**Sunset Palms Elementary School**

**School Advisory Council Meeting Minutes**

**October 4, 2023**

**Music Room**

**2:30 p.m.**

**Members in attendance**: Misty Alonzo, Christine Fordham, Diane Freedman, Tami Marcus, Nicole Oden, Cathy Peterson, Karen Riddle, Risa Shiman, Yriana Torres Santiago

**Called to order at 2:30 pm (Cathy Peterson, SAC Chairperson)**

**Approval of Meeting Minutes from September 6, 2023**

The Meeting Minutes from September 6, 2023 were reviewed by the membership. Yriana Torres Santiago moved to approve the minutes. The motion was seconded by Mrs. Clark. All voting members were in favor. None opposed or abstained. The motion was unanimously approved.

**Principal’s Report (Karen Riddle, Principal)**

Mrs. Riddle reported that the Eleven-Day Count did not result in any changes in staffing or classroom assignments. A resource position for the 2023–2024 school year only was approved, which would allow for extra support for kindergarten, an additional science rotation for 5th grade, and reading support for grades 2 through 5 (1st grade has lower enrollment than the other grades, and accordingly, there is no need to allocate additional resources to that grade). SPE has also earned .2 Speech Language Pathologist (which is a part-time, one-day per week position), but it remains unclear whether SPE will be able to utilize the position because of a lack of SLP staffing at the District level. District places .2 SLP staff and currently there is a shortage of SLPs.

Mrs. Riddle provided an update about PTA Bingo Night and PTA’s upcoming program, Trunk-or-Treat, on October 20, 2023. Book Fair Family Night will take place the evening of October 5, 2023. Mrs. Riddle advised that student Progress Reports were released September 26 and report cards will be released in November. Parents were reminded to create an account with the Student Information System (SIS) Gateway for Parents to be able to view their student’s Progress Reports.

Regarding testing, SPE is working on an action plan for students with disabilities, which is the lowest subgroup. All but 3 children in the three ASD units (which have multiple grade levels in each unit at a ratio of approximately 11 students to 1 teacher) take the FAST Test. Mrs. Riddle met with the ESE teachers and will share the action plan with faculty at the next faculty meeting. The goal is to increase ELA scores by 3% on the next FAST Test.

**School Safety Update (Officer Scott Prasse, School Police)**

Officer Prasse provided the history of School Police. There are 180 officers in the School Police Department. It is the second largest agency in Palm Beach County. Every elementary and middle school is required to have one officer; every high school is required to have two. The schools use outside agencies to fill those positions because there are not enough officers in the School Police Department. School Police have a K-9 Unit, including KASH (who finds missing children), and dogs who can detect drugs and explosives. The dogs also provide emotional support to students.

Officer Prasse shared that SPE was designed with safety in mind. Mrs. Riddle had card readers installed on each door, which ensures that doors are locked at all times and allows for continued safety of the students during the After the Bell program. Officer Prasse’s duties include checking that SPE’s doors and gates are locked every single morning. He also supervises code drills throughout the year. When SPE has a new hire, Officer Prasse explains what each code means and what the teacher is required to do. Every month, the safety team (composed of one person from each grade level, administration, and Officer Prasse) shares feedback and any concerns..

Officer Prasse is able to communicate with all other school police (including the officer at West Boynton Middle School) and other agencies on his radio.

**Request for agenda items for next meeting (Cathy Peterson, SAC Chairperson)**

**Next Meeting**

Wednesday, November 8, 2023 at 2:30 p.m.

Tami Marcus moved to adjourn. The motion was seconded by Yriana Torres Santiago.

Meeting adjourned at 3:03 PM.