

SAF Agenda
April 22, 2026
6:00 PM
Ms. Harris, Principal
CRYSTAL LAKE MIDDLE SCHOOL
Breaking Boundaries, Unlocking Potential, and Pursuing Excellence

1. **Welcome!**
2. **Approval of the meeting minutes of March 5th, 2026 meeting**

Budget and Enrollment Impact: There is a \$80 million budget shortfall, and a decline in enrollment.

Staffing Updates and Hiring Freeze: Update on the district-wide hiring freeze and the redeployment of 70 staff members from central office positions to schools.

Student Health Services: Hazel Health telehealth services decided not to renew the contract. There are 47 schools without a full-time nurse.

Exceptional Student Education (ESE): Overview of current staffing.

Testing and Assessment Practices: Concerns related to over-testing and the lack of parent awareness regarding optional assessments.

School Funding and SAC Governance: Review of the requirement to spend School Advisory Council (SAC) funds by the end of the school year. Funding categories: Discretionary/lottery funds (last fully funded in 2021 and used for school improvement), Class Wallet funds (\$300 per teacher, with unused funds rolling into SAC), and School Recognition Funds (one-time use requiring SAC approval). Aftercare funds are separate from SAC allocation. Financial oversight practices: the need to avoid year-end “panic spending” while balancing student needs with the district’s requirement to maintain a 3% reserve. Best practices include maintaining receipts, ensuring accountability, and improving timely communication between district offices and schools; the risk of unspent funds reverting to the district balance and the potential impact on future funding.

Enrollment and Student Retention: Delayed acceptance notifications and their impact on student loss to private schools; need for improving timelines and communication.

Operational Updates: Graduation venue changes; transition to the student lunch payment system; community-supported initiatives to address unpaid student balances.

Strategic Focus and District Goals: The district’s strategic focus on improving student outcomes through targeted interventions, collaboration, and resource alignment; goal of reducing the number of “C” schools.

Attendance, Recognition, and Incentives: More equitable recognition models beyond perfect attendance; challenges related to reduced recognition funding as more schools qualify, and the need to develop new incentive structures.

Parent and Community Engagement: Strengthening communication between the district, schools, and families, and encouraging participation in district feedback opportunities.

Testing and Special Needs Considerations: The importance of detailed incident reporting and strengthening protections and communication for Exceptional Student Education (ESE) students.

- **Adjourn**
- **Please sign the Sign in Sheet**

School Advisory Forum (SAF)

Meeting Minutes

Date: April 22, 2026

Time: 6:00 PM

Location: Crystal Lake Middle School

Meeting Lead: Mrs. Aiken

Principal: Ms. Harris

1. Welcome

The meeting was called to order at 6:00 PM and led by **Mrs. Aiken**, who welcomed attendees and thanked them for their participation.

2. Approval of Previous Minutes

The minutes from the **March 5, 2026 SAF meeting** were reviewed.

Motion made and approved to accept the minutes as presented.

3. Budget and Enrollment Impact

Mrs. Aiken shared district-level concerns regarding an **\$80 million budget shortfall** coupled with a **decline in student enrollment**, which continues to impact staffing, resources, and school-level planning.

4. Staffing Updates and Hiring Freeze

An update was provided on the **district-wide hiring freeze**. Approximately **70 central office staff members** have been redeployed to school sites to support operations and instructional needs.

5. Student Health Services

It was reported that **Hazel Health telehealth services will not be renewed**. Currently, **47 schools do not have a full-time nurse**, raising concerns about student health coverage and responsiveness.

6. Exceptional Student Education (ESE)

An overview of **current ESE staffing levels** was shared, emphasizing the ongoing challenge of ensuring adequate support for students with exceptional needs.

7. Testing and Assessment Practices

Concerns were raised regarding **over-testing** and the **lack of parent awareness** about optional assessments. The need for clearer communication with families was emphasized.

