

Sunset Lakes Elementary School Advisory Council (SAC) Meeting

Date	Location	Time
January 28, 2026	Room 132	2:15 PM

Meeting Called By: Kaitlyn Docekal
 Type of Meeting: Regular Monthly Meeting
 Facilitators: Kaitlyn Docekal & Jennifer Alberti

Agenda Topics

Welcome & Introductions	Ms. Docekal
Approval of Minutes SAC (November)	Ms. Alberti
Accountability Funds- \$2,177.94	Ms. Alberti
Academic Camps	Ms. Soto
Vote on Accountability Funds	Ms. Alberti
SESIR- https://www.browardschools.com/Page/38107	Ms. Docekal
School Improvement Plan Monitoring and Stakeholder Feedback	Ms. Docekal
Principal's Report	Mrs. Goulette
Adjournment	Ms. Docekal

SAC Meeting is the first half hour and SAF is held immediately following SAC.

February 25, 2026
 March 25, 2026
 April 22, 2026
 May 27, 2026

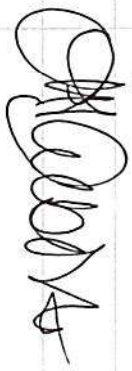

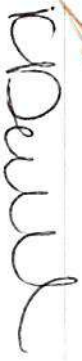


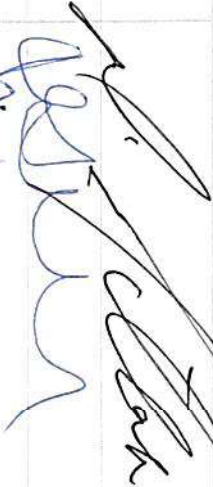
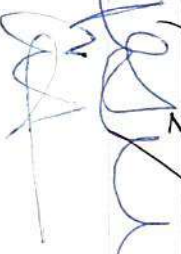





★ SAC Sign in Sheet for Sunset Lakes ES (3661)

Date: 1/28/26

Time: 2:15pm

Sign Here

#	SAC Member Full Name	Position	SBBC Employee	Parent of Student	Sign Here
1	Alberti, Jennifer	SAC Co-Chair	Yes	No	
2	Carter Remy, Beverly	ESE Parent of a student at the school	No	Yes	
3	Cotto-Perez, Lauren	Parent	No	Yes	
4	DeFrance, Brenna	BTU Steward (or designee)	Yes	No	
5	Docekal, Kaitlyn	SAC Co-Chair	Yes	No	
6	Fernandez-Siman, Cristina	Community / Business Representatives	No	No	
7	Francois, Alyssa	Teacher	Yes	Yes	
8	Friedman, Francine	Pre-K (if applicable - parent or certified teacher)	Yes	No	
9	Gilbert, Don	I-Zone Representative (must be a parent)	No	<input checked="" type="checkbox"/>	
10	Goulette, Janice	Principal	Yes	Yes	
11	Hurst, Aixa	Non-Instructional Support Employees	Yes	No	
12	LeMay, Gisell	Parent	No	Yes	

Date: _____		Time: _____			
#	SAC Member Full Name	Position	SBBC Employee	Parent of Student	Sign Here
13	Leon-Schmid, Catalina	SAF Chair (or designee) Parent of a student at the school	No	Yes	
14	Pacheco, Peggy	ESOL Parent of a student at the school, SAC Secretary	No	Yes	
15	Robis, Jovanne	Parent	No	Yes	
16	Uisman, Kristin	Gifted Parent of a student at the school	No	Yes	
17	Weaver, Rachel	Parent	No	Yes	
18	Williams, Carine	Parent	No	Yes	

★ SAC Sign in Sheet for Sunset Lakes ES (3661)

Date: 1/28/26

Time: 2:15pm

#	Full Name	SBBC Employee	Parent of Student	Community/Business	Sign Here
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Sunset Lakes Elementary School
SAC Minutes - January 28, 2026.

Attendance:

Jennifer Alberti
Kaitlyn Docekal
Brenna DeFrance
Don Gilbert
Catalina Leon-Schmid
Peggy Pacheco
Janice Goulette
Aixa Hurst
Crisitina Fernandez-
Siman
Carine Williams

Call to Order: Kaitlyn Docekal

A meeting of the Sunset Lakes Elementary School Advisory Council was held in Room 132 on January 28, 2026.

