

**Picolata Crossing Elementary
School Advisory Council Meeting Minutes
Picolata Crossing Elementary Media Center and TEAMS
September 30, 2025
3:30 pm**

Attendance:

<i>SAC Member</i>	<i>Present</i>	<i>Absent</i>
Brian Morgan, Principal	<i>X</i>	
Jennifer Wolfe, SAC Chair, Instructional Staff	<i>X</i>	
Elizabeth McCall, SAC Secretary, Instructional Staff	<i>X</i>	
Barbara Majors, Instructional Staff	<i>X</i>	
Kerry Johnstone, Support Staff Representative	<i>X</i>	
Aria Norori, Parent	<i>X</i>	
Raphael Camilo, Parent	<i>X</i>	
Katie Pepper, Parent	<i>X</i>	
Patricia Fletcher, Instructional	<i>X</i>	
Melissa Gates, Instructional Staff	<i>X</i>	
Elizabeth Soto, Parent	<i>X</i>	
Paul Proios, Parent	<i>X</i>	

Quorum:

A quorum with at least 51% was met.

Non-Voting Guests in Attendance:

- Nicole Cubbedge, SAC District Buddy
- Ms. Higgins, Vice Principal
- Kelly Yelvington, Media Specialist

Called to Order: 3:34 pm

Welcome: Jennifer Wolfe, SAC Chair, reminded everyone to sign the attendance sheet. The Media Specialist, Kelly Yelvington was recognized as the 2025-2026 PCES Teacher of the Year.

Voting and Membership: Elizabeth Soto motioned to approve the following positions and new members:

Jennifer Wolfe, SAC Chair
Elizabeth McCall, SAC Secretary
Paul Proios, Parent
Barbara Majors, Instructional Staff

The motion made by Elizabeth Soto was seconded by Patricia Fletcher.

Motion Passed by Voice

SAC Training:

- A Power Point was displayed. Ms. Wolfe shared the SAC responsibilities, activities, goals, sunshine laws, and membership expectations.
- Ms. Wolfe also shared that the meeting dates can be found on the Picolota Crossing Elementary School Website: <https://www-pce.stjohns.k12.fl.us/sac/sac-meeting-schedule/>
- The district expectation of 8 meetings per year was discussed.

Bylaws:

Motion to keep the by-laws from last year, without changes, was made by Raphael Camilo; Barbara Majors seconded the motion.

Motion Passed by Voice

Principal's Report:

Mr. Morgan shared that we are off to a great start to the school year! It was shared that our school will be applying for the Florida Purple Star School of Distinction. This recognizes schools that support the needs of military families, helps military-connected students navigate challenges and provides support for military-connected students when transitioning to a new school. Our school offers an Anchored for Life Club and New Student Breakfast, which provides leadership opportunities and supports students who are new to our school. During Celebrate Freedom week all students had the opportunity to participate. Many students who had military connections were selected to read the Pledge of Allegiance on the morning news. The upcoming Puma Power Course activities were also discussed.

School Grade and School Improvement Plan:

- Mr. Morgan displayed and discussed the School Improvement Plan (SIP). He shared how the SAC Survey Data is used for data-driven decisions and impact the SIP. The SIP can be found on the school website: <https://www-pce.stjohns.k12.fl.us/sac/school-improvement-plan/>
- It was shared that PCES missed the goal of being an A School by two points. Mr. Morgan shared how gains are determined by not only maintaining the previous score, but showing growth on top of the previous score. He also discussed including students in the conversation about growth this year and explained that an Intervention block of time is built into all classroom teachers' schedules. He shared that teachers meet as Professional Learning Communities (PLC) and district curriculum experts often attend.
- Teacher retention was also discussed by Mr. Morgan. He detailed the many ways the school creates a positive climate and culture, through Sunshine committees and the different ways staff members are recognized.

Vice Principal, Ms. Higgins Introduces New ELA Curriculum Choices:

- Ms. Higgins shared that there are three resources being considered for adoption and state governs and forming a PCE committee:
 - Florida Benchmark Advance
 - HMH Florida Step Into Reading
 - McGraw-Hill: Florida Wonders

She shared that our school is in need of parent participation to join the committee. The parent would be able to review the potential curriculum materials online and are available to view in the office area. The meeting will be held on October 15th at 2:30pm.

Current Financial Report:

SAC Program 102 Balance (School Advisory Council): \$2,356.48

SAC Program 805 Balance (School Recognition Fund): \$30,461.05

Total: \$32,817.53

SAC Funds Requests:

Kelly Yelvington, Media Specialist presented a funds request in the amount of \$349 for the Florida Association of Media Educators, which covers the registration for a three-day conference in Orlando, FL. She stated the information she would gain would benefit the students in all of the grade levels. She will be paying for all other expenses. She also mentioned the upcoming Book Fair that will take place November 6th - 14th.

Aria Norori made motion to approve the funds request for \$349; seconded by Patricia Fletcher.
Motion Passed by Voice

Mr. Morgan presented a funds request in the amount of \$3,000 to support school needs based on the School Improvement Plan for planning for improvement and positive school culture by providing stipends for staff who lead clubs and activities for students.

Aria Norori made a motion to approve the funds request by Mr. Morgan in the amount of \$3,000 to be utilized as needed to provide stipends for staff who lead clubs and deducted from the School Advisory Council funds; seconded by Elizabeth Soto.
Motion Passed by Voice

Good of the Group:

- Incorporating student interest and the importance of gains across all levels of learning was discussed. Mr. Morgan shared that the higher-level students contribute to the learning gains of the school.
- The New Puma Club and teacher mentoring were discussed along with the impact on teacher retention. It was shared that the New Puma Club is open to all teachers who are new to our school and provides leadership opportunities for others who are not new to teaching, but new to the school.
- Clarification about how the Intervention time is utilized in the student schedule was provided by Mr. Morgan.
- The plan and preparation for retaining teachers through positive culture and community, as well as connections with teachers was discussed. An emphasis on celebrating, recognizing, and supporting staff members to motivate and encourage was shared.
- Safety procedures and communication connected to safety were discussed.
- Creating positive communication with teachers, parents, and community members was discussed.

Motion to Adjourn – Elizabeth Soto made a motion to adjourn; Aria Norori seconded
Motion Passed by Voice

Meeting adjourned: 4:36pm

Next Meeting: October 28, 2025 in the Picolota Crossing Elementary School Media Center and available on TEAMS at 3:30pm

Notes Taken By: Elizabeth McCall