a motion to approve November 2025 minutes as written. The motion was seconded by Delores Moody. The motion passed unanimously.
3. **NEW BUSINESS**
  - a. Ms. Nelson was introduced as the SAF Chair. She attended the Central Region Advisory meeting. At meeting, they discussed information from Project 2025 to overhaul the curriculum. Florida adopted The Pheonix Declaration unanimously. Also, the meal debt is growing especially in elementary schools. There was a push back to 50% of the return forms to allow more students to qualify. Self-awareness and resilience resources were shared for BCPS families through the Counseling Department.
  - b. Ms. Keirra Holmes was introduced as the I-Zone representative. She shared that the Dr. MLK Elementary band performed at Delvoe Park. Norfolk Elementary received 200 Thanksgiving baskets, haircuts and hair-braiding services. The zone had several finalists for the Caliber Awards 2026.
4. **Reports**
  - a. Principal's message by Principal Parent. **School Testing:** PM2 testing for students in K-5 has started this week and will continue for 2 weeks. The schedule was created to provide the most optimal environment for all students. The teachers and academic support staff have been actively involved in closing gaps before the assessments. The data will be used to gauge academic progress and make changes to ensure continued success. **School Celebrations:** We won the Florida Panthers Reading Challenge and were rewarded with an awesome pep rally. The students received bookmarks, certificates and books. The local news and BEACON TV were present. The MLK Parade will be held in January, and we will be participating. We have two phenomenal Caliber Awards finalists- Ms. Moody (Support Staff of the Year) and Ms. Moore (Teacher of the Year). After the principal report, Ms. Angelique Prudent, a parent, asked if the school have fundraisers? The principal replied that various groups has their own such as MLK Drumline and selling popcorn and 5<sup>th</sup> grade selling pizza cards to raise money for the end of

year field trip. In addition, we have community partnerships that sponsor some of our expenditures. Ms. Prudent suggested running a concession stand on Fridays. Principal Parent will meet with her to discuss further.

- b. **SIP Monitoring & Stakeholder Feedback** by Sharon Stephen-Buitrago. She shared the SMART goals for academics and attendance. We are actively monitoring our SIP Action steps for academics and attendance. After PM2 state testing, we will have a more complete picture of the progress toward the goals. However, the in-house assessments revealed areas of concerns and remediation plans have been put in place.
  - c. **School Accountability Funds**- The school accountability funds are **-\$8,385.86**. The rollover funds were not received as yet, hence the negative balance.
  - d. **SEIR**- No incidents at this time to report
  - e. **Title I** – no updates at this time
5. **Collection Development Plan by Ms. Tilburg.** Ms. Tilburg was introduced as the media specialist. She shared that there are 8,340 items in the collection (16 books per student) with an average age of 2006. The strengths of the collection include strong ratio of books per student, robust SEL and diverse materials, high interest nonfiction sections and large early literacy collection. Focus areas for growth include the following: outdated average collection age, undeveloped arts and recreation, general fiction needs expansion, and nonfiction categories requiring updated information. Strategic Year 1 Focus for **Purchasing**- expand general fiction and rebuild arts & recreation. **Weeding**- remove outdated biography, religion, and literature; update aging diverse & SEL titles. The **purchasing plan** adding high-interest fiction and graphic novels, arts & recreation materials, updated nonfiction texts, and expand digital resources via Sora, Gale, and MackinVia. After the presentation, Ms. Neely asked where do the books go after they are weeded? Ms. Tilburg stated the books are stored in the District's book warehouse.
6. **Florida School Recognition Program (A+ Funds)**
- i. **Purpose**
    1. one-time bonus for faculty and staff
    2. Purchase of educational equipment or materials
    3. To hire temporary personnel to assist in maintaining and improving student performance
  - ii. **Develop Proposal and Ballot**
    1. Mrs. Sharon Buitrago presented sample ballots with 4 sample proposals and a 1 none of the above options.
    2. Time was given to each member to look over and mark up the sample ballot with the sample options to decide whether they want to keep the options as is, or to come up with their own option to be brought to the floor.
    3. Ms. Kimberly Nelson made a motion to amend one of the proposals to state that 20% of the funds go to the school for nonrecurring expenditures for educational equipment and materials and 80% of the funds will be used as a one-time bonus to be divided among all 2024-2025 staff members. Staff members must have worked at least 99 days of the 2024-2025 school year (per the 186-day calendar) to receive the bonus. Any leftover funds will be used for non-recurring expenditures for educational equipment and materials. Ms. Tyqueena seconds the motion. Ms. Buitrago repeats the motion and takes the vote. The vote was unanimous, all 12 present members voted yes. Ms. Keirra Holmes made a motion to keep one of the proposals as presented, which read: 100% of

funds are for a one-time bonus to be divided among all 2024-2025 staff members. Staff must have worked at least 99 days of the 2024-2025 school year (per the 186-day calendar) to receive the bonus. Mr. James Hart, Sr. seconded this motion. Ms. Buitrago repeats the motion and takes the vote. The vote was unanimous, all 12 present members voted yes.

**iii. Next Steps**

1. To place the proposed ballot options on a ballot; notify all staff members December 5, 2025.
  2. Give all staff members at 5 business days to review the ballot, then along with BTU steward, will conduct a vote Thursday, December 11, 2025.
  3. All paperwork must be completed by February 1<sup>st</sup>
7. **Old Business-** None at this time
8. **Announcements- Upcoming Events**
- a. December 2- PM2 Testing Begins
  - b. December 19- Early Release
  - c. December 22- January 5 Winter Break
  - d. January 6- SAC meeting

**Next Meeting Date & Time:**

The next meeting will be held on Tuesday, January 6, 2026, at 3:30 pm in the media center.

**Meeting Adjournment:**

Sharon Stephen- Buitrago motioned to adjourn the meeting at 4:20 pm. Seconded by Ms. Parent. The motion was carried unanimously.

Submitted by,

Name of Recorder: Darryl, Name of Position on Board: Secretary , Approval Date: 1/6/2026