

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

Date: 12/11/2025

Time: _____

| # | SAC Member Full Name | Position | SBBC Employee | Parent of Student | Sign Here |
|----|----------------------|--|--------------------------------------|--------------------------------------|-------------------|
| 1 | Aiken, Alina | SAF Chair (or designee) Parent of a student at the school | No | <input checked="" type="radio"/> Yes | Alina Aiken |
| 2 | Aiken, Delroy | Parent | No | Yes | |
| 3 | Barreto, Christine | SAC Co-Chair | <input checked="" type="radio"/> Yes | No | Christine Barreto |
| 4 | Blasini, Lielen | Gifted Parent of a student at the school, Parent | No | Yes | |
| 5 | Bryant, Pamela | Teacher, BTU Steward (or designee), SAC Secretary | Yes | No | |
| 6 | Day, Shauntasia | I-Zone Representative (must be a parent) | No | Yes | |
| 7 | Harris, Valerie | Principal | <input checked="" type="radio"/> Yes | No | Valerie Harris |
| 8 | Harris, Valerie | Principal, Community School Representative (if applicable) | <input checked="" type="radio"/> Yes | No | Valerie Harris |
| 9 | Miller, Alexander | Non-Instructional Support Employees | Yes | No | |
| 10 | Nelson, Nikki | Community / Business Representatives | No | No | |
| 11 | Ramirez, Marcelo | ESOL Parent of a student at the school | No | Yes | |

Date: _____



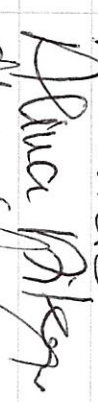




Time: _____

| # | SAC Member Full Name | Position | SBBC Employee | Parent of Student | Sign Here |
|----|----------------------|---------------------------------------|---------------|-------------------|-----------|
| 12 | Satawa, Elizabeth | ESE Parent of a student at the school | No | Yes | |
| 13 | Scott, Tasia | SAC Co-Chair | Yes | No | |

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

Date: 12/11/25

Time: 5:30pm

| # | Full Name | SBBC Employee | Parent of Student | Community/Business | Sign Here |
|----|----------------------|---------------|-------------------|--------------------|---|
| 1 | Dr. Shetric McEmmett | Y | N/A | |  |
| 2 | Christine Barab | Y | N/A | |  |
| 3 | Alicia Aiken | NO | YES | |  |
| 4 | Grace Lombard McLean | Y | NO | |  |
| 5 | Sindia Joseph Rowan | Y | Y | |  |
| 6 | Laurina Barab | Y | Y | |  |
| 7 | Peter - Gary Cherry | N | Y | |  |
| 8 | Edward Estelher | | | | |
| 9 | | | | | |
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TITLE 1 Parent Training: School Advisory Council
December 11, 2025, at 5:30 PM
Ms. Harris, Principal

CRYSTAL LAKE MIDDLE SCHOOL

Breaking Boundaries, Unlocking Potential, and Pursuing Excellence



SAC AGENDA

1. Welcome!
2. Introduction of SAC Composition/Membership
 - Principal, School Representatives, Business Representative, BTU Representative
3. Purpose of SAC

“To assist in developing and monitoring the School Improvement Plan (SIP), which includes setting goals, allocating funds, and evaluating the school’s academic performances.”
4. Staple Agenda Items
 - Testing Updates
 - Attendance Matters
 - Civics Updates
 - Math/Science Updates
 - Reading/ELA/Digital 3-3-30 Updates
 - Magnet Updates
 - Dress Code
 - Media Center Collection Development Plan
5. Approval of the minutes from previous meeting
6. Open Agenda
7. Upcoming SAC Meetings 2025-26
 - January 22nd, 2026
 - March 5th, 2026
 - May 7th, 2026

School Advisory Council (SAC) — Meeting Notes December 2025

1. Welcome & Opening — Ms. Baretto

- Call to order and verification of quorum
 - Review and adoption of the agenda for this meeting
 - Brief opening remarks: meeting purpose, key priorities for the evening
 - Introductions of attendees and acknowledgment of guests
 - Reminder of meeting norms (respectful dialogue, time limits, action-item focus)
-

