

# Sunset Lakes Elementary School Advisory Council (SAC) Meeting

Date	Location	Time
October 22, 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 (September)	Ms. Alberti
Accountability Funds- \$0	Ms. Alberti
SESIR- <a href="https://www.browardschools.com/Page/38107">https://www.browardschools.com/Page/38107</a>	Ms. Docekal
Media Center Collection Development Plan	Ms. English
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.

October 22, 2025  
 November 19, 2025  
 January 28, 2026  
 February 25, 2026  
 March 25, 2026  
 April 22, 2026  
 May 27, 2026



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


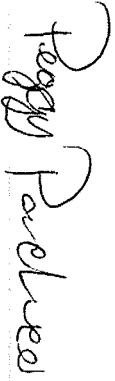

Date: 10/22/25

Time: 2:15 pm

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

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	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: 10/22/25

Time: 2:15pm

#	Full Name	SBBC Employee	Parent of Student	Community/Business	Sign Here
1	Fabiola English	Yes			Fabiola English
2					
3					
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15					
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Sunset Lakes Elementary School  
SAC Minutes - October 22, 2025.

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**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.

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## **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. Willams. 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

# Sunset Lakes Elementary School

SAC Minutes - September 24, 2025.

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## **Attendance:**

Jennifer Alberti  
Kaitlyn Docekal  
Brenna DeFrance  
Don Gilbert  
Catalina Leon-Schmid  
Peggy Pacheco  
Janice Goulette  
Beverly Carter Remy  
Lauren Cotto Perez  
Alyssa Francois  
Francine Friedman  
Aixa Hurst  
Jovanne Robis  
Rachel Weaver  
Carine Williams

## **Call to Order:** Kaitlyn Docekal

A meeting of the Sunset Lakes Elementary School Advisory Council was held in Room 132 on September 24, 2025.

Co- Chair Jennifer Alberti called the meeting to order at 2:17pm. Peggy Pacheco will record minutes for this meeting.

## **Minutes:** Jennifer Alberti

Approving of May SAC/SAF Joint 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.

### **SAC Chairs/By Laws** -Jennifer Alberti

1. SAC Chairs, Kaitlyn Docekal and Jennifer Alberti will remain as co-chairs for the 2025-2026 school year.
2. SAC Committee approved the SAC By-Laws for the 2025-2026 school year.

### **SAC Composition Report/Rolls to**

#### **Establish Quorum** – Jennifer Alberti

1. SAC Composition Report has been updated for the 25-26 school year. An introduction around the room occurred so that new members can meet everyone on the committee.
2. Jennifer Alberti explained the purpose of SAC and what roles everyone serves as being part of our SAC Composition report.
3. Roll to Establish Quorum was completed, and Quorum was met.

Sunset Lakes Elementary School  
SAC Minutes - September 24, 2025.

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**School Improvement Plan- Areas of Focus**– Kaitlyn Docekal

1. We went over the Areas of Focus on our SIP plan with SAC. We explained each goal that was on the SIP Plan and why as a school we decided to go with these goals for this school year.
2. School data for FAST PM1 and STAR PM1 was shared with SAC in relation to our SIP Goals.

**Principal's Report**– Janice Goulette

1. Currently, enrollment is at 553 and we have a stable budget.
2. Redefining schools meeting will take place on September 29<sup>th</sup> at 6:00pm. Everyone's input is welcomed and important to represent Sunset Lakes Elementary.
3. BOY data for grade 3 is currently tracking much lower than other school data, but students are still making good gains each school year.
4. Support staff and administration went student by student to ensure support is being provided to those who need extra support.
5. Open Media Center is currently up and running.
6. We have hired a new school counselor; Ms. Williams, and we are excited for her to start with us.
7. The new marquee is up and running and we thank PTSA for all their hard work over the years to make this project possible!

**Next Meeting Date & Time:**

The next meeting will be held on October 22, 2025 in Room 132.

**Meeting Adjournment:**

Motion: Kaitlyn Docekal motioned to adjourn the meeting at 2:32 PM. Motion carried unanimously.

Submitted by, Peggy Pacheco Approval Date: 10/22/25