Co- Chair Jennifer Alberti called the meeting to order at 2:42pm. Peggy Pacheco will record minutes for this meeting.

Minutes: Jennifer Alberti

Approving of October SAC Meeting minutes: Motion to approve by Peggy Pacheco. Second by Catalina Leon-Schmid.

New Business:

Accountability Funds – Jennifer Alberti

1. Accountability Funds total \$2,177.94
 - a. \$2,177.94 reflects the current amount of accountability funds for this school year.
 - b. Academic camps were talked about on how to use these funds effectively.

Academic Camps– Aileen Soto

1. These camps will benefit our students achievement for PM3.
2. The camps are grade specific and data driven.
3. The following will be the camps: 4th & 5th Math, 3rd & 5th Reading, and 5th Science.
4. Based on PM2 data, student needs, and teacher input we came to an agreement that these are the subject areas and grade levels with current needs.
5. The camp will run from 3/2-4/29.
6. It will be 8 weeks long with a total of 46 sessions and students will be selected to these camps.

Vote on Accountability Funds – Jennifer Alberti

1. After the presentation, the SAC Committee voted on the accountability funds to be used for academic camps.
2. 10-0 unanimous vote to use funds for academic camps.
3. A motion was made to approve by Kaitlyn Docekal and seconded by Don Gilbert.

SESIR Report – <https://www.browardschools.com/Page/38107> -Kaitlyn Docekal

1. SESIR Reports are available at the website above and is public record.
2. The report keeps record of incidents in the school throughout the year. The report is updated once an incident is reported and will stay on the report during the entire school year.
3. Currently there have been zero incidents for our school SESIR Report for the 2025-26 school year.

Sunset Lakes Elementary School
SAC Minutes - January 28, 2026.

School Improvement Plan Monitoring and Stakeholder Feedback- Kaitlyn Docekal

1. PM2 Data was presented as follows:
2. 3rd Grade ELA: PM1: 29% & PM2: 52 Goal: 84/ 3rd Grade Math: PM1: 19% & PM2: 41% Goal: 88%
3. 4th Grade ELA: PM1: 51% & PM2: 67 Goal: 72/ 4th Grade Math: PM1: 28% & PM2: 43% Goal: 71%
4. 5th Grade ELA: PM1: 42% & PM2: 53% Goal: 75/ 5th Grade Math: PM1: 27% & PM2: 36% Goal: 89%
5. Support staff and admin has reviewed the data across all grade levels to ensure the proper support and interventions are in place.
6. We have made a huge effort to ensure that high quality instruction is being completed throughout the small groups that are occurring school wide.
7. Stakeholders were in agreement that these plans can ensure the students can make the gains needed to reach their goals along with the Area of Focus goals for the SIP.

Principal's Report- Janice Goulette

1. Kindergarten Round Up was successful. We had lots of families come during the day and night event.
2. It was great that we combined a Family Night Event with Kindergarten Round Up to show our school has lots of events that take place outside of school.
3. We have received requests for school tours almost every day.
4. The Kids Heart Challenge kicked off today and we are excited to participate again this year.

Next Meeting Date & Time:

The next meeting will be held on February 25, 2026, in Room 132.

Meeting Adjournment:

Motion: Kaitlyn Docekal motioned to adjourn the meeting at 2:51 PM. Motion carried unanimously.
Submitted by, Peggy Pacheco Approval Date: DRAFT

Sunset Lakes Elementary School
SAC Minutes - November 19, 2025.

Attendance:

Jennifer Alberti
Kaitlyn Docekal
Brenna DeFrance
Don Gilbert
Catalina Leon-Schmid
Peggy Pacheco
Alyssa Francois
Francine Friedman
Alicia Aguilar
Beverly Carter Remy
Janice Goulette
Aixa Hurst
Rachel Weaver

Call to Order: Kaitlyn Docekal

A meeting of the Sunset Lakes Elementary School Advisory Council was held in Room 132 on November 19, 2025.
Co- Chair Jennifer Alberti called the meeting to order at 2:19pm. Peggy Pacheco will record minutes for this meeting.

