



SCHOOL ADVISORY COUNCIL (SAC)

Liberty Elementary Meeting Agenda (Approved)

Date: November 19, 2025

Time: 7:40 a.m.

School Advisory Council (SAC) Meeting Minutes

Date: November 19, 2025

Time: 7:53 a.m.

I. Call to Order

- The meeting was called to order at 7:53 a.m. by SAC Chair Janice Harvey.
- A motion to accept the agenda and begin the meeting was made by Venitra Williams and seconded by Angelica Dubanewicz.
- All 12 participants voted in favor.
- Attendance confirmed: There were 12 members out of 18 present, so there was a quorum.

II. Review of October 22, 2025 SAC Meeting Minutes

- Ms. Harvey reviewed the October 22nd meeting minutes in detail.

III. Motion to Approve October 22, 2025 Minutes

- Action Item: A motion to approve October 22nd minutes was made by Venitra Williams and seconded by Angelica Dubanewicz.
- Motion passed unanimously (All 12 participants voted in favor of approving the minutes.)

IV. New Business

a. I-Zone Announcements: SAC member Sanita Denis attended the Wednesday, October 20th parent zone meeting at Margate Elementary. She reported meeting details to Janice Harvey, the SAC chair. Janice Harvey shared information about comfy corners. Teachers are encouraged to create a space in their classroom for students to step away and practice mindfulness if they feel overwhelmed. The space should include comfortable seating and be visible but clutter-free.

b. SAF Announcements : There were no SAF updates.

c. Media Collection Plan – Presented by Ms. Zinderman

- Ms. Zinderman provided an overview of books currently available to students. She shared the priorities for weeding and purchasing for each school year and included the actions, updates and outcomes. This is subject to change due to funding and time constraints. Year 1,2 and 3 have strategic focus. We are currently in year 2 of this process.

V. Principal's Report & School Improvement Plan (SIP) Review Presented by Principal Vicky Flournoy

a. School Updates

1. An ASD position is currently open following staff member departure.
2. The school is currently a STEM museum magnet school, but due to transportation limitations, it will not continue as a STEM magnet next year and moving forward.
 - The school will continue to highlight innovative science and technology opportunities.
 - Parents may still choose a school, but transportation will not be provided.
3. Extracurricular programs will continue to be promoted, including:
 - Chorus and Drama
 - Sunset Strings Academy provides free violin and guitar lessons to students.

b. SIP Monitoring & Stakeholder Feedback – ELA Targets

1. Second grade fell below 50% proficiency last year; therefore, the school is subject to additional state monitoring.
2. Kindergarten ELA Target: 72%
 - Unit 1: 60%
 - Unit 2: 70%
 - Unit 3: 65%
 - Current overall proficiency: 67%
3. 1st Grade Target: 62%
 - Current proficiency: 65%
 - 2nd Grade Target: 45%
 - Current proficiency: 46%
4. 3rd Grade Target: 60%
 - Current proficiency: low 40% range
5. 4th Grade Target: 64%
 - Current proficiency: 56%
6. 5th Grade Target: 54%
 - Progress monitoring indicates they are trending toward meeting the goal.
7. Math performance is similar to last year across all grades except 3rd grade.

c. Accountability Funds – \$7,279.21

1. Third-grade ELO tutoring expenditure of \$2,000 was previously approved.
2. Current balance: \$5,279.21
 - The School Impact budget does not require SAC approval, but the accountability budget does.
 - Funds will be discussed further at the next meeting.

d. Florida Recognition Program (A+ Funds: \$53,380) Creation of Ballot Proposals for Award Distribution

1. Janice Harvey shared a sample proposal ballot as a reference and explained SAC would need to approve at least 2 proposals. The first option included a percentage allocated to students and a percentage allocated to 2024-2025 faculty and staff. The second option was entire amount distributed to 2024-2025 faculty and staff.
2. Janice Harvey asked SAC members and guests for recommendations. There were no recommendations, so she started by proposing an allocation of 2% (approx. \$1,000) for non-recurring student incentives; distribute remaining funds to faculty and staff as a one-time
3. Ms. Flournoy asked SAC to decide whether that would be distributed to the 2024–25 staff who worked ≥99 days, based on percentage of time employed or the current staff. Those present decided 2024-2025 staff should receive the funds. Janice Harvey asked for a motion to be made. The motion was made by Venitra Williams, seconded by Angelica Dubaniwitz then SAC members voted unanimously to approve proposal 1.
4. Angelica Dubanewicz then proposed 100% of funds to 2024-2025 employees as the second option. Ms. Flournoy asked SAC to decide whether that would be distributed to the 2024–25 staff who worked ≥99 days, based on percentage of time employed or the current staff. SAC attendees again decided 2024-2025 faculty and staff.
5. Janice Harvey made a motion for option 2. The motion was seconded by Angelica Dubanewicz. All 12 voting members approved unanimously.
6. Janice Harvey explained the final school decision for fund distribution must be made by February 1, 2026. After that date, the state will determine allocation.

e. SESIR (School Environmental Safety Incident Reporting) Reported by Assistant Principal Donna Styles

1. Title I: E-binder is up to date.
 - 70% of parent compacts have been returned.
2. Discipline: 20 referrals were received over the past month:
 - 2 – mistreatment of peers
 - 4 – unruly behavior
 - 4 – disobedience
 - 3 – out of assigned area
 - 1 – simple battery
 - 2 – bus referrals
 - 4 – low-level threats (including 2 cases identified as “rage baiting”)

f. PTA Report – Angelica Dubanewicz

1. The Book Fair is underway; Friday, November 21, 2025 will be the final day. PTA members expressed that the one-week duration feels short.
2. PTA continues to grow its funds and is seeking sponsors who would be permitted to hang banners. Two sponsor banners are currently displayed.
3. Spaghetti Night will take place this week.

VI. Old Business

- None presented.

VII. Announcements

- Next Meeting: Wednesday, December 10, 2025, at 6:00 p.m.

VIII. Concerns/Questions

- None reported.

IX. Adjournment

- Janice Harvey -SAC Chair made a motion to adjourn the meeting at 8:27 am.