

September 2025
Meeting Minutes of
Crookshank Elementary School Advisory Council
Participants and
Members in Attendance:

Patrick Roach, Principal	Allison White, Chairperson
Bridget Jeffers, Assistant Principal	Claire Heffernan
Destiny McNamara, (OL)	Danielle Arnette
Melissa Gullo	Hunter Hickman
Brooklyn Rigsby	Michelle Curtin, (OL)
Jennifer Gurick, (OL)	Kaitlin Kennedy
Megan McNeill	Heather Seigman
Michelle Moore	Annie Oxarart

Meeting was held in the Crookshank Cafe and on Teams.

Motion to begin the meeting by Melissa Gullo. Seconded by Heather Seigman. This meeting followed the PTO Monthly Meeting.

- I. **Call to Order:** 6:15 p.m. Ms. Melissa Gullo Motioned to Approve the Minutes of the last May meeting, Seconded by Megan M. All present approved, accepted.
- II. **Chairperson, Allison White presented: The purpose of SAC:** A data-driven decision-making team. To assist in the preparation of the School Improvement Plan and the school's budget, to make decisions regarding the expenditure of money (including school recognition funds), and to conduct a Needs Assessment and analyze information collected. 2025 – 2026
School Improvement Plan Goals: Instructional Small Groups. To improve student outcomes by using small group instruction to provide targeted support, maximize instructional time, and meet diverse learning needs. Data used to identify this Area of focus was the FAST Reading, Math and Science. School Improvement Plan Goals
PBIS: Our goal is to have at least 85% of our students participate in the quarterly PAWS activities or have enough points to purchase items from the PBIS store. We will also make efforts to reduce the number of students who receive five or more Office Discipline Referrals (ODR).
School Advisory Councils (SAC) are a diverse group of stakeholders of a school, established through Florida law, with the shared goal of increasing student achievement in a safe learning environment. Minutes of the meetings must be recorded and open to public inspection. SAC members who knowingly attend a meeting not held in accordance with the provisions of the Sunshine Law are guilty of a misdemeanor. Reasonable notice (7 days) of all meetings must be provided (agenda at least 3 days) and published in writing (school newsletter, website, etc.).
SAC Member Responsibilities. Participating in School Improvement Planning. Decide how School Improvement funds are spent. Assist the principal with the school budget. Decide jointly

with the school faculty how School Recognition Funds are spent (except after February 1). Perform functions as prescribed by regulations of the school board.

SAC Activities. Establish membership. Create and maintain by-laws. Set meeting schedule. Conduct meetings. Record minutes. Assist in development of the School Improvement Plan (SIP). Maintain SIP budget. Lead discussions regarding School Recognition money. Conduct Needs Assessment Surveys. Complete Self Evaluation.

Establishing a Quorum. A quorum must be present before a vote may be taken by the School Advisory Council. A majority of membership constitutes a quorum. To determine if a quorum is present or not, divide the number of SAC members present at the meeting by the total number of voting SAC members on the Membership Composition Form. Do not include, Asst. Principal, District Buddy, Guests, Teachers (non-SAC members) in this calculation. Meeting Minutes should reflect if a quorum was met or not.

- III. **Treasury Update**, by Allison White, Chairperson (because we do not have a Treasurer, yet!)- Opening Balance \$1889.09. No requests received.

Purchases to be made using SAC funds will go through a process of approval beginning with a SAC Funds Request Form, which has been provided to all stakeholders.

- IV. **Questions, Concerns or Comments?**

- VI. **NEXT MEETING:**
October 20th, 2025 5:30 pm in the Media Center.

- VII. **Adjournment:**
Motion to adjourn by Heather Seigman. Seconded by Melissa Gullo. **Approved.**
The meeting ended at 6:48 pm.

Lynne Sykes
Recording Secretary
Crookshank Elementary SAC
Date of Approval

Date Recorded