

October School Advisory Council Minutes:

Call to Order: A meeting of the Park Lakes Elementary School Advisory Council was held on 10/28/2025. Mrs. Austin (SAC Chair) called the meeting to order at 5:10 pm. Mrs. Gunter recorded minutes for this meeting.

Minutes:

- I. Mrs. Austin welcomed the parents to the meeting and introduced Mrs. Simone Gunter (SAC Co-Chair) and Ms. Parris (Principal).
- II. The September 2024 minutes were reviewed and a motion was made to approve the minutes with no corrections needed. Motion carried unanimously.
- III. **SAC Positions and Voting-** Mrs. Austin begins by thanking the 2024-2025 SAC committee. She announced the members of the 2025-2026 SAC committee and asks for a motion to approve them. Motion carried unanimously. Two new members were introduced Mrs. Tanya Harris (Parent Representative) and Mr. Calvin Harris (Parent Representative).
- IV. **SAC & SAF Purpose-**
 - a. **SAC (School Advisory Council)** - 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.
 - b. **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.
- V. **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.
- VI. **Principal Updates-** Ms. Parris thanked the parents and students for coming out to support the SAC meeting, the Science Night, the Trunk or Treat and Resource event that was happening right after the meeting.
- VII. **Accountability Funds & School Recognition Funds:** - We are still awaiting confirmation of the approved budget for 2025-2026 school year.
- VIII. **School Environment Safety Incident Report** - There was no incident reported for the month of October.
- IX. **School Improvement Plan Updates-** Mrs. Austin shared that the SIP (School Improvement Plan) was approved by the School Board on October 14, 2025.

- a. A copy is in the front office for viewing and reviewing. Parents, staff, and community were advised that they can call and plan to view the SIP plan and that their suggestions or comments are always welcome.

X. Title One & PTA Updates-

- i. Mrs. Austin reminded the parents and participants that Park Lakes is a Title One School. Parents were encouraged to complete and return the compact forms if they have not done so to date. Parents were advised to look out for the Parent Engagement Survey and that their responses are needed and appreciated.
- ii. Mrs. Austin introduced the PTA and provided registration forms and flyers for parents to join. She encouraged the parents to get involved with the PTA and to keep on coming to the monthly meetings to learn more about what the school is doing to help make our students successful.

- XI. Discussion & Questions:** The floor was open for further questions and discussions. No one had any additional questions or concerns. Mrs. Austin shared that if any questions or concerns arise beyond the meeting, parents, staff, and community members can reach out to the school.

Next Meeting Date & Time: As November has only three weeks, there will be no November meeting as schools are closed the last week of November due to Thanksgiving. It must be noted as per meeting requirements, meetings can only be held on the first or fourth week of a given month.

Meeting Adjournment:

Motion: Mrs. Austin motioned to adjourn the meeting at 6:00pm. Motion carried unanimously.

Submitted by,

Simone Gunter

SAC Co-Chair

Approval Date: November 4, 2025