



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

November

When: Wednesday, November 19, 2025

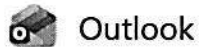
Time: 2:15 pm

Location: Room 132

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

J. Yonke

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;

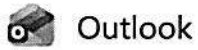
Good morning SAC Composition Members,

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



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

Kaitlyn Docekal
11/17/25

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Progress **Content** | Details

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Email

🗣 Languages
✔ English (91%)

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.



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REVISED SAC Agenda

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Recipients Principal at SUNSET LAKES ELEMENTARY
Parent at SUNSET LAKES ELEMENTARY
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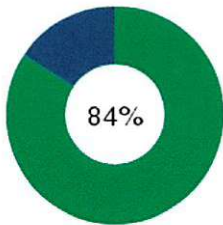
REVISED SAC Agenda

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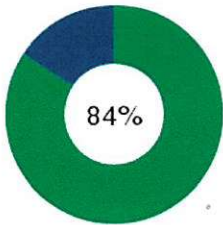
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Sunset Lakes Elementary School Advisory Council (SAC) Meeting

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- Monitor	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-Monitor— 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.

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: DRAFT

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-Monitor– 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.

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:




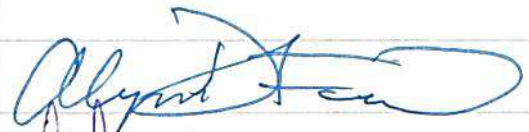

The next meeting will be held on November 19, 2025 in Room 132.

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

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

Date: <u>11/19/25</u>			Time: <u>2:15 pm</u>		
#	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"/> Yes	
10	Goulette, Janice	Principal	Yes	Yes	
11	Hurst, Aixa	Non-Instructional Support Employees	Yes	No	
12	LeMay, Giseli	Parent	No	Yes	

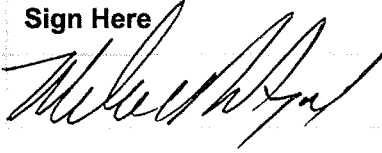
Date: 11/19/25Time: 2:15pm

#	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	Cat Leon-Schmid
14	Pacheco , Peggy	ESOL Parent of a student at the school , SAC Secretary	No	Yes	Peggy Pacheco
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	Rachel Weaver
18	Williams, Carine	Parent	No	Yes	

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

Date: 11/19/25

Time: 2:15pm

#	Full Name	SBBC Employee	Parent of Student	Community/Business	Sign Here
1	Melanie R. Ayala				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					