Minutes: Jennifer Alberti

Approving of October SAC Meeting minutes: Motion to approve by Don Gilbert. Second by Brenna DeFrance.

New Business:

Accountability Funds – Jennifer Alberti

1. Accountability Funds total \$0
 - a. \$0 reflects the current amount of accountability funds for this school year.

SESIR Report – <https://www.browardschools.com/Page/38107> -Kaitlyn Docekal

1. SESIR Reports are available at the website above and is public record.
2. The report keeps record of incidents in the school throughout the year. The report is updated once an incident is reported and will stay on the report during the entire school year.
3. Currently there have been zero incidents for our school SESIR Report for the 2025-26 school year.

School Recognition Funds- Jennifer Alberti

1. Sunset Lakes Elementary was graded an “A” school for the 24-25 school year.
2. The school is awarded money for earning an “A” grade referred to as A+ money.
3. SAC Committee is responsible for creating and approving the ballot for how A+ money will be distributed.
4. Anyone in attendance for the SAC meeting may ask questions or make suggestions for change, final approval of changes is decided by the members of the SAC Composition.
5. Ballot must be posted for staff a minimum of 3 days prior to voting day.
6. A+ Recognition ballot from the 23-24 school year was presented as reference to keep or make changes to this years ballot. The ballot was as follows:

Option 1:

- 8% of funds for technology, staff furniture, supplies, etc. at the principal’s discretion.
- .125% of funds to the school social worker and school nurse
- Balance of funds to be distributed as follows among the 2023-2024 staff:

Sunset Lakes Elementary School

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- Divide funds equally among all instructional and non-instructional staff, custodial, cafeteria, AM/PM instructor, school psychologist, administration, interim substitutes, speech language pathologists, and campus monitors.
- If a staff member did not work the entire year, their portion will be prorated.

Option 2:

- 8% of funds for technology, staff furniture, supplies, etc. at the principal's discretion
- .125% of funds to the school social worker and school nurse
- Balance of funds to be distributed as follows among the 2023-2024 staff:
 - 75% divided among instructional staff to include administration, speech and language pathologists, interim substitutes, and AM/PM instructor.
 - 25% divided among non-instructional, school psychologist cafeteria, custodial, and campus monitors.
 - If a staff member did not work the entire year, their portion will be prorated.

Option 3:

None of the above

7. The one change in the ballot was to move the school psychologist to .125%. The SAC Composition felt as if the change needed to be made since the psychologist also works at various schools and not at Sunset Lakes alone.
8. The motion to move the school psychologist to .125% was made by Jennifer Alberti and seconded by Kaitlyn Docekal to approve the change to move the school psychologist to .125%. The vote ended up being unanimous.
9. The whole council voted unanimously to approve the A+ ballot with a motion that was made by Jennifer Alberti and seconded by Kaitlyn Docekal.

School Improvement Plan Monitoring and Stakeholder Feedback- Kaitlyn Docekal

1. As of today, we are starting to prepare for PM2 STAR/FAST Assessments.
2. Parents will be notified on when your child will be testing.
3. After PM2 data comes back, administration and support staff will analyze the data and move forward with plans in order to meet the needs of all learners.
4. Areas of Focus were discussed along with the goals each grade level has for both ELA and Math.
5. Stakeholders are in agreement that changes to instruction should be made once we receive the scores from PM2.
6. Some challenges that PM2 may bring is that students may be anxious about testing once they see how lengthy the test may be.
7. Newly implemented actions will be discussed in January SAC meeting once data is arranged.

Principal's Report- Janice Goulette

1. Thanksgiving Break is approaching.
2. Test scores for grades 3-5 in both Unit and Topic Assessments are aligning to similar scores of last school year.
3. There have been planning tools implemented for the teachers to utilize all materials needed for student success.
4. When we return from break, we have Field Day, Class Celebrations, and Winter Events.

Next Meeting Date & Time:

The next meeting will be held on January 28, 2026, in Room 132.

Meeting Adjournment:

Motion: Kaitlyn Docekal motioned to adjourn the meeting at 2:31 PM. Motion carried unanimously.

Submitted by, Peggy Pacheco Approval Date: 1/28/26