

Sunset Lakes Elementary School Advisory Council (SAC) Meeting

Date	Location	Time
November 19, 2025	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 (October)	Ms. Alberti
Accountability Funds- \$0	Ms. Alberti
SESIR- https://www.browardschools.com/Page/38107	Ms. Docekal
School Recognition Funds	Ms. Alberti
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.

January 28, 2026
 February 25, 2026
 March 25, 2026
 April 22, 2026
 May 27, 2026



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

SAC Minutes - November 19, 2025.

- 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

Sunset Lakes Elementary School
SAC Minutes - October 22, 2025.

Attendance:

Jennifer Alberti
Kaitlyn Docekal
Brenna DeFrance
Don Gilbert
Catalina Leon-Schmid
Peggy Pacheco
Lauren Cotto Perez
Alyssa Francois
Francine Friedman
Carine Williams
Alicia Aguilar
Cristina Fernandez-
Siman
Giseli LeMay
Fabiola English

Call to Order: Kaitlyn Docekal

A meeting of the Sunset Lakes Elementary School Advisory Council was held in Room 132 on October 22, 2025.

Co- Chair Jennifer Alberti called the meeting to order at 2:16pm. Peggy Pacheco will record minutes for this meeting.

Minutes: Jennifer Alberti

Approving of September SAC Meeting minutes: Motion to approve by Peggy Pacheco. 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.

Media Center Collection Development

Plan- Fabiola English

1. Currently our library at SLE hold 11,574 items.
2. The schools library supports all learners and readers.
3. Library has various items for selection and ensures all books are chosen for quality, accuracy, and diversity.
4. Our Media Center has many parents who help with the weeding out process of books. Weeding out books is an important process because those are items that are not needed anymore.
5. There has been a 3 year priority plan that will take place from 2025-2028.
6. The budget for this plan is \$5,606.90. The principal has announced to use the entire budget to purchase books.

Sunset Lakes Elementary School
SAC Minutes - October 22, 2025.

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. Stakeholders agree that all parents should be notified of dates when testing is going to take place. They also asked once data is complete that it is shared with them in some manner.
5. Stakeholders requested parents receive their child's scores in a timely manner.
6. Stakeholders addressed concerns that the exam is very lengthy.

Principal's Report- Alicia Aguilar

1. School Board Member Rebecca Thompson will be there for a Community Meeting on 10/23/25 at 8:30am. The purpose of the meeting is to provide feedback and have conversations regarding the school for next school year.
2. We have a new school counselor Ms. Williams. She has been very helpful and working well with the students and their needs.
3. Our current enrollment is 561 and we have seen a bit of an upward trend!
- 4.

Next Meeting Date & Time:

The next meeting will be held on November 19, 2025 in Room 132.

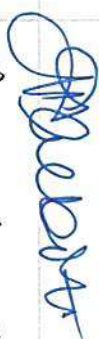

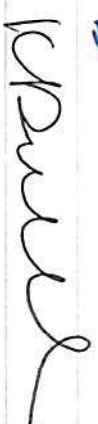
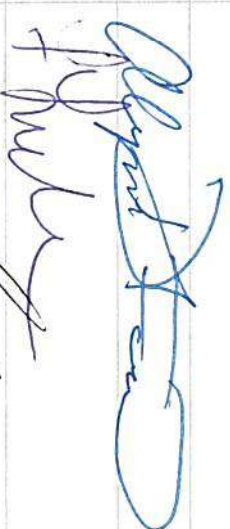

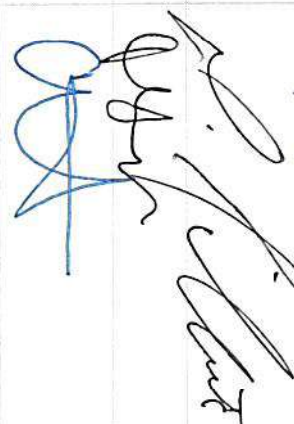
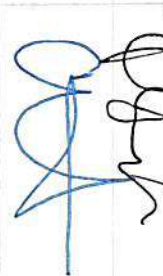
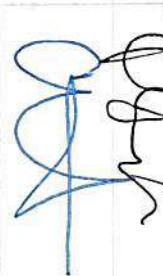
Meeting Adjournment:

Motion: Kaitlyn Docekal motioned to adjourn the meeting at 2:31 PM. Motion carried unanimously.
Submitted by, Peggy Pacheco Approval Date: 11/19/25

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

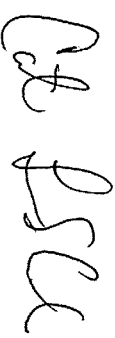
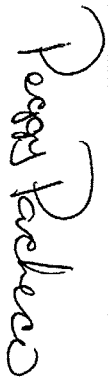
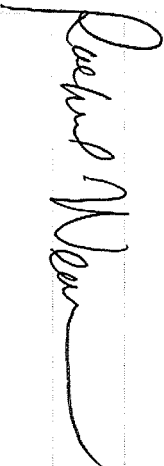
Date: 11/19/25

Time: 2:15 pm

#	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	<i>Beverly Carter Remy</i>
3	Cotto-Perez, Lauren	Parent	No	Yes	
4	DeFrance, Brenna	BTU Steward (or designee)	Yes	No	
5	Docakal, 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	Yes	
10	Goulette, Janice	Principal	Yes	Yes	
11	Hurst, Aixa	Non-Instructional Support Employees	Yes	No	
12	LeMay, Gisell	Parent	No	Yes	

Date: 11/19/25


Time: 2:15 PM

#	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	Utsman, 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: 11/19/25

Time: 2:15 PM

#	Full Name	SBBC Employee	Parent of Student	Community/Business	Sign Here
1	Melanie R. Ayala				
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2025 A+ Ballot (School year 24-25)

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 psychologist
- Balance of funds to be distributed as follows among the 2024-2025 staff:
 - Divide funds equally among all instructional and non-instructional staff, custodial, cafeteria, administration, 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 psychologist
- Balance of funds to be distributed as follows among the 2024-2025 staff:
 - 75% divided among instructional staff to include administration, speech and language pathologists.
 - 25% divided among non-instructional, 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



Please join us for our monthly
School Advisory Council (SAC)
and School Advisory Forum (SAF)
meetings

November 

When: Wednesday, November 19, 2025

Time: 2:15 pm

Location: Room 132

**SAC will be discussing and voting on the School Recognition Funds/Ballot.*

J. Goulet

11/17/25

From: jangt4 <jangt4@gmail.com>
Sent: Friday, November 14, 2025 2:08 PM
To: Janice M. Goulette <Janice.Goulette@browardschools.com>
Subject: Fwd: REVISED SAC Agenda

CAUTION: This email originated from an external source. Use caution when replying, clicking links, or opening attachments.

----- Forwarded message -----

From: JANICE GOULETTE <janice.goulette@browardschools.com>
Date: Wed, Nov 12, 2025 at 6:00 PM
Subject: REVISED SAC Agenda
To: <jangt4@gmail.com>



Good evening,

Please review the updated SAC November agenda.

November 19th at 2:15pm in room 132- SAC Meeting School Recognition Funds ballot creation.
Everyone is welcome to attend.

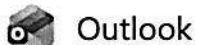
See you soon.

Attachments:

-  [Sunset Lakes Elementary SAC Agenda 11.19.25 %281%29.pdf](#) (54.3 KB)
-  [November 2025 Invite SAC %281%29.pdf](#) (105.7 KB)

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11/17/25



November 19th SAC Meeting

From Kaitlyn M. Docekal <kaitlyn.docekal@browardschools.com>

Date Mon 11/10/2025 10:12 AM

To SSL_ALL_STAFF <SSL_ALL_STAFF@browardschools.com>

📎 2 attachments (161 KB)

Sunset Lakes Elementary SAC Agenda 11.19.25.pdf; November 2025 Invite SAC .pdf;

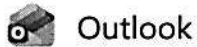
Good morning,

Attached are the November SAC Agenda and Invite. At this meeting we will be discussing and voting on School Recognition Funds and ballot. We hope you are able to join us on November 19th at 2:15pm in room 132.

