

Pinewood Elementary School
School Advisory Council Meeting
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School Advisory Council (SAC) & School Advisory Forum (SAF) Minutes

Joint Meeting - Wednesday, March 25, 2026 @ 5:30 P.M.

- I. **Call to Order:** SAC Chair, Ms. Iliana Mejia called the meeting to order at 5:38pm
- II. **Introductions and Attendance:** 9 out of 17 members were present, quorum was established.
- III. **Approval of Minutes:** First motion to approve February minutes by Nadine Antoine Musangi and second motion approved by Judy Mobley. Approve to approve the minutes were approved by everyone present (Judy Mobley, Samia Daniel, Nadine Musangi, Marsha Powell, Josianne Valme, Kelly O'Neil, Jordan Morgan, Daniella Miheli & Iliana Mejia) ...a unanimous vote.
- IV. **Principal Report:**
 - Enrollment has not changed.
 - Vacancy - We currently have one vacancy; however, it will not be filled due to hiring freeze.
 - A substitute comes in daily to fill the vacancy.
 - We use the substitute teacher to cover IEP meetings and when there are no meetings, the substitute covers classrooms, where there is a shortage. When there is no shortage, the substitute supports students in class.
 - Accountability Funds: We had \$14,370.80. We voted to allocate \$10,000 to Spring ELO Camp, to pay the ELO Camp teacher salaries. We currently have \$4,370.80 leftover. I will ask that we vote to use the remaining funds towards supplies.
 - Recognition Funds: Bonuses were distributed to teachers and staff.
 - If a teacher and/or staff member comes forward to say they didn't receive their money, we will go back to our records.
 - The recognition funds are deposited in the employee's account. If the person is no longer with the district, then the district makes a check which is mailed to the last address on file.
 - If an employee has moved and doesn't update their address with the district, then the check will go back into our account until the person comes forward or the following school year, we vote on what to do with the funds. Ex. Put additional funds towards school supplies.
 - We have a school recognition balance of \$3,000, which will remain in the account until everyone has received their funds.
 - Testing: Students in our ESE program are taking the FAA.

- The assessment is given one on one.
- Crunch Time: We are continuing with our regular curriculum but adding spiral review lessons. For the spiral review we are using Standard Mastery lessons from iReady.
- Some students were identified as needing additional support; therefore, we do have push-in groups taking place.
- State Writing Test will be on Wednesday, April 1st in grades 4 and 5. They will be provided with a passage and based on the passage they must write either an informative or argumentative essay, which students will utilize their classroom computer to type the essay. This assessment doesn't count towards our school grade this school year, however it is used to help drive instruction.
- Attendance: Parents are late dropping their students off at the curb. I am standing out front to ensure that parents park and come inside the front office to sign in their child(ren).
 - I am considering purchasing dividers to block the middle of the road; therefore, cars are forced to stay in one lane. Also, speed bumps to stop speeding.
 - Maybe placing a campus monitor in the front parking lot to direct the cars and ensure parents are dropping off appropriately.
 - If anyone has any suggestions on how to alleviate the problem, please share or let me know.
- Upcoming Events:
 - April 1st - Paraprofessional Appreciation
 - April 2nd - Science Night
 - April 2nd - Career Day
 - Assistant Principal Appreciation Week - 4/6 to 4/10
 - KOC Ceremony & Honor Roll Assembly - 4/10
 - FAST Writing - Grades 4 & 5 - 4/1
 - Field Day - 4/13
 - Individual Spring Pictures - 4/17
 - Students can dress up or wear their spring attire
 - Teachers/Staff are taking group picture.
 - FAST Pep Rally - 4/17
 - Clerical Appreciation Week - 4/20 to 4/24
- Allocating Funds:
 - By Samia Daniel: First Motion (to approve \$4,370.80 and any leftover balance to use the funds to purchase instructional materials, instructional equipment and general supplies.
 - By Nadine Musangi: Second Motion Approved
 - Motion approved by Judy Mobley, Samia Daniel, Nadine Musangi, Marsha Powell, Josianne Valme, Kelly O'Neil, Jordan Morgan, and Daniella Miheli

V. **Title 1:**

Parent and Family Engagement Plan (PFEP) Survey

- Thank you, parents, for participating in our PFEP Survey. 19% of our families completed the survey.
- The averages ranges between “Strongly Agree” and “Agree.” Many parents are pleased with our school and feel as though they are informed about their child’s academics and progress.
- We will continue to improve in the areas of communication, parent meetings and ensuring our stakeholders are informed.
- Does anyone have any questions or concerns about our PFEP survey? There was no input from parents or teachers.