8. School Funding and SAC Governance

Mrs. Aiken reviewed SAC funding requirements, including the expectation that **SAC funds be spent by the end of the school year.**

Funding categories discussed included:

- **Discretionary/Lottery Funds** (last fully funded in 2021; designated for school improvement)
- **Class Wallet Funds** (\$300 per teacher; unused funds roll into SAC)
- **School Recognition Funds** (one-time allocation requiring SAC approval)
- **Aftercare Funds**, which are **not part of SAC allocations**

9. Financial Oversight Practices

Best practices were emphasized to avoid **year-end “panic spending”** while meeting district guidelines, including:

- Maintaining the **3% district reserve requirement**
 - Keeping receipts and ensuring accountability
 - Improving timely communication between district offices and schools
- Concerns were raised about the risk of **unspent funds reverting to the district balance**, potentially impacting future allocations.

10. Enrollment and Student Retention

Discussion included **delayed acceptance notifications** and how they contribute to students enrolling in private schools. Improvements in **timelines and communication** were identified as a priority.

11. Operational Updates

Operational items discussed included:

- **Graduation venue changes**
- Transition to a new **student lunch payment system**
- **Community-supported initiatives** to assist with unpaid student lunch balances

12. Strategic Focus and District Goals

The district's strategic priorities were reviewed, with emphasis on:

- Improving student outcomes through **targeted interventions**
- Increased collaboration and resource alignment
- Reducing the number of schools earning a **“C” grade**

13. Attendance, Recognition, and Incentives

There was discussion around developing **more equitable student recognition models** beyond perfect attendance. Challenges related to reduced recognition funding were noted, as more schools qualify for incentives, prompting the need for **new recognition strategies**.

14. Parent and Community Engagement

The importance of **strengthening communication** between the district, schools, and families was highlighted. Families were encouraged to participate in **district feedback opportunities**.

15. Testing and Special Needs Considerations

Special emphasis was placed on:

- The importance of **detailed incident reporting**
- Strengthening protections and communication for **ESE students**, especially during testing situations

16. Adjournment

The meeting was adjourned following final remarks.

Attendees were reminded to **sign the sign-in sheet** before leaving.

☆ SAC Sign in Sheet for Crystal Lake MS (1871)

| Date: <u>4/22/20</u> | | Time: <u>5:00pm</u> | | | |
|----------------------|----------------------------|---------------------|-------------------|--------------------|----------------------------|
| # | Full Name | SBBC Employee | Parent of Student | Community/Business | Sign Here |
| 1 | AQUA AIKEN | | yes | | Hina Aiken |
| 2 | Drew Aiken | | yes | | Drew Aiken |
| 3 | Athena Ampore | | yes | | Athena Ampore |
| 4 | Jonathan Busby | | yes | | Jonathan Busby |
| 5 | Charice Linsey | | yes | | Charice Linsey |
| 6 | Kayelle Terlien | | yes | | Kayelle Terlien |
| 7 | Sindie Joseph Roman | | yes | | Sindie Joseph Roman |
| 8 | Nathalie Louis | | yes | | Nathalie Louis |
| 9 | LIELEN OLASINI | | yes | | Lielean Olasini |
| 10 | Zephira Zephanich (sonia) | | yes | | Zephira Zephanich |
| 11 | Dalton Charlesherline | | yes | | Dalton Charlesherline |
| 12 | Bidjica Bandeau Altegrace | | yes | | Bidjica Bandeau Altegrace |
| | Pierre Stevenson-Altegrace | | yes | | Pierre Stevenson-Altegrace |

| # | Full Name | SBBC Employee | Time: _____ | | Sign Here |
|----|--------------------|---------------|-------------------|--------------------|---------------|
| | | | Parent of Student | Community/Business | |
| 13 | [Handwritten Name] | [Handwritten] | [Handwritten] | [Handwritten] | [Handwritten] |
| 14 | [Handwritten Name] | [Handwritten] | [Handwritten] | [Handwritten] | [Handwritten] |
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| 17 | [Handwritten Name] | [Handwritten] | [Handwritten] | [Handwritten] | [Handwritten] |
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| 19 | [Handwritten Name] | [Handwritten] | [Handwritten] | [Handwritten] | [Handwritten] |
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