Have a great day!

Kaitlyn Docekal
ESE Support Facilitator
Sunset Lakes Elementary

J. Youette
11/17/25



REVISED- 11/19/25 SAC Meeting Agenda & Invite

From Kaitlyn M. Docekal <kaitlyn.docekal@browardschools.com>

Date Mon 11/10/2025 10:08 AM

Bcc Kaitlyn M. Docekal <kaitlyn.docekal@browardschools.com>; Jennifer N. Alberti <jennifer.alberti@browardschools.com>; Aixa Y. Hurst <aixa.hurst@browardschools.com>; Janice M. Goulette <Janice.Goulette@browardschools.com>; Peggy Pacheco <lourdesandpeggy2020@gmail.com>; Catalina Leon-Schmid <cataleon@hotmail.com>; Brenna M. McAteer <Brenna.DeFrance@browardschools.com>; Dr. Beverly Carter Remy <bremy01@gmail.com>; Laurencottoperez@gmail.com <Laurencottoperez@gmail.com>; Alyssa Francois <alyssa.depaola@browardschools.com>; DONDABARBER@GMAIL.COM <DONDABARBER@GMAIL.COM>; Francine S. Friedman <francine.friedman@browardschools.com>; jrobis81@gmail.com <jrobis81@gmail.com>; carine1218@gmail.com <carine1218@gmail.com>; rachealferguson01@gmail.com <rachealferguson01@gmail.com>; giselif@yahoo.com <giselif@yahoo.com>; KRISTINUTSMAN@GMAIL.COM <KRISTINUTSMAN@GMAIL.COM>; cfsiman@ymcasouthflorida.org <cfsiman@ymcasouthflorida.org>

2 attachments (161 KB)

November 2025 Invite SAC .pdf; Sunset Lakes Elementary SAC Agenda 11.19.25.pdf;

Good morning SAC Composition Members,

Attached is the revised November SAC Invite and Agenda. At this meeting, we will be discussing and voting on School Recognition Funds and the ballot. It is very important to be in attendance for our meeting. We hope to see everyone on November 19th at 2:15pm in room 132.

Have a great day!

Kaitlyn Docekal
ESE Support Facilitator
Sunset Lakes Elementary

11/17/25



Outlook

A+ Vote- 12/4/25

From Kaitlyn M. Docekal <kaitlyn.docekal@browardschools.com>

Date Thu 11/20/2025 11:19 AM

To SSL_ALL_STAFF <SSL_ALL_STAFF@browardschools.com>

1 attachment (106 KB)

A+ Ballot (5).pdf;

Good morning,

Please review the attached ballot to vote on A+ Funds.

The vote will be held on Thursday, December 4, 2025, in the media center from 2:00-3:00pm.

Please let me know if you have any questions!

Have a great day!

