

Silver Ridge Elementary School  
Minutes  
Tuesday, November 4, 2025  
3:45 pm, Room 605

## Welcome/Sign-in

### Approval of Minutes From October – No minutes to approve

#### 1. Maximo System for Work Orders

- Pamela Taylor, CAAC Chair, emphasized the importance of using the **Maximo system** for work orders.
- Custodians and principals should ensure all maintenance requests are submitted through Maximo.
- Proper use of this system helps ensure the district does **not lose available funds** for maintenance and facilities support.

#### 2. SAF Funds

- Currently, **School Activity Funds (SAF)** are restricted to:
  - **Workforce development** initiatives.
  - **State recognition (A+ School) awards.**
  - Discussion included concerns about **how much funding schools may lose** under this updated policy.

#### 3. Behavioral Management

- Concerns were raised about **parents being asked to pick up students** for behavioral issues.
- This is a **violation of district policy.**
- Schools are reminded to address behavioral matters internally through appropriate management procedures.

#### 4. Lunch Applications & Cafeteria Funds

- Schools should **encourage all parents to complete lunch applications**, even if their child brings lunch from home.
- This ensures schools receive full funding allocations.
- The **\$500 cafeteria fund** should be used **only as a backup**, as it will deplete quickly.

- Parents who do not wish to pay online or through the app (due to added fees) may **submit checks directly to the school.**
- Schools should communicate these options clearly to parents.

## 5. Hazel Health

- The **Hazel Health program** is **no longer available.**

## 6. Attendance Accuracy

- Attendance must be recorded accurately.
- If a student is marked absent incorrectly, corrections should be made promptly.
- Substitute teachers should be reminded to take attendance to prevent errors.

## 7. Guest Speaker

- **Guest Speaker:** *Guy Barhoma*
- Presented information regarding **testing data across the Central District.**