

# Sunset Lakes Elementary School Advisory Council (SAC) Meeting

Date	Location	Time
September 24, 2025	Room 132	2:15 PM

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

## Agenda Topics



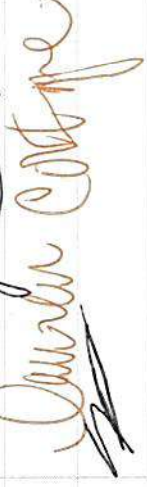









Welcome & Introductions	Ms. Docekal
Approval of Minutes SAC (May)	Ms. Alberti
Accountability Funds- \$0	Ms. Alberti
SESIR- <a href="https://www.browardschools.com/Page/38107">https://www.browardschools.com/Page/38107</a>	Ms. Docekal
SAC Chairs/ByLaws	Ms. Alberti
SAC Composition Report/Roll Call to Establish Quorum	Ms. Alberti
School Improvement Plan- Areas of Focus	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: <u>9/24/25</u>		Time: <u>2:15pm</u>			
#	SAC Member Full Name	Position	Parent of Student	SBBC Employee	Sign Here
1	Alberti, Jennifer	SAC Co-Chair	No	Yes	
2	Carter Remy, Beverly	ESE Parent of a student at the school	Yes	No	
3	Cotto-Perez, Lauren	Parent	Yes	No	
4	DeFrance, Brenna	BTU Steward (or designee)	No	Yes	
5	Docekal, Kaitlyn	SAC Co-Chair	No	Yes	
6	Francois, Alyssa	Teacher	Yes	Yes	
7	Friedman, Francine	Pre-K (if applicable - parent or certified teacher)	No	Yes	
8	Gilbert, Don	I-Zone Representative (must be a parent)	Yes	No	
9	Goulette, Janice	Principal	Yes	Yes	
10	Hurst, Aixa	Non-Instructional Support Employees	No	Yes	
11	LeMay, Giseli	Parent	Yes	No	
12	Leon-Schmid, Catalina	SAF Chair (or designee) Parent of a student at the school	Yes	No	

**Date:** \_\_\_\_\_  
**Time:** \_\_\_\_\_

#	SAC Member Full Name	Position	SBBC Employee	Parent of Student	Sign Here
13	Pacheco , Peggy	ESOL Parent of a student at the school , SAC Secretary	No	Yes	
14	Padilla , Matilde	Community / Business Representatives	No	No	
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	

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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.

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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: DRAFT

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**SAC/SAF Joint Meeting Minutes - May 16, 2025**

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**Attendance:**

Kaitlyn Docekal  
Janice Goulette  
Jennifer Alberti  
Alyssa Francois  
Don Gilbert  
Aixa Hurst  
Catalina Leon-  
Schmid  
Peggy Pacheco  
Miranda Randle  
Brenna DeFrance  
Carine Williams  
Amanda Bacchus  
Francine Friedman

**Call to Order:**

A meeting of the \_\_\_Sunset Lakes Elementary School Advisory Council was held in Room 132 on May 16, 2025. Co-Chair Kaitlyn Docekal called the meeting to order at 2:22 PM. Peggy Pacheco will record minutes for this meeting.

**Minutes (SAC):**

The SAC April minutes were approved by Brenna DeFrance and seconded by Miranda Randle.

**Minutes (SAF):**

The SAF April minutes were approved by Brenna DeFrance and seconded by Miranda Randle.

**25-26 Budget Presentation-** Janice Goulette

1. The Sunset Lakes Budget Presentation consisted of talking about positions rather than people. There could always be an increase or decrease in the budget depending on student enrollment for the next school year.
2. Administration made sure students were at the forefront of every decision and kept their success in mind when having to make important budget decisions.
3. The budget is being projected off 517 students for the 25-26 school year.
4. As for classroom positions, we will have 23 classroom teachers with an elimination of Art Specials.
5. Sunset Lakes will decrease to only 1 VPK class.
6. Based on test scores, we anticipate making our A and receiving our A+ Funds for next school year.
7. The budget is always subject to change based on enrollment.
8. Currently, we are only talking about positions and not people. Staff will be moved to other positions based on qualifications.

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

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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 2024-25 school year.

**Info/Update from South Area Advisory Council-** Catalina Schmid-Leon

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1. At this time, there is no new information to report since the South Area Advisory Council does not meet until next week.
2. Communications will be sent out with updated information.

**School Improvement Plan- Update**– Kaitlyn Docekal

1. Currently on target to meet SIP goals for this school year.
2. Test scores have come back strong so far. Admin and support staff are working on calculating out proficiency and ensuring all students are successful.

**PTSA Update & Other Volunteer News**- Catalina Schmid-Leon

1. We have a lot of end of year activities coming up that we are excited for.
2. So many students have done such a great job and will have their parties/rewards.

**Principal's Report**- Janice Goulette

1. STAR and FAST scores are looking positive with great learning gains and proficiency.
2. Overall grade level proficiency looks strong school wide.
3. Teachers have worked so hard this year to get us to our goals.
4. Academic camps have played a huge role in the success of our school scores.

**Accountability Funds** – Jennifer Alberti

1. Accountability Funds total \$0
  - a. SAC voted unanimously at the January SAC meeting for accountability funds to be able to fund our afterschool camps.
  - b. At this time, our balance will remain at \$0.

**Next Meeting Date & Time:**

The next meeting will be held on September 24, 2025 at 2:15 PM in the Room 132

**Meeting Adjournment:**

Motion: Kaitlyn Docekal motioned to adjourn the meeting at 2:53PM. Motion carried unanimously.

Submitted by, Peggy Pacheco Approval Date: 9/24/2025