Kaitlyn Docekal

ESE Support Facilitator

Sunset Lakes Elementary

Sign-in

12-4-25

	A	B	C	D	E	F	G	H
	KINDERGARTEN (3 Teachers)	ROOM #		ESE SUPPORT (3 Teachers)		ASSIGNMENT		ROOM #
1	Erand-Labrador, Emma (B)	155		Docekal, Kaitlyn (K & 2)		Support Facilitator	132	
2	Alberti, Jennifer (C)	145		Patrick, Martyne (4)		Resource Teacher	158	
3	**Cedeno, Naomi (A) Supported	152		Aldayani, Ashi (1 & 3)		Support Facilitator (1st grade team)	157	
4	FIRST GRADE (3 Teachers)	ROOM #		SPEECH/LANGUAGE (2)				
5	**Kremenik, Kristin (A)	151		TBA		SLP	136	
6	**Rodriguez, Erika (C)	150		Ellenbogen, Lauren		SLP	103H	
7	Ungurait, Jill (B)	153		Vasquez, Damaris		Psychologist	142	
8	SECOND GRADE (4 Teachers)	ROOM #		SUPPORT STAFF (4)		ASSIGNMENT		ROOM #
9	**Bacchus, Amanda (C)	212		DeFrance, Brenna		Autism Coach	134	
10		214		Lopez, Frances		ESE Specialist	101X	
11	Vivas, Patricia (B)	213		TBA		School Counselor	101F	
12	Martin, Griselle (A)	211		Soto, Aileen		Literacy Coach	101L	
13	THIRD GRADE (3 Teachers)	ROOM #		Ayala, Marlene		Behavior Tech	134	
14	Akel, Teresa (B)	219		Leiva, Hebertha		Aftercare Supervisor	159	
15	**Saber, Furheen (C)	215		SPECIALS (4 Teachers)		ASSIGNMENT		ROOM #
16	Francois, Alyssa (A)	217		English, Fabiola		Media	103	
17	FOURTH GRADE (4 Teachers)	ROOM #		Sakowitz, Herman		PE	PE	
18	**Bokobza, Giselle (B)	228		Yanow, Jody		Music	109	
19	Hernandez, Ann (C)	229		PARAPROFESSIONALS (22)		ASSIGNMENT		ROOM #
20		234		Abraham, Chanel		Teacher Assistant (Autism)	Skolnick (133)	
21	Del Gristo, Cecilia (C)	236		Abu Jafar, Eman		Teacher Assistant (Inclusion)	Rotate Cluster	
22	FIFTH GRADE (5 Teachers)	ROOM #		Acevedo, Alda		Teacher Assistant (Supported K)	Supported K (152)	
23	**Beaumont, Asheley (C) / Math	231		Aquilar, Yeslanio		Teacher Assistant (Autism)	M. Rodriguez (154)	
24	Hamilton, Chantinnelle (C)	237		Blaks, Melva		Classroom Assistant (IDEA)	IDEA	
25	Santana, Gabriella (A) / Science	233		Calderon, Dirian		Classroom Assistant (Pre-K Specialized)	Desvergunat (128)	
26	Miret, Danielle (B)	232		Clur, Claudia		Teacher Assistant (Autism)	Reyes (221)	
27	**Sant'Ana, Elaine (B) / ELA	230		Garcia, Ana		Teacher Assistant (Pre-K Intensive)	Mrs. J (129)	
28				Gonzalez, Yadhira		Teacher Assistant (VPK Integrated)	Friedman (131)	
29				Hernandez, Paola		Classroom Assistant (Pre-K Intensive)	Desvergunat (128)	
30	Cluster (3 Teachers)	ROOM #		Hurst, Heidi		Teacher Assisnant (ESOL)	218	
31	Reyes-Diaz, Joshua (B) 3/4/5 (3rd Team)	221		Mercado, Daisy		Teacher Assistant (IDEA)	IDEA	
32	Rodriguez, Marilyn (C) 1/2 (1st Team)	154						
33		133		Pascal, Jasmin		Classroom Assistant (Pre-K Intensive)	Fernandez (127)	
34	PREK and ESE (6 Teachers)	ROOM #		Ramzan, Shazia		Teacher Assistant (IDEA)	Inclusion	
35		129		CUSTODIAL STAFF (6)		ROOM #		
36	Desvergunat, Genny (B) Spec Pre-K	128		Escobar, John		Head Facilities	121	
37	**Friedman, Francine (A) VPK	131		Graham, Marquis		Assistant Facilities Serviceperson	121	
38	Fernandez, Amanda (A) Pre-K Intensive	127		Falcon, Evelyn		Facilities Serviceperson	121	
39				Jean-Jacques, Jonas		Facilities Serviceperson	121	
40				Viloria, Ever		Facilities Serviceperson	121	
41				CLERICAL STAFF (5)		OFFICE		
42				Doha, El		Microtech	135	
43	** Denotes Team Leader			Hurst, Aixa		Office Mgr./Conf.	101G	
44				Lugo, Michelle		General Clerk II	101	
45				Zigler, Angela		IMT	101W	
46				Reina, Edna		Clerk Typist	101	
47				Morejon, Brenda		Bookkeeper	101X	
48				SECURITY STAFF		OFFICE		
49				Dibono, Joseph		Campus Monitor		
50				Manfra, Guy		Campus Monitor		
51				Officer Rivas		School Resource Officer	101E	
52				ADMINISTRATION		OFFICE		
53				Goulette, Janice		Principal	101H & J	
54				Aguilar, Alice		Assistant Principal	101F	
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Signed twice

