

Kadena Elementary School
School Advisory Committee (SAC) meeting

SY 2025-2026

February 26, 2026

Meeting Minutes

Those in attendance:

Voting members:

Ms. Erika Meier, Ms. Christine Smith, Ms. Danica Allen, Ms. Christina Robinson, Mrs. Wendy Shirer, Ms. Shamese Richburg

Non-Voting Members:

Mr. Dwayne Jefferson, Dr. Jennifer Boyles, Mr. Robert Chance, Ms. Christine McNeace

- I. Call to Order @ 3:17 PM
- II. Principal's Report
 - a. District accreditation, visited on Tuesday, they were highly impressed, provided productive feedback. They were very pleased.
 - b. Parental Involvement, we have a new director coming on board on March 6th.
 - c. Staffing update, working on current vacancies.
- III. School Liaison Officer's Reports
 - a. Deployment (Army battalion) Check In with students and families; Army community services offers education training; MLFC is providing training for parents.
 - b. Anchor for Life – order more kits due to current events happening worldwide.
 - c. Mr. Robert will be moving to Hawaii, Lt. Col Chilino will be point of contact and Deputy Mazell.
- IV. Old Business
 - a. Goal selection: Ms. Robinson recommends sending the parent survey again to promote parent involvement. Encourage classroom teachers to reach out to parents to encourage parent involvement/ volunteer opportunities.
 - b. Communicating with parents: Ideas for next school year include Coffee Talk and/or Principal talk; virtual and in person option.
 - c. Parent Academy for March 17th cancelled.
 - d. Dr. Boyles confirmed lunch choices for Pre-K.
 - e. Mr. Davis is still looking for volunteers with the library. Specials teachers are helping him out in the meantime.

- V. New Business
 - a. No new business addressed.
- VI. Open Forum
 - a. March 9th-13th Air Force Exercise.
 - b. March 9th-20th Sped Monitoring Focus Group; 5 schools will be monitored and KDES is one of them.
 - c. Ms. Richburg is leaving May 11th.
 - d. Ms. McNeace will forward information regarding passport renewal to the SAC team.
- VII. ODAC – March 4th at 5:30 PM
 - a. Ms. Smith and Mrs. Shirer will attend.
- VIII. Adjournment
 - a. Allen moved to adjourn, Shirer seconded.
 - b. Meeting adjourned at 3:40 PM.