

**SAC Meeting Minutes
September 10, 2015**

- I. Call to Order **Ms. Guzman**
Meeting was called to order at 5:00 P.M.

Attendees

Monica Broughton	Jeff Sanders	Jenna Andle
Jenna Giampi	Tina Pavy	Lori Ramey
Tim Fitzpatrick	Mandy Fitzgerald	Chad Michaels
Shirley Robinson	Jennifer Phillips	Barbara Filipowicz
Jessica Arostegui	Catalina Estrella-Torres	Anais Guzman

- II. Approval of Minutes **Ms. Guzman**
Motion was made to approve the February 24, 2015 minutes as written by Ms. Giampi.
It was seconded by Ms. Ramey.
Vote: Yes-10 No-0 Abs-0

- III. Approve the 2015-2016 SAC Membership **Mrs. Broughton**
Our membership list must reflect the demographics of our school. The membership includes: Monica Broughton, Jeff Sanders, Tina Pavy, Jenna Andle, Jenna Giampi, Amy Stephens, Lori Ramey, Shirley Robinson, Krystal York, Anais Guzman, Lamar Stewart, Tim Fitzpatrick, Elaine Carmona, Mandy Fitzgerald, Catalina Torres, Chad Michaels, and Greg Roughgarden.
Motion was made to accept the 2015-2016 SAC Membership List by Ms. Ramey.
It was seconded by Ms. Andle.
Vote: Yes-11 No-0 Abs-0

- IV. Selection of SAC Chair, SAC Secretary, DAC Representative, DAC Alternate, and Preferred Meeting Day **Mrs. Broughton**

SAC Chair – this person works with administration to set up agendas and facilitate the meetings.

Nominations: Ms. Guzman

With no other nomination, Ms. Guzman will be our 2015-2016 SAC Chairperson.

SAC Secretary

Nominations: Tina Pavy, Lori Ramey, and Catalina Estrella-Torres

Vote taken and Ms. Ramey will be the SAC Secretary.

DAC Representative – Meetings will be held on Wednesdays from 6-8 in the Board Room at the District Office. The responsibilities include reporting back to SAC the topics discussed at the DAC Meeting as well as taking our concerns to the District level.

Nominations: Chad Michaels

Chad Michaels will be our DAC Representative, but please remember that anyone can attend a DAC meeting.

DAC Alternate – this person attends the meeting if Mr. Michaels cannot.

Jenna Andle will be the DAC Alternate.

DAC Alternate to the Alternate:

Jessica Arostegui

Preferred Meeting Day:

Group voting decided that Mondays at 5:00 P.M. will be our designated meeting time.

V. School Improvement Plan

Mrs. Broughton

We do not have state testing results at this time, so our goals are somewhat limited.

- A. Employee Engagement – Teachers were asked to complete a survey and based on the results, the goal is as follows: Teacher engagement will increase at least 0.2% in the area of enhancing the quality of relationship between employees in the workplace.
- B. RLE will have 100% participation of core subject areas teachers to track students' progress using CASTLE. This program will help pull data from various resources to check for mastery. Teachers can then make small groups to reinforce standards needed.

Employee Engagement

Resources:

Teambuilding Activities

Health and Fitness – Littleton's Zumba classes will begin next Wednesday.

Gallup Strength Finder – Teachers answer questions and are then given their top 5 strengths. Once strengths have been identified, teams can be put together to complement each other's strengths and accomplish more. We can create opportunities for teachers to work together – right now, we have a group working together to write a grant to help get playground equipment for our students.

Barriers:

Lack of time

Plan to Monitor:

End of activity evaluation

Person Responsible:

Stacie McElhannon

Question by Mr. Michaels: What is the cap on this score?

Answer: 5.0

CASTLE

Ms. Giampi is the designated CASTLE person at Littleton.

Barrier:

Lack of training

Plan to Monitor:

Summatives and formatives monthly

Person Responsible:

Elissa Cauceglia

PLC Grade Level Minutes will include documentation of CASTLE

Strategy for Goal 1: ways to help organize, plan employee engagement

Fidelity: minutes will have to be submitted, a mid-year survey in January.

Mr. Sanders will be the person responsible.

Strategy for Goal 2: receive training for Mrs. Giampi, Mrs. Cauceglia, and Mrs. Pavy; quarterly trainings; PLC minutes will include documentation of CASTLE Reports; Administration and Teacher Leaders will meet with PLC teams.

Motion was made to approve the 2015-2016 School Improvement Plan as written by Ms. Guzman.

It was seconded by Ms. Estrella-Torres.

Vote: Yes - 12 No – 0 Abs – 0

VI. Parent Involvement Plan and School Compact

Mr. Sanders

Littleton provides parents with SAC minutes, flyers, handouts for upcoming events.

Title I schools must have a Title I meeting within the first four weeks of school.

Information is sent home in English and Spanish, and Creole if needed. If translator is needed at meetings or special events, please let us know.

Other special events include Career Day, Kindergarten Orientation, Reading Night, Math Night, Science Nights, Grade Level Curriculum Nights, and Student Led Conferences.

Motion was made to approve the Parent Involvement Plan as written by Mr. Michaels.

It was seconded by Mrs. Robinson.

Vote: Yes – 12 No – 0 Abs – 0

SAC Chair will sign off on this document and it will be kept in the Title I Tool Kit in the office.

Question by Ms. Guzman: Are we able to send SAC meeting reminders out on the website or ParentLink?

Answer by Mrs. Broughton: Yes, we can.

Parent Compact:

We are a Title I School and these documents are required.

Teachers were asked to review and make improvements. They asked to change: "Check and sign my child's planner nightly and also be sure to read and sign the weekly communication envelope.

Bold the words **every day** – This helps emphasize the importance of reading daily.

Motion was made to approve the 2015-2016 Student/Teacher/Parent Compact by Ms. Guzman.

It was seconded by Mrs. Giampi.

Vote: Yes – 12 No – 0 Abs – 0

Compact will go home for signatures and then placed in the student's portfolio.

VII. Good of the Order

Ms. Guzman/Mrs. Broughton

Book Fair will be September 21st – 25th

Reading Night is September 24th. Fun and games to reinforce reading strategies for all levels from 5:30 – 7:00 pm held in the cafeteria. Book Fair will be open in the Media Center. Food and prizes will be available.

Question by Ms. Fitzgerald: Would you need any volunteer help on Reading Night?

Answer by Mrs. Broughton: Yes, please let Mrs. Cauceglia know. Ms. Fitzgerald and Mr. Michaels would love to volunteer on Reading Night.

Volunteer Breakfast – September 16th. All volunteers must complete an application each year.

Question by Mr. Fitzpatrick: With the sports theme this year, will students be able to wear sports jerseys on Fridays?

Answer by Mrs. Broughton: Littleton spirit shirts only on Fridays. Reading Celebration Day, Out of Uniform Days, or dances are opportunities to wear sports jerseys.

Dance this coming Friday. Please pick-up your child at 4:00 in the cafeteria.

Yearbooks are currently on sale. If you need an envelope, please call the office and one will be sent home for you.

VIII. Adjourn

Motion was made to adjourn by Ms. Andle.

It was seconded by Ms. Guzman.

Unanimous decision

Meeting was adjourned at 6:00 P.M.