Deborah Norcutt

Williams, Daijia Div

Maxwell, Ashia AM

2025-2026 Florida School Recognition Program (A+ Funds) Ballot Count Summary Sheet

SCHOOL INFORMATION

School:	Sunset Lakes Elementary	Date of Staff Vote:	12/5/2025
Principal:	Janice Goulette	BTU Steward (or Designee):	Jennifer Alberti
SAC Chair/Co-Chairs:	Kaitlyn Docekal/Jennifer Alberti	Other (if applicable):	

Provide the information below.

RECORD SAC APPROVED PROPOSALS BELOW

1.	<p>Option 1:</p> <ul style="list-style-type: none"> • 8% of funds for technology, staff furniture, supplies, etc. at the principal's discretion. • .125% of funds to the school social worker and school psychologist • Balance of funds to be distributed as follows among the 2024-2025 staff: <ul style="list-style-type: none"> ○ Divide funds equally among all instructional and non-instructional staff, custodial, cafeteria, administration, speech language pathologists, and campus monitors. ○ If a staff member did not work the entire year, their portion will be prorated.
2.	<p>Option 2:</p> <ul style="list-style-type: none"> • 8% of funds for technology, staff furniture, supplies, etc. at the principal's discretion • .125% of funds to the school social worker and school psychologist • Balance of funds to be distributed as follows among the 2024-2025 staff: <ul style="list-style-type: none"> ○ 75% divided among instructional staff to include administration, speech and language pathologists. ○ 25% divided among non-instructional, cafeteria, custodial, and campus monitors. ○ If a staff member did not work the entire year, their portion will be prorated.
3.	None of the Above

STAFF VOTE

The proposal that receives a majority of the votes shall be considered the winning proposal.

Proposal 1	Proposal 2	Proposal 3
(a) Total number of eligible staff members that voted for this proposal: 39	(a) Total number of eligible staff members that voted for this proposal: 18	(a) Total number of eligible staff members that voted for this proposal: 3

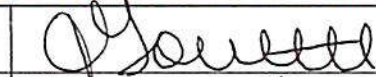
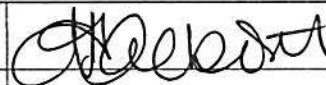
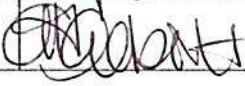
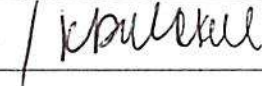
FINAL RESULT

Check the proposal below that received a majority of the votes. *If "None of the Above" received a majority of the votes, follow the directions below.

2025-2026 Florida School Recognition Program (A+ Funds) Ballot Count Summary Sheet

Proposal 1	39	Proposal 2	18	Proposal 3	3	*None of the Above Directions
Total number of eligible staff members that voted for the winning proposal/option: 39						If "None of the Above" received a majority of the votes, SAC must reconvene to restart the process and complete it by Sunday, February 1, 2026.

SIGNATURES (must have all that are applicable)

Principal:		BTU Steward (or Designee):	
SAC Chair/ Co-Chairs:	 / 	Other (if applicable):	