

September School Advisory Council Meeting Minutes:

Call to Order:

A meeting of the Park Lakes Elementary School Advisory Council was held on 09/25/2025. Co-SAC Chair, Simone Gunter called the meeting to order at 9:00am. Ms. Snell recorded minutes for this meeting.

Minutes:

The August 2025 minutes were reviewed and a motion to approve the minutes was made. There were no corrections needed.

- I. **SAC Positions and Voting-** Mrs. Gunter begins by thanking the 2024-2025 SAC committee. She announces the members of the 2025-2026 SAC committee and asks for a motion to approve them. New members: Mrs. Austin (SAC chair), Mrs. Simone Gunter (SAC Co-chair), Ms. Snell (SAC Secretary), Mr. Belizaire (ESOL Parent Representative), Raijini Armstrong (Gifted Parent Representative), Ms. Wonza Moore (Community School Representative), Ms. Stroud (BTU Steward/Equity Liaison)), Ludny Maxwell (ESE Representative), and Nadge Polidor (School Advisory Forum Parent Representative).
- II. **SAC Purpose-** The definition and purpose of SAC was read in the meeting. SAC is a team of people from various areas of the school community. The purpose of SAC is to facilitate the development and monitor progress of the Annual School Improvement Plan. SIP is also monitored to allocate Accountability Funds. The purpose of SAF (School Advisory Forum) is to foster and promote communication between stakeholders, the school, and the Area Advisory Council. The SAF shall bring forth recommendations, concerns, and interests to and from their Area Advisory Council.
- III. **SAC/SAF Bylaws':**
Mrs. Austin shared in the meeting the purpose of SAC and SAF Bylaws and that the SAC Committee Members and all meetings are governed by the Bylaws according to Robert's Rules of Order.
- IV. **Principal Updates-**Ms. Parris started off by talking about safety and shared that for this school year.
 - **Arrival** – Ms. Parris emphasized to the parents and guardians the importance of arriving to school on time and daily as this impacts students' learning and encouraged them to make sure their child attends school daily and that all absences should be called in. Breakfast is served daily starting at 7:15am.
 - **Dismissal** – The school is using an electronic dismissal system called CurbSmart. Ms. Parris reminded the parents of how the system works and asked the parents to continue using the student's name placard at the car loop so that the system can run smoothly. The parents were thanked for being patient with the process as we work together to ensure the safety of all the students.
 - Ms. Parris congratulated the parents and students that the school is a "B" school once again and missed the 'A' by one-tenth of a point.
 - Parents were reminded that Park Lakes is a uniform school, therefore all students must be in the accepted uniforms in the school colors (navy blue or khaki bottoms, navy blue or white blouses/shirts. No crocs are allowed and that all students must be in compliance.

- **Accountability Funds Budget** - The budget for this new school year has not yet been received. Hopefully this amount will be known prior to the October SAC meeting where we will share.
- V. **School Improvement Plan (SIP)** – Mrs. Gunter stated that we are presently updating the SIP and have received valuable input from the various stakeholders at the end of the last year. A copy of same will be available in the front office as well as Mrs. Austin’s classroom if anyone is interested in viewing the plans, they can do so.
- VI. **School Environment Safety Incident Report** – There was no School Environment Incident reported for the month of September.
- VII. **ESOL Updates-** Mrs. Washington is the ESOL coordinator. For assistance and resources please feel free to contact her as it relates to identifying ELL students, providing the appropriate tools and technology to enhance the students’ learning.
- VIII. **PTA Updates-** Parents can contact Mrs. Green or the front office to volunteer for PTA. Parental involvement is key and all parents are encouraged to be engaged and to participate as we work together to enhance the learning experience for each student.
- IX. **Title 1 Updates-** Mrs. Spinner discussed that we are a Title One school where we receive Federal Funds for parent activities and cover the cost to create smaller classrooms at our schools. We provide training for parents and students to help them be successful at school. She also discussed the SAC addendum for the school improvement plan and Parent Engagement plan. The projected budget for this school year has been submitted and we are awaiting approval. Any questions on how the money is used, where the money was used, please do not hesitate to contact Mrs. Glasford or Mr. Mustapha (Guidance Counselor).
- The School compact is an agreement between students, teachers, and parent. Parents need to be sure to sign the parent Compact form. Do you have any questions? was asked. Compact forms are included in the “First Day” packets and parents and guardians are required to sign and return to the school. Student code of conduct form needs to be read and discussed with children. Please sign the media release sign if you want or do not want your child to be photographed. Go to online forms to access and complete the forms electronically. The Social Emotional Team’s purpose is to help build the whole child so they can make good decisions.
 - Parents must attend two conferences for the school year and should try to come inf or a face-to-face conference that they should get to know their child’s teacher. Parents should also attend the monthly meetings where they can give their input. To manipulate these funds, it is important for parents to come in to help us vote on how we use the allocated funds.
- X. **Discussion & Questions:** The floor was made open for questions or concerns.

Next Meeting Date & Time:

The next meeting will be held on (October 28, 2025 @ 5:00pm).

Meeting Adjournment:

Motion: Mrs. Austin motioned to adjourn the meeting at 9:30am. Motion carried unanimously.

Submitted by,

Denese Snell

SAC Secretary

Approval Date: 10/01/2025