


<b>Cornell Notes</b> 	<b>Topic/Objective:</b>  <b>McNair Magnet Middle School Advisory Council (Minutes of Meeting)</b>	<b>Name: William McHugh</b>
		<b>Time: 8:00 - 8:30 AM</b>
		<b>Date: September 28th 2023</b>

**Essential Question:**  
How can the SAC support McNair Magnet Middle’s School Improvement Plan

<b>Questions:</b> <u>Members in Attendance</u>  <u>Absent:</u> <u>Visitors:</u>  <u>Adoption of Agenda/Ground Rules:</u>  <u>Nominations of Officers:</u>  <u>Comprehensive Needs Assessment &amp; SIP</u>	<b>Notes:</b> William McHugh, Dr. Stephen Richardson, Irene Grissom, Pat Livingston, Karena Johnson-Blackwell, Keisha Peterkin Cooper, Nicole Stephenson, Tierra Williams, Suzanne Demasis, Jon Chace, Coleen Carlson, Kaitlin Cooper, Madison Watkins, Ka’mea Clinton,  N/A  Motion to adopt the agenda made by Dr. Richardson, seconded by Coleen Carlson. Ground rules were discussed, a handout of Robert’s Rules of Order was distributed.  Motion to move to officer nominations made by Dr. Richardson, seconded by Tierra Williams. Handouts outlining the roles of Principal, Chair, Secretary, Treasurer, and Member was distributed. SAC elected and voted on Keisha Cooper as the Treasurer elect. Mr. McHugh provided her information on what SAC funds can and cannot be spent on. SAC elected and voted on Tierra Williams Secretary elect. Mr. McHugh provided information on example minutes, and the minutes format we will be adopting at McNair.  23-24 school improvement plan was discussed. Particularly with emphasis on,
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**Development:**

reading, ESE and ESOL population, and teacher retention.

**Member Feedback:**

Members discussed strategies for how to best achieve these goals including initiatives for Teacher Appreciation Week, and incentives throughout the year.

**Meeting Confirmation/  
Adjournment**

Due to member crossover in both organizations, the SAC had decided to hold PTO meetings immediately following SAC Meetings henceforth.

Motion to adjourn meeting made by William McHugh, seconded by Coleen Carlson. Meeting adjourned at 8:34 AM until 11/30

**Summary:** This was an introductory meeting in which the SAC was established, a PTO meeting time was decided, and members familiarized themselves with the SIP. All members are now in possession of a digital copy of the SIP, which they will review in more detail for further discussion and development.

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