

Pasadena Lakes Elementary School
School Advisory Council (SAC) & School Advisory Forum (SAF)
Joint Meeting Minutes
Tuesday, November 4, 2025 – 6:00 p.m.
Location: Pasadena Lakes Elementary Cafeteria

1. Call to Order

The joint meeting of the Pasadena Lakes Elementary SAC and SAF was called to order at **6:00 p.m.** by SAC Co-Chair **Ms. Bailey**.

2. Introductions

Ms. Bailey welcomed members, parents, staff, and community stakeholders. SAC and SAF officers introduced themselves, and attendees provided brief introductions consistent with the agenda.

3. Verification of Attendance and Quorum

The SAC sign-in sheet was reviewed, and **quorum was confirmed** for SAC voting purposes.

4. Approval of Previous Meeting Minutes

The October 28, 2025 SAC and SAF meeting minutes were reviewed. A motion to approve both minutes was made and seconded. The minutes were **approved as presented**.

5. SAC Purpose and Members' Roles & Responsibilities

Ms. Bailey delivered the presentation on the **purpose, role, and responsibilities of SAC** in accordance with SBBC Policy 1403 and Florida Statute 1001.452

Key highlights included:

- SAC's role as a collaborative body connecting school and community.
- Bylaws and guiding articles: purpose, membership, meetings, committees, funds, training, and quorum expectations.
- Duties of SAC and SAF members and procedures for elections and voting.

6. School Improvement Plan (SIP) Monitoring

SIP monitoring discussion included:

Student Effort & Motivation

The principal emphasized the need for increased **student effort**, particularly in work completion and goal-setting. Staff continue to model academic conversations and integrate strategies to foster intrinsic motivation.

Attendance Concerns

Areas of concern include **attendance in 2nd and 5th grade**, with continued interventions and follow-up to improve consistency.

Goal Folders

Teachers and students are utilizing **goal folders** to track progress and set learning goals aligned to SIP targets.

Vocabulary & Background Knowledge

Ms. Spencer reminded families of the importance of **vocabulary development and background knowledge**, encouraging parents to engage students in daily conversations that support literacy development.

7. Principal's Report, Accountability, and Budget Update

The principal reported that:

- **Accountability funds** are available, and expenditures must align to the SIP.
- **ELO (Extended Learning Opportunity) Camps** require additional teacher support; funding will be used to secure instructional personnel.

No funding requests were submitted at this meeting; therefore, no motions were brought forth.

8. School Environmental Safety Incident Report (SESIR)

Ms. Spencer reported **one SESIR incident for October**, noting that safety protocols were followed and the school continues reinforcing expectations for a positive and secure learning environment.

9. Stakeholder Feedback

Parents and staff engaged in open discussion on:

- Effective parent–school communication.
- Encouraging positive attendance habits.

- Supporting vocabulary development at home. Feedback collected will be incorporated into SIP monitoring and schoolwide planning.

10. Announcements

- **District Showcase:** Monday, November 17, 2025.
- Families were reminded to stay updated through **ParentLink announcements**.
- Quarter 1 **Perfect Attendance** awards were recognized, including **KOC Awards** for outstanding achievement and character.

11. Next Meeting Date

The next SAC meeting will be held on **Tuesday, December 2, 2025 at 2:30 p.m.** in the Media Center, with the SAF meeting to follow.

12. Adjournment

The meeting was adjourned at **6:50 p.m.**

Prepared by:

Ms. Bailey, SAC Co-Chairperson

Date: November 4, 2025