Parent and Family Engagement Plan

- We will review our 25-26 PFEP as we are reviewing, I would like for you’ll to share any suggestions and/or your thoughts.
- Our **mission** statement will remain our focus for 26-27 school year. We will continue to encourage our families to join SAC and participate in academic night and other activities that is taking place at Pinewood. Is there anything we can add or need to change for Engagement of Parents & Families for the upcoming school year? No input was provided from parents or teachers.
- Pinewood continues to serve Kindergarten – Fifth Grade, including three IND Cluster K-5 classes, two VPK classes, and PreK ESE Specialize and Intensive ESE.
- Our **Annual Parent Meeting** has been successful this school year. Le’s take a look at “Specific Activity.” Is there anything we can add or need to change for Annual Parent Meeting portion for the upcoming school year? One parent suggested that we had “Parent Links” to the Evaluation portion. We all agreed to add (9 attendees).
- **Flexible Parent Meetings** – Parents felt that meetings were held at appropriate time and the meeting times were flexible. Is there anything we can add or need to change for Flexible Parent Meeting for the upcoming school year? One parent informed us that there was a spelling error, “SAP.” It was corrected, “SAF.”
- **Building Capacity:** The parents were pleased with the various planned academic nights for the 25-26 school year. The upcoming school year we will continue to implement the required activities again. Is there anything we can add or need to change for Building Capacity for the upcoming school year? One teacher suggested to add “Multicultural Living Museum Night.” Great idea! This has become a Pinewood Fifth grade tradition. The activity has been added to our 26-27 PFEP.

- Staff Training will continue to focus on Effective Communication. Is there anything we can add or need to change for Staff Training for the upcoming school year? No input was provided from parents or teachers.
- In our February SAC Meeting, we reviewed and made suggestions for the 26-27 School-Parent Compact. It has been updated and signed by our school's principal. Thank you, parents and teachers, for participating.
- This concludes the review of our 25-26 PFEP. Is there anything we can add or need to change for Engagement of Parents & Families for the upcoming school year? No input was provided from parents or teachers.

School Improvement Plan with Title 1 Addendum

- On our school's website you can find all Pinewood's Title 1 information. Our website is updated frequently.
- Now let's take a look at our current School Improvement Plan. If you click on "View Our SIP" you can see an outline of everything that makes up Pinewood: School Info, Executive Summary, School Budget, High Quality Instruction, etc.
- Let's stop and review **Title 1 Addendum**. The Addendum is centered around teachers, students, and instruction. Let's look at Comprehension Needs Assessment (#1-2). Is there anything we can add or need to change for Comprehension Needs Assessment for the upcoming school year? No input was provided from parents or teachers.
- Let's read through Coordination and Integration (#3-5). Is there anything we can add or need to change for Coordination and Integration for the upcoming school year? No input was provided from parents or teachers.
- #6-18 is tailored around implementation of student's success. Let's read through... Is there anything we can add or need to change for Title 1 Addendum for the 26-27 school year? No input was provided from parents or teachers.
- Now you know how to access our school's Title 1 SIP and Addendum. The SIP goes on to provide a breakdown of our Reading Plan with Resources, Safe Plan, MTSS plan, Attendance plan, etc. Is there anything we can add or need to change for our school's SIP for the 26-27 school year? No input was provided from parents or teachers.

Parental Involvement Allocation

- Title I requires parents and family members must be involved in decisions regarding the use of funds reserved for parent and family engagement activities.
- Parents present this evening, what are suggestions on how funds should be used for the 26-27 school year? One parent suggested

using funds towards a school yearbook. Another parent suggested having a Math night at Publix.

- All input was received and discussed. Input was noted for further information is being looked upon. Will discuss further at next SAC meeting.

Thank you, stakeholders, for your patience and participation in making our school improvements great!

VI. SAF Updates

- Mrs. Jordan Morgan did not have SAF updates.

VII. Next SAC Meeting: April 22nd

- First Motion to end meeting at 6:12pm, Jordan Morgan. Second Motion Nadine Musangi.