Satchel Ford Elementary
School Improvement Council

February 5, 2026
5:30 p.m.
Media Center

Agenda

Committee Members:	**SFES Faculty:**
Caleb Gaston, Chair	Dr. Matthew Scandrol, Principal
Maddy Barbian, Co-Vice Chair	Lynn Trowbridge, CRT
Sarah Roberts, Secretary	Consuela Yisreal, Parent and Family Engagement Specialist
Katie Smith, PTO President	
Daniel Hudson	**Guests:**
Kathleen Muthig	Laury Andreo
Andy Sipes	Matt Andreo
	Kaley Kirkpatrick

I. Welcome and Call to Order
   A. Establishment of quorum
   B. Compliance with FOIA
   Chair Gaston called the meeting to order, a quorum was established, and it was noted that the group follows all requirements of the Freedom of Information Act.

II. Approval of January 8, 2026 Meeting Minutes
   The Minutes were approved as presented.

III. PTO Update
   Ms. Smith noted that February is busy, with multiple events. Kindergarten Orientation will be held on 2/6/26, and the Valentine's Lunch for teachers and staff will be on 2/11/26. Parent volunteers are still needed to cover student lunches, so that the teachers can enjoy their provide lunch. BoosterThon will begin on 2/19/26 and will end with the Fun Run on 2/27/26. (Steam in the Park will be the main recipient of raised funds this year, to provide professional development for six teachers. Also, raised funds will allow for Lacey Hennessey to paint a mural, and to provide grants for teachers.) The Sweetheart Dance will be held on 2/20/26.

   The group discussed putting the various registration forms on the PTO website, to increase visibility. It was noted that online forms would be ideal, if possible.

IV. Principal's School Update
   Dr. Scandrol let the group know that the previously missed school day from inclement weather (1/26/26) will be made up on Friday, 4/3/26, as an in-person school day.

   It was noted that enrollment is currently at 738. The January Science Fair went well, and the irrigation system will be extended to include the farm and chicken coop. A film

crew from Arts in Basic Curriculum recently filmed some students to feature on their website.

The group discussed needing to evaluate the layout of the cafeteria during performances, to ensure that exits are not blocked.

V. Continued Business

A. Strategic Plan Review and Development

To assist with the annual School Improvement Plan, Dr. Scandrol reminded the group that culture and cleanliness are usually addressed by the SIC, and after discussion, it was decided that the SIC would focus on increasing volunteers at the school.

B. SIC Member Handbooks and Information

Ms. Muthig stated that she is in the process of updating the bylaws.

C. SIC composition/recruitment

Ms. Trowbridge let the group know that the school SIC bylaws state that elections must be held before the end of the current school year, for the next year's SIC membership. The group will solicit nominations in March, so that elections will be held prior to Spring Break.

D. Invitation of District Administration to SFE

The new Superintendent, Dr. Todd Walker, attended the Braves Benefit, and Executive Director Elizabeth Williams and Commissioner Jamie Devine have also been invited to attend future school events.

E. Annual Report to Parents

Mr. Sipes stated that he is in the process of drafting the Report. Once published, it will be posted online and printed for distribution.

F. Annual School Report Card narrative

Mr. Sipes stated that he in in the process of drafting a summary for the Report Card.

G. Parent Engagement

Ms. Yisreal noted that the Fitness Bowl being held on 2/7/26 at AC Flora will be the largest in many years, with 14 teams competing. It will also be a clear bag event. On 2/10/26, there will be a Housing Clinic, and 2/13/26 will be a Family Day at Riverbanks Zoo, with no fees to enter.

H. Lunch Buddies

To increase participation, the group discussed sending paper sign-up forms home with students at various times during the school year, as well as announcements at every school event. It was stressed that anyone can volunteer for this opportunity.

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VI. Building and Grounds

A. Maintenance Items

It was noted that in the 4th grade courtyard, there is a broken gutter, allowing water to spill onto an HVAC unit. Also, the roof is leaking through a light in the cafeteria.

B. Playground Equipment

Dr. Scandrol stated that another dead tree has been removed from the playground, the basketball goals are in the process of being replaced, the kindergarten swings still need to be replaced, and that he would follow-up on requests for new equipment.

C. Other Safety Items

It was noted that the roof leak in Ms. Livingston's classroom is in the process of being repaired. The group discussed unsafe driving around the school, and it was decided that the SIC would reach out to Chief Don Robinson about increasing a police presence at the school, to enforce traffic laws. It was noted that City Council meets on the 2nd Tuesday of every month.

D. PA system in gym

The gym system updates are in progress.

E. hallway door/magnet security

The safety department has been notified, and parts have been ordered.

VII. New Business

None was noted.

VIII. Public Comments

Ms. Andreo brought up several questions related to monitoring class academic progress and teacher communication. Teachers are evaluated on things like classroom management, feedback with students, and activities and materials. Annually, there are two formal observations and (a minimum of) two informal observations, for each classroom. Standard rubrics are used. When a student is injured, teachers are to notify administration and/or send the student to the nurse, who may notify a parent. For teacher absences, notice must be given to administration as soon as possible, via software and phone call/text/etc. Staff may take up to 12 days off; additional days off are without pay. No notification is given to parents for last-minute or single days off; use Talking Points or calling the front office for communicating on those days. If there is no response via Talking Points, notify administration.

IX. Next Meeting and Adjournment

Chair Gaston adjourned the meeting at 6:15pm.

The next meeting will be March 5, 2026, at 5:30pm in the Media Center.