

Sunland Park Academy
SAF Minutes - October 29, 2025

SAC:

Ms. Robinson called meeting to order at 8:53 a.m. and read the composition, forum was met (12 members present).

- **SAC Composition:** All positions have been filled and updated, no additional members needed, however would anyone like to be a General Parent? ... No Response / No Changes
 - Correction to composition title ... ESE instead of IEP
 - SAF Chair – Ms. Max
 - Parent – Tannio Cox
 - ESE Parent – Kadence Delay
 - Non-Instruction – Ms. Applin (PreK)
 - SAC Chair & Co-Chair – Ms. Robinson & Ms. Johnson
 - ESOL Parent – Kat Joseph
 - Principal – Mrs. McDowell
 - I-Zone Rep – Brenda Pineda
 - Parent SAF Chair – Joshua Powell
 - BTU Steward – Dr. Russell
 - Secretary – Ms. Voltaire
 - PreK Parent – Roger Wells
- **Review September Minutes:**
 - No Corrections – Max motioned to approve the minutes / Voltaire 2nd
- **School Improvement Plan:** Mrs. Kassim (“I am not part of the composition, but I will discuss the plan”) – the SIP plan was displayed on the RECORDEX for everyone to see as the current year’s plan was reviewed
 - As of this morning, an email was sent to teachers on the status of our plan which has been submitted to the Board for final approval and review
 - This is a live document that can be changed or adjusted, you are able to speak on it
 - It is a public record that can be accessed by anybody with come of the following information:
 - Provides our school information such as the grade and Title 1 status
 - School Proficiency and 2025/2026 changes and goals:
 - We are an A school, 66% ELA / 74% Math proficiency rating for last school year
 - We are setting higher expectations this school year (2025/2026) for 70% ELA and 75% Math proficiency

- Though we are striving in 3rd, K-2 grades didn't meet the mark for ELA; the State wanted to see 51% or higher in ELA (reading for all grades). Due to this we are considered a RAISE (Reading Achievement Initiative for Scholastic Excellence -which supports early literacy and has a high school tutoring component)
- We have put in place changes such as all of our students see their teacher and then an interventionist for Small Group regardless of what level they are to help close any achievement gap or push them towards mastery
 - **Budget:** Our school budget signature page is uploaded and reviewed as well, it does not give a full overview of the budget but an insight to where the money is going, it provides an amount which is more so for custodial supplies
 - **Early Warning Indicators:** Based on last year's data, 1. We will our teachers with Professional Development (K-1 teachers sit once a week and 2-3 teachers twice a week) were collaborate and discuss how the students are doing, what the curriculum will be used, and model how it's supposed to look like 2. Teachers sit with their team on various days throughout the week in a more intimate setting to discuss the best practices and what will help; meet student needs 3. Students provided with RTI at any point a teacher or school member notices that students are performing below grade level or may be concerned with behavior are suggested which is in collaboration with teachers and parents to suggest ways that can help
 - **State SIP:** Due to our RAISE status one had to be completed which states the same and includes our goals, what we are doing with our students and teacher, and how we are monitoring the school improvement plan (early warning indicators)
- As Ms. Maxine stated, attendance is a factor, one of our warning signs because students cannot learn if they are not in the building; if a student is absent or excessively absent their academic is at a hindrance or improving
- **Attendance -** Our school social worker is on a mission to provide different incentives and opportunities for students
- Our guidance counselor who does a good job building partnership among the business in the county and ways to encourage parents with different incentives as well
 - Reading Plan: with teams, every section has a team which includes myself, Mrs. McDowell, our literacy coach, each team leader, and specialists
- **PLC** – teachers are looking for standard-based instruction as well as checking for understanding as a key aspect to ensure that all students are learning, getting the opportunity to assess all students level of learning either using a whiteboard or have them Turn & Talk where the teacher can rotate and listen in
 - School Behavior Plan: this is where we talk about behavior, which is important, but when we focus on the positive behavior or students modeling great behavior not just the misbehavior

- We emphasize on the expected and positive behavior- students are rewarded with an incentive at the end of month (our 'A' Game Party) to feed off our school theme
 - **Attendance Plan:** we spoke about attendance earlier
 - **School Counseling Plan:** counseling and support plan where each month we do Kids of Character where students are recognized for the characteristic of the month
 - **BPIE:** speaking especially for students with disabilities, making sure they are included in the education and school wide activities,
 - **SAC:** here is where you come in part SAC uploads and documents, all SAC sign-in sheets, agendas, and minutes are uploaded in SIP for review and accessibility to all parties
 - **Survey:** eProve Survey provided every year to parents, students, and staff for feedback on how we are doing, such as safety, customer service, technology, anything
- Use this information to help build our SIP plan and focus for the next year
 - **Family and Community Engagement Plan:** it takes everyone to help us achieve our school-wide goals, Ms. Brown is the base with providing information on things happening in our city, county, resources that you may benefit from
- **Title 1 Addendum:** we are a Title 1 school, here is where we collaborate and talk about what is specific to our school's needs and bridging that gap to be a bridge for all
 - How we use our assessments to drive instruction, we are using F.A.S.T (State assessment) which follows the B.E.S.T standards
 - Our high-quality staff, teachers who are new or new to the grade receive a mentor or T.I.E.R as well as professional development
 - Title 1 also talks about where the funds are going, you have an input on how our funds are utilized. Majority is used for limiting class sizes to make sure we are not over and resources such as being able to have an interventionist in each classroom
 - How we are supporting Migrant students, if we ever have them, so that no student is neglected at any point
 - Professional Development – we spoke about it earlier
 - How we are providing support and academic resources for students that speak another language or dual language home and their parent
 - For any students who may be experiencing Homelessness, how our guidance counselor and social worker with our student service team provide resources such as food, clothes, and so forth
 - Supplemental Academic Instruction (SAI): opportunity to provide students with extended learning

- Ms. Maxine – provides camp with Community Connections
- Conure Camp – which will gear up November 4th
- Violence Prevention – providing different learning opportunities and lessons throughout the school year to ensure a safe and peaceful environment
- Nutrition Program – ALL students are receiving a FREE breakfast but unfortunately, they are not receiving a free lunch unless they completed the application and are eligible to receive free/reduce lunch

***No changes or updates to the SIP were provided by teachers, parents, or community**

SESIR Update: Ms. Robinson stated the current school year's status - 0 incidents

- Incidents that occur that need to be reported to the state and police are involved (Ms. Kassim explained)

School Accountability Funds: (Mrs. McDowell) – last meeting I requested \$10,000 out of our \$24,712 but I have to discuss it again today because they (the District) took the money and they have not placed it back into our accounts. Our money should have been placed back into our accounts by end of October, today is the 29th and nothing.

- Previously asked for \$10,000 ...
 - Reconfirming what was asked for at the last S.A.C. meeting, the amount was for the following materials:
 - \$6200 for Prometheans (for the 2 classrooms without)
 - \$2000 for new classroom rugs (4 rugs are needed)
 - \$1,000 for headphones (for student use with computers)
 - \$800 for student incentives
 - Ms. Maxine – can we ask for more so we can get ALL of our money back?
 - McDowell - Yes, but if necessary an emergency meeting can be called to discuss and vote if more money is needed.
 - Using \$10,000 from the school's accountability funds was approved ... The request was accepted, and all votes were I's (Ms. Voltaire motioned and Ms. Robinson 2nd)

Principal Updates and Upcoming Events:

- Budget – at the last Principal's meeting we had about 20 slides of how much money we do not have, how deep in the hole the District is, and the millions the District still owes
 - They are not hiring for new positions which will cause an increase in class sizes, parents being unsure of certified teachers

- The District have “Acting Principals” where at the last meeting we identified and celebrated the “last” Principal that was hired
- the “acting principals” are not being paid the principal amount
- The charter schools using public school buildings
- Apply for Free Lunch – complete the lunch form
- 1st Quarter Honor Roll – parents will receive an invitation so you can come and watch
- Conure Camp – starts Tuesday Nov. 4th
- Friday October 31st
 - Morning – Character Book Parade (student dress up as in costume with a book or book cover to match, students get to walk on the stage while the school watch on TEAMS Spa Entertainment)
 - Afternoon – ‘A’ Game Party and i-Ready Party
 - Evening – Trunk or Treat and Movie Night
- RED RIBBON WEEK – a drug free mindset
- November 11th No School – Veteran’s Day (November 10th Veteran’s breakfast)
- November 21st Interims
- Last week of November is Thanksgiving Break

Question/Comments:

- Dr. Jefferson (school counselor) is currently communicating with businesses for sponsorships and resources
 - Next meeting an updated document for family resources such as shelter, transportation, will be provided
- Ms. Robinson handed out a sheet for digital access to report a student’s absent
- No other questions or concerns

Meeting Adjournment: 9:35 a.m.

Next Meeting Date & Time: November 19, 2025 SAF @ 2:30 pm / S.A.C @ 3:00pm

Submitted by: Shirlee Voltaire, SAC Secretary