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

KINDERGARTEN (3 Teachers)		ROOM #	ESE SUPPORT (3 Teachers)		ASSIGNMENT
	Erand-Labrador, Emma (B)	155	Docekal, Kaitlyn (K & 2)	Support Facilitator	132
	Alberti, Jennifer (C)	145	Patrick, Martyne (4)	Resource Teacher	158
	**Cedeno, Naomi (A) Supported	152	Aldayani, Ashi (1 & 3)	Support Facilitator (1st grade team)	157
FIRST GRADE (3 Teachers)		ROOM #	SPEECH/LANGUAGE (2)		
	**Kremenik, Kristin (A)	151	TBA	SLP	136
	**Rodriguez, Erika (C)	150	Ellenbogen, Lauren	SLP	103H
	Ungurait, Jill (B)	153	Vasquez, Damaris	Psychologist	142
SECOND GRADE (4 Teachers)		ROOM #	SUPPORT STAFF (4)		ASSIGNMENT
	**Bacchus, Amanda (C)	212	DeFrance, Brenna	Autism Coach	134
		214	Lopez, Frances	ESE Specialist	101X
	Vivas, Patricia (B)	213	TBA	School Counselor	101F
	Martin, Griselle (A)	211	Soto, Aileen	Literacy Coach	101L
THIRD GRADE (3 Teachers)		ROOM #	AVIA Melano		Behavior Tech
	Akel, Teresa (B)	219	Deiva, Hebertha	Aftercare Supervisor	159
	**Saber, Furheen (C)	215	SPECIALS (4 Teachers)		ASSIGNMENT
	Francois, Alyssa (A)	217	English, Fabiola	Media	103
FOURTH GRADE (4 Teachers)		ROOM #	Sakowitz, Herman		PE
	**Bokobza, Giselle (B)	228	Yanow, Jody	Music	109
	Hernandez, Ann (C)	229	PARAPROFESSIONALS (22)		ASSIGNMENT
		234	Abraham, Chanel	Teacher Assistant (Autism)	Skolnick (133)
	Del Gristo, Cecilia (C)	236	Abu Jafar, Eman	Teacher Assistant (Inclusion)	Rotate Cluster
FIFTH GRADE (5 Teachers)		ROOM #	Acevedo, Aida		Teacher Assistant (Supported K)
	**Beaumont, Ashley (C) / Math	231	Aquilar, Yeslanio	Teacher Assistant (Autism)	M. Rodriguez (154)
	Hamilton, Chantinnelle (C)	237	Baiko, Moiva	Classroom Assistant (IDEA)	IDEA
	Santana, Gabriella (A) / Science	233	Calderon, Dirian	Classroom Assistant (Pre-K Specialized)	Desvergunat (128)
	Miret, Danielle (B)	232	Clur, Claudia	Teacher Assistant (Autism)	Reyes (221)
	**Sant'Ana, Elaine (B) / ELA	230	Garcia, Ana	Teacher Assistant (Pre-K Intensive)	Mrs. J (129)
			Gonzalez, Yadhira	Teacher Assistant (VPK Integrated)	Friedman (131)
			Hernandez, Paola	Classroom Assistant (Pre-K Intensive)	Desvergunat (128)
Cluster (3 Teachers)		ROOM #	Hurst, Heidi		218
	Reyes-Diaz, Joshua (B) 3/4/5 (3rd Team)	221	Mercado, Daisy	Teacher Assistant (IDEA)	IDEA
	Rodriguez, Marilyn (C) 1/2 (1st Team)	154			
		133	Pascal, Jasmin	Classroom Assistant (Pre-K Intensive)	Fernandez (127)
PREK and ESE (6 Teachers)		ROOM #	Ramzan, Shazia		Teacher Assistant (IDEA)
		129	CUSTODIAL STAFF (6)		ROOM #
	Desvergunat, Genny (B) Spec Pre-K	128	Escobar, John	Head Facilities	121
	**Friedman, Francine (A) VPK	131	Graham, Marquis	Assistant Facilities Serviceperson	121
	Fernandez, Amanda (A) Pre-K Intensive	127	Falcon, Evelyn	Facilities Serviceperson	121
			Jean-Jacques, Jonas	Facilities Serviceperson	121
			Viloria, Ever	Facilities Serviceperson	121
			CLERICAL STAFF (5)		OFFICE
			Doha, El Mounir	Microtech	135
	** Denotes Team Leader		Hurst, Aixa	Office Mgr./Conf.	101G
			Lugo, Michelle	General Clerk II	101
			Zigler, Angela	IMT	101W
			Reina, Edna	Clerk Typist	101
			Morejon, Brenda	Bookkeeper	101X
			SECURITY STAFF		OFFICE
			Dibono, Joseph	Campus Monitor	
			Manfra, Guy	Campus Monitor	
			Officer Rivas	School Resource Officer	101E
			ADMINISTRATION		OFFICE
			Goulette, Janice	Principal	101H & J
			Aguilar, Alice	Assistant Principal	101F
					8/28/2025

Signed twice

Deborah Norcutt

Williams, Daijaa Div

Maxwell, Ashia AM

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

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

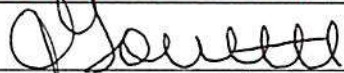

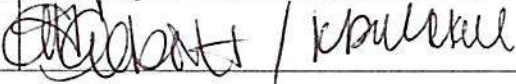
FINAL RESULT

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):	