2. Introduction of SAC Composition/Membership — Dr. McGauley

- Overview of roles represented:
 - Principal
 - School Representatives
 - Business Representative
 - BTU Representative
 - Confirmation of voting members, alternates, and non-voting participants
 - Clarification of term lengths, attendance expectations, and member responsibilities
 - Note any vacancies; outline recruitment and nomination process
 - Identify officers (Chair/Co-Chair/Secretary) and point-of-contact for minutes & communications
-

3. Purpose of SAC — Dr. McGauley

- Mission (as quoted):
“To assist in developing and monitoring the School Improvement Plan (SIP), which includes setting goals, allocating funds, and evaluating the school’s academic performances.” [\[SAC Agenda...25 UPDATED | Word\]](#)

- **How SAC supports the SIP cycle (needs assessment → goal setting → strategies → monitoring)**
 - **Alignment with district priorities and compliance requirements**
 - **Approach to data-informed decision making (assessment results, attendance, course performance)**
 - **Stakeholder engagement: families, students, staff, community partners**
 - **Commitment to transparency: publish minutes, share updates, track action items**
-

4. SAC Bylaws — Dr. McGauley

- **Membership & eligibility; definition of quorum and meeting frequency**
 - **Voting procedures (motions, seconds, majority, record of votes)**
 - **Officer roles and election/appointment process; succession if a vacancy occurs**
 - **Public notice & minutes requirements; storage and access to records**
 - **Amendment process and annual bylaws review cycle**
 - **Adherence to district policies and Robert's Rules of Order for parliamentary procedure**
-

5. Staple Agenda Items

Testing Updates — Dr. McGauley

- **Upcoming assessment windows and readiness activities**
- **Summary of performance trends; subgroup highlights**
- **Interventions and enrichment supports; progress monitoring cadence**
- **Communication of test dates to families and staff**

Media Center Collection Development Plans Voting

- **Number of books**
- **Percentage of book types**

- **Voting yes for the plan for the 25-26 school year**

Attendance Matters — Dr. McGauley

- **Current attendance rate and chronic absenteeism metrics**
- **Root causes and targeted strategies (parent outreach, incentives, tiered supports)**
- **Collaboration with guidance and teachers; documentation procedures**
- **Family communication plan and recognition programs**
- **New District Attendance protocols**

Civics Updates — Dr. McGauley

- **Curriculum pacing and civics literacy initiatives**
- **Resources and project-based learning opportunities**
- **Preparation for state/district civics assessments**

Math/Science Updates — Mr. Daniel

- **Pacing & unit planning; alignment to standards**
- **Use of diagnostics and formative checks; lab experiences in science**
- **Enrichment/tutoring and intervention blocks**
- **Materials & technology needs; professional learning highlights**

Reading/ELA/Digital 3-3-30 Updates — Ms. Youngblood

- **Status of literacy plan and Digital 3-3-30 implementation**
- **Reading stamina goals; cross-content literacy strategies**
- **Benchmark data and targeted small-group instruction**
- **Family engagement: home reading expectations and resources**

Magnet Updates — Dr. McGauley

- **Recruitment and application timeline; outreach events**
- **Program highlights & pathways; field experiences and showcases**
- **Student supports (advising, competitions, clubs)**

- **Communication channels (Canvas/website/newsletters)**

Dress Code — Dr. McGauley

- **Current compliance trends and areas needing reinforcement**
 - **Communication to students/families; visual reminders on campus**
 - **Process for infractions; restorative approaches where applicable**
 - **Alignment with ID and cell phone expectations**
-

6. Approval of Minutes from Previous Meeting — Ms. Baretto

- **Present prior minutes for review**
 - **Record motion to approve, second, and vote outcome**
 - **Note any corrections and update the official record**
 - **Confirm posting/sharing location (staff portal/SharePoint/parent distribution)**
-

7. Open Agenda

- **Floor opened for stakeholder comments and new business**
 - **Capture proposals and questions; direct items to appropriate subcommittees**
 - **Create parking lot for items needing research or future scheduling**
 - **Assign owners, due dates, and follow-up method (email/update at next meeting)**
-

8. Upcoming SAC Meetings (2025–26) — Ms. Baretto

- **January 22, 2026 — focus preview (mid-year SIP check, attendance mid-point)**
- **March 5, 2026 — focus preview (assessment readiness, magnet recruitment status)**
- **May 7, 2026 — focus preview (year-end data, SIP reflections, transition planning)**

- **Confirm time/location and publish notices; identify lead presenters for standing items**