

**Pasadena Lakes Elementary School**  
**School Advisory Council (SAC) Meeting Minutes**  
**Tuesday, December 2, 2025 – 2:30 p.m.**  
**Location: Media Center**

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**1. Call to Order**

- Call to order at 2:30pm
- Verification of quorum by secretary Fahie

**2. Introductions**

- Welcome of members, parents, staff, and community stakeholders

**3. Approval of Previous Meeting Minutes**

- Review of November 4, 2025, SAC/SAF minutes
- The November 4, 2025, SAC/SAF meeting minutes were reviewed. A motion to approve the minutes as presented was made by Principal Williams and seconded by Ms. Morrow. The motion carried.

**4. SESIR Report**

- An update on the School Environmental Safety Incident Report (SESIR) was provided, noting one incident reported to date for the 2025–2026 school year and no new incidents for November. Safety protocols were reviewed, including the requirement that all employees complete CENTEGIX safety training via LAB, with registration information previously distributed by email.

**5. Accountability Funds Update**

- The current accountability funds balance of \$4,600.00 was reported. A request to allocate \$4,000 in accountability funds to support an after-school academic intervention camp was presented by the Literacy Coach and Math Coach. The request was reviewed and discussed by the council. A motion to approve the allocation was made by Meagan Thomson, SAC Co-Chair, and seconded by Sean Martin. The motion passed unanimously.

**6. School Improvement Plan (SIP) Monitoring and Stakeholder Feedback**

**a. Data Review:** Updates were shared on student performance using **FAST, i-Ready, and internal diagnostic data**, highlighting both areas of academic progress and areas needing

continued instructional focus.

**b. Instructional Initiatives:** Ongoing initiatives were reviewed, including the use of **goal folders**, attendance improvement efforts, and strategies aimed at increasing student engagement and ownership of learning.

**c. Stakeholder Feedback:** SAC members, parents, and staff provided feedback aligned to SIP priority areas, contributing to continuous monitoring and refinement of school improvement efforts.

## **7. Presentation**

### **Library Collection Development Plan**

Media Specialist Pamela Gallo presented an overview of the Library Collection Development Plan, including analysis of the current collection, proposed new acquisitions, funding priorities, and alignment with schoolwide literacy goals and SIP priorities.

- Current library collection analysis
  - 5483 books
  - Approximately 10 books per student
  - 23% fiction; 31% non-fiction
  - Includes Spanish Titles
  - Diverse titles
- New acquisitions and funding priorities
  - Budget \$4,276 approximately 9.60 per student
- Many titles align with literacy goals and SIP priorities for reading, math, science, and social studies.

## **8. Principal's Report**

The principal provided schoolwide updates, including attendance trends, instructional highlights, upcoming initiatives, and ongoing family engagement efforts supporting student achievement. Attendance trends indicate improvement. For Quarter 1, 101 students from Pre-K to 5 have perfect attendance. These students were celebrated with popcorn and juice in their classrooms. A pop-corn themed bulletin board was erected in the main hallway to celebrate these students. New and existing students will be added each quarter. The FACE Space Bulletin Board in the main office and weekly parent link updates continue to provide families and stakeholders with valuable information and resources.

## **9. New Business**

- See Item 5: Accountability Funds Update

## **10. Old Business**

There were no unresolved items requiring follow-up from previous meetings.

## **11. Announcements**

PLE Activities December 2025

Testing:

December 3<sup>rd</sup>: 3-5 FAST PM 2 Reading

December 4<sup>th</sup>: 3-5 FAST PM 3 Math

December 8-9: K-2 STAR Reading

December 10-11: K-2 STAR Math

Field Trips:

December 5: 5<sup>th</sup> Grade, Driftwood Middle School

December 11<sup>th</sup>: 3<sup>rd</sup> Grade, Cox Science Museum

Other:

December 9<sup>th</sup>: BCPS Showcase

December 11<sup>th</sup>: Induction Ceremony PLE National Elementary Honor Society

Notable Upcoming Events:

January 26-29, 2026: Literacy Week Activities

January 29, 2026: Science Night

## **12. Next Meeting Date**

The next SAC meeting will be held on **Tuesday, January 27, 2026, at 2:30 p.m.** in the Media Center.

## **13. Adjournment**

The meeting was adjourned following the completion of all agenda items at 3:00pm