

CREST SCHOOL

SCHOOL ADVISORY ENHANCEMENT COUNCIL MEETING



DATE: SEPTEMBER 19TH, 2023 | TIME: 3:30 PM

| <u>Time</u> | <u>Item</u> | <u>Owner</u> |
|-------------|----------------------------------|------------------------------|
| 3:30 pm | Welcome | CREST Principal, Lee Mulder |
| 3:32 pm | Call the meeting to order | Chairperson, Melanie Moffatt |
| 3:32 pm | Pledge of Allegiance | Staff Member |
| 3:33 pm | Purpose and function of the SAEC | Secretary, Tracy Vientos |

Purpose and Function of SAEC

The functions of SAEC are as follows: assisting principal with the evaluation and preparation of School Enhancement Plan, assisting in preparation of school's budget, assisting in preparation of continuous improvement plan, facilitation of school communication, advising school of community goals for school, assisting in providing support for school programs.

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|---|--------------------------|
| ❖ Establish Quorum | Secretary, Tracy Vientos |
| ○ Attendance for 09/19/2023 SAEC members present: | |
| ❖ Minutes from last meeting | Secretary, Tracy Vientos |
| ○ Review last meeting minutes/vote. | |

Old Business

Secretary, Tracy Vientos

- ❖ Recap New Members
 - Lee Mulder: Principal
 - Melanie Moffatt was nominated as Chairperson.
 - Tracy Vientos was nominated as Secretary.
 - Parents Nominated: Ms. Weeks, Ms. Vinson
 - Teacher Nominated: Heather White, Steven Walker
 - Support Nominated: Tracy Vientos, Michelle Moorhouse
 - Student Nominated: Jeremiah Gordon

Motion to accept all members:

1st: Melanie Moffatt 2nd: Tracy Vientos

- ❖ Non- Voting Member
 - School Board Member: Ginger Bryan,
 - Assistant Principal: Melanie Howard, Sean Ear
 - AD Hoc Members:
 - District Representative: Gary Peary

New Business

- | | |
|--|---|
| <ul style="list-style-type: none"> ❖ Media Center update and book adoption <ul style="list-style-type: none"> ○ List of books that have been vetted. This committee will give input on the book selection. | <p>Media Specialist, Greg Elliott</p> |
| <p>Email will be sent out with a list of books to review before the meeting.</p> | |
| <ul style="list-style-type: none"> ○ CREST's "new" walk-through tool for teachers | <p>Assistant Principals, Sean and Melanie</p> |
| | |
| <ul style="list-style-type: none"> ❖ School Board Message | <p>School Board Member, Ginger Bryant</p> |
| | |
| <ul style="list-style-type: none"> ❖ Principal's Report <ul style="list-style-type: none"> ○ September 27th is now a full day of school (hurricane make up day) ○ DJ Trae will host our PBS Dance on September 29th. ○ Bosses Day "Games" will be Friday October 13th. ○ SAEC Meeting October 17th for book requests and calendar voting ○ October 18th full day of school (hurricane make up day) ○ Fall Halloween Dance and festivities October 31st | <p>Principal, Lee Mulder</p> |

Questions and Comments:

| Time: | Item: | Owner: |
|----------|---|------------------------------|
| _____ pm | Motion to Adjourn meeting <ul style="list-style-type: none"> ○ Motion to adjourn | Chairperson, Melanie Moffatt |

**The LIGHTS are not meant to be a time to discuss specific concerns regarding an individual staff member or child.
This time is meant to view the school organization as a whole**

RED LIGHT – area of school wide concern – Please bring to the committees' attention any issues or concerns that impacts most students at our school. An example might be a concern with safety of a piece of playground equipment, parent security measures, cafeteria food not being fresh or something occurring in our community that could influence our school in a negative manner.

YELLOW LIGHT – area of concern – This would be areas of concerns that are beginning to surface either with grade levels, groups in the school such as clubs, or special interests. Any example of this might be a concern regarding the temperature being too high when the running club is meeting, parent dissatisfaction with an after-school event, or the cleanliness of a part of the campus.

GREEN LIGHTS – compliments – This is an opportunity to lift out events, processes, or procedures that are working well. Any example might be the way that Open House was conducted or a parent activity that was effective.