



---

## SAC Minutes – April 23, 2019

---

### **Attendance:**

List of members and attendees were documented in our sign in sheets.

### **Call to Order:**

A meeting of the Pembroke Lakes Elementary School Advisory Council was held in the Media Center on April 23, 2019. SAC Chair Shelby Jares called the meeting to order at 2:14 p.m. Kimberly Carraha will record minutes for this meeting.

### **Approval of Minutes:**

Katie Bledsoe motioned to approve the minutes of March 19, 2019, seconded by Ted Tangredi.

### **SMART Goal**

- Project Charter Representatives updated and provided an overview of SMART Projects at PLE.

A QR code was provided to allow stakeholders to access a survey

Denise Williams, a member of the Communication team introduced other members of the Project Charter team who were present:

- Joseph Webster Project Manager from CBRE/HEERY
- Marleine Ghaby for school choice enhancement
- ATKINS/ program manages costs and controls
- Design team: Xavier Salas

She then reviewed the status and process of the SMART bond funding. Initially a needs assessment was done. During the design phase, the (PCM) Project Charter team managed expectations and addressed concerns. We (PLE) are currently in Phase 3 where the architect/engineer prepares and validates the design drawings. Updates will be given again when a Contractor is hired to implement the projects and improvements. Program managers are facilitating the process, working with designers and school administrators as we move forward into the construction phase.

Xavier Salas spoke from design team of engineers highlighting some of the improvements to expect: repairs to walls , roof repairs in several buildings, Media Center renovations (including new furniture, circulation desk and ADA restrooms), A/C in the kitchen area, HVAC replacements and fire alarm upgrades with voice commands.

Ms. Williams also discussed the School Choice Enhancement Program (SCEP) which provided funding at the individual request of schools to use on projects \$100,000 or less. PLE has already been actively implementing the program and has chosen upgrades on classroom furniture, a new marquis and cafeteria sound system.

Ms. Williams concluded by providing the website: [Browardschools.com/smartfutures](http://Browardschools.com/smartfutures) for answers to any questions anyone may have or just to check on status of projects at PLE and district wide. The site is updated quarterly.

#### **Best Practice #4**

- **Title 1 updates:** Updates were reported by Ms. McLaughlin for Trace Jones. She reviewed the Title 1 Survey results based on 49 surveys completed.
  
- **Review of Title 1 Survey:** Six sections
  - **Section 1:** Receiving information about awareness of standards and testing: Parents strongly agreed or agreed that they were receiving information.
  - **Section 2:** Parents received material from school to help their child at home: Parents strongly agreed or agreed that this information was available from the teacher.
  - **Section 3:** Parents strongly agreed or agreed that they were respected by school and collaborated with staff.
  - **Section 4:** Parents strongly agreed or agreed that there was an open line of communication between school and home however, some felt that translators should be made available to them. This is an area that we can make as goal for us to improve on.
  - **Section 5:** Parents strongly agreed or agreed that they feel the school is open to families, they are engaged and feel welcome.
  - **Section 6:** Parents agreed or strongly agreed that information came mostly from the school communicating with parents, not from Title 1 and District meetings or the District website.
  - Based on this information the 2019-2020 Family and Engagement Plan will be updated to include opportunities for translation for parents at conferences and meetings. Also, having Title 1 information available at all family nights and displayed in the front office.

#### **Best Practice#1**

##### **SIP Chairs Reports** (Reading, math, Science, Writing)

- **Reading:** Ms. McLaughlin reported that today was the last of the ELO camp for 4<sup>th</sup> and 5<sup>th</sup> graders. Students did well and FSA's will continue on May 1 and 2 with 4<sup>th</sup> and 5<sup>th</sup> grade for ELA. May 3 and 6<sup>th</sup> will be science. May 7 and 8 is Math. I-ready 3rd assessment period begins May 1<sup>st</sup>. Regarding AR: last day for students to take quizzes is May 10.
- **Math:** No report at this time.
- **Science:** Ms. Jares reported for Ms. Monnin. All grade levels continue to work on science in classroom and 5<sup>th</sup> is working on preparing for the Science FSA which will be administered May 3 and 6<sup>th</sup>.
- **Writing:** Ms. Benedit reported that 4<sup>th</sup> and 5<sup>th</sup> grades completed FSA writing and feel that students were well prepared. They worked hard and are expecting good results. Teachers recently participated in vertical collaboration to get students ready for the next grade. They reviewed what to work on so that students entering the next grade level are prepared.
- **Guidance Report:** Ms. Fultz reported that Career Day is scheduled for May 10. There have been many volunteers signed up to participate however, people are still needed and invited to volunteer. The Quarter 3 awards ceremony takes place this Friday. LEC camp is now completed.

#### **Best Practice #3**

- School Improvement Plan
- Stakeholder's Survey on Microsoft Forms: County reference for SIP plan not specifically for PLE.

➤ **Principals Report:**

Mrs. Wagner recognized and welcomed incoming kindergarten parents who were in attendance. She encouraged parents to attend "Raising Positive Children", a City of Pembroke Pines event. She has attended previously and said that is a fantastic series and excellent event that is very beneficial. The playground party will be held on Friday, April 26. Volunteers are still being accepted.

Mrs. Wagner reminded everyone that upcoming ceremonies were announced on the Parent Link and all events will begin at 8:30 am.

She thanked PTA and parents for participating in meetings to discuss the funds that have been raised this year and how they will be used. Some of the items are: bookcases for kindergarten classrooms (which have already arrived), literacy centers with books on tape and new furniture for 2 third grade classrooms. The laptops received with smart bond money are outdated. They will be repurposed to primary classrooms with and new laptops also will be purchased with some funding from the PTA.

School renovations over the summer will include parking lot improvements such as repainting the parking bumpers and working on the kindergarten fenced in area to create a more welcoming and useful space as it was previously a sandy playground and not much successfully grows there.

**New Business:**

Ms. Jares proposed an update to SAC bylaws as to how long someone serves in the positions of Chair and Secretary. Currently it is a one-year term but proposed to be extended to three. Of the nine members present, 7 voted to approve the proposal.

**Next Meeting Date and Time:**

- The next meeting will be held on May 28, 2019 in the Pembroke Lakes Elementary Media Center at the regular time, 2:15.

**Meeting Adjournment:**

Ted Tangredi motioned to adjourn the meeting, seconded by Kate Bledsoe at 2:45 p.m.

Submitted by,

Kimberly Carraha,  
SAC Secretary

Approval Date: