Satchel Ford Elementary School
School Improvement Council

November 6, 2025
5:30 p.m.
Media Center

Meeting Minutes

Committee Members and Guests present:	**SFES Faculty present:**
Caleb Gaston, Chair Maddy Barbian, Co-Vice Chair Sarah Roberts, Secretary Katie Smith Kathleen Muthig	Dr. Matthew Scandrol Renata Pearson

I. Welcome and Call to Order
   A. Establishment of quorum
   B. Compliance with FOIA

      Chair Gaston called the meeting to order, established a quorum, and reminded the group that it is a public group, and is therefore subject to the Freedom of Information Act.

II. Approval of October 2, 2025 Meeting Minutes

   Minutes were reviewed and approved.

III. PTO Update

   Ms. Smith updated the group on a variety of topics. Freaky Friday was a success, and that it broke even with funding this year. Feedback was gathered regarding food trucks and activity locations and will be taken into consideration for next year. Three Richland County Sheriff's deputies and two Forest Acres police officers were hired for security. The planning committee is looking into renting portable toilets for next year, to further restrict access into the school during the event.

   Mother Son Skate Night raised funds and was successful. The PTO Bylaws are currently being revised, and will be published in Q1 2026. Lacey Hennessey (Lacey Does) has been engaged to paint a mural near the 3rd grade hallway, using funds raised during the spring 2025 BoosterThon.

   There are currently three opportunities for families to support each other. A Food Drive and Giving Tree will provide items directly to appropriate families. The Clothing Closet needs all sizes of both boys' and girls' clothing.

IV. Principal's School Update

Dr. Scandrol emphasized the school's score on the annual SC School Report Card, for the 2024 – 2025 year. The score increased from 64 to 71, and is among the top 20% of schools in the state. There are no other elementary schools in any neighboring countries with a score in the 70s.

It was noted that there were three fire alarms pulls within one week, and that there are consequences for students who pull a fire alarm.

The 4th grade play was very well attended; the room was full.

Thanksgiving Lunch is the week of 11/10/25, and there will be an announcement in the WAAG about not bringing outside food to students during the luncheon days.

V. Continued Business

A. SIC Member Handbooks and Information

Chair Gaston noted that materials were distributed to members via email and are available online. Ms. Muthig stated that she will review the template bylaws, and adapt them for use.

B. Lunch Buddies

a. Volunteers

b. Students

Ms. Muthig stated that she would like to have a training and initial meeting of volunteers prior to the Thanksgiving holiday. This would give time for at least two meetings with identified students before the December Winter Break.

C. Watch DOGS

a. Volunteer recruitment

It was noted that there is currently one volunteer, and that a link to sign up will be shared.

b. Responsibilities while onsite

Teachers have asked for notification of when volunteers will be onsite, and volunteers have (previously) asked for an informal list of potential responsibilities or activities.

D. Maintenance

a. Fencing

Dr. Scandrol let the group know that an additional work order was submitted on 11/6/25.

b. Awnings for portables

Dr. Scandrol let the group know that a question has been raised about coverings for walkways to portable classrooms – are they required? This will be taken to an upcoming superintendent and teacher open forum for discussion.

c. Other items

Ms. Barbian stated that the sinkhole in the side carline continues to worsen, as people move the cone and drive over it. The group discussed asking for Do Not Block markings to be painted on the roads, to help traffic flow in the carlines.

Ms. Smith asked what exterior doors are locked during school hours, and Dr. Scandrol stated that all of them are, with only one side door unlocked for pick-up during Aftercare.

It was noted that one portable classroom has been removed, and that the utility lines need to be closed/capped.

E. Playground Equipment

a. Gaga pit replacement

The wooden pit will be removed during the weekend of 11/15/25 – 11/16/25 and will be replaced soon with a non-wood version.

b. Monkey bar removal

This equipment is in process of being removed, and there is no news on what will replace it in the playground spaces.

c. Kindergarten swings replacement

These will be replaced imminently.

VI. New Business

A. Open faculty or staff positions that provide student resources

a. School psychologist assigned?

Dr. Scandrol let the group know that yes, there is a school psychologist, with others available to students.

B. Distributions beyond SNAP benefits

Ms. Smith stated that the school Food Drive is addressing this.

C. Strategic Plan Review

Chair Gaston asked the group to review the current School Report Card and the School Renewal Plan (available online) prior to the next SIC meeting, to be ready to provide input for the annual Plan Review.

D. SIC composition

a. 6 elected parents, 2 elected teachers, and 4 appointed members

Dr. Scandrol noted that Lynne Trowbridge manages all state reporting for SIC matters; she will notify the appropriate parties of SIC membership.

E. Safety: PA system in gym, hallway door security

Dr. Scandrol stated that requests have been submitted to install a PA system in the gym; and that Officer McComb patrols the school, and reinforces security weekly.

VII. Public Comments

Chair Gaston noted that there were no additional public discussion topics.

VIII. Other Discussion

A. December meeting date

The December meeting will be held at 5:30pm on 12/04/25, in the SFE Media Center.

B. 2026 meeting dates/times

The group decided that the first Thursdays of a month were best for the most members, therefore future meetings will continue to be at 5:30pm, in the SFE Media Center, unless on a holiday.

IX. Adjournment

/sbr