**Sunset Palms Elementary School**

**School Advisory Council Meeting Minutes**

**September 6, 2023**

**Media Center**

**2:30 p.m.**

**Members in attendance**: Karen Riddle, Cathy Peterson, Tami Marcus, Nicole Oden, Jeffrey Burgazzoli, Diane Freedman, Risa Shirman, Misty Alonzo, Juliana Digiovanni, Yriana Torres Santiago, Shan Thayyullathil, Tanya Guiterrez, Christina Fordham, Michelle Nath

**Others in attendance:**Artensi Wade, Officer Scott Prasse, Ana Marin,Amanda Fraga,

Sophia Charles, Nicole Perry, Justin Gamelin,Ashley Wrenne, David Lefebvre

**Called to order at 2:30 p.m. (Karen Riddle, Principal)**

**SAC Training (Karen Riddle, Principal)**

Mrs. Riddle explained the purpose and responsibilities of the School Advisory Council (SAC). She explained the responsibilities of being a member. She described the election process for membership. She noted that members must commit to attending all meetings during the school year. Finally, she explained that SAC members should be comprised primarily of parents and community partners.

**SAC Officer Election Process (Karen Riddle, Principal)**

After a brief description of the responsibilities of the officers, Mrs. Riddle opened the floor to nominations. The following were nominated and elected unanimously and without opposition:

Cathy Peterson, SAC Chairperson

Tami Marcus, Vice Chair

Nicole Oden, Secretary

Nicole Oden was selected to be the Community Member/Business Partner.

**Bylaws Review (Karen Riddle, Principal)**

A thorough review of the SAC Bylaws was completed. It was explained 50% or less of SAC would be made up of staff members and the remaining 50% or more of parents/community. The qualification for membership was reviewed, along with the Rules of Order. The voting by SAC is done by a simple majority rule. SAC’s responsibilities include voting to approve the School Improvement Plan (SIP) and the spending of SIP funds. No changes were made to the bylaws.

Ana Marin moved to approve the Bylaws without changes. The motion was seconded by Tanya Gutierrez. All voting members were in favor. None opposed or abstained. The motion was unanimously approved.

**The Florida Sunshine Law** **(Tami Marcus, Vice Chair)**

Ms. Marcus explained that SAC meetings are open to the public, and accordingly, anyone may attend, have access to meeting minutes, and may discuss school-wide concerns at SAC meetings. Accordingly, no members of SAC may meet privately to discuss SAC business. Ms. Marcus opened the floor for questions. There were none.

**School Improvement Plan and Vote (Justin Gamelin, Assistant Principal)**

Mr. Gamelin reviewed the SIP for the 2023–2024 school year. Mr. Gamelin reviewed FAST testing data and compared results from FSA 2022 to FAST 2023. Goals for FAST assessments for the 2023–2024 school include improving 3rd grade ELA passage rate by 7% to 80% and improving 5th grade science passage rate by 13% to 80%. Other goals include increasing “climate” of school by reinforcing a positive culture and environment (reduce discipline referrals by 5% and for teachers to use positive reinforcement to encourage students and maintain SEQ ratings above 90%).

The annual SIP budget for the 2023–2024 school year is $5,910.00. $810.00 will be allocated for the school-based team leader supplement and $5,100.00 will be used for tutorial programs (which include instructional materials or teacher payments).

Mr. Gamelin opened the floor for questions. There were none.

Yriana Torres Santiago moved to approve the SIP. Ana Marin seconded the motion. All voting members were in favor. None opposed or abstained. The motion was unanimously approved.

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

There are 945 students currently enrolled at Sunset Palms and 517 students are enrolled in the After the Bell (ATB) after-school care program, which has positively impacted car line. Mrs. Riddle reported minimal teacher turnover from the 2022–2023 school year and gave a report on instructional materials for writing and phonics that was purchased with supplemental funds from PTA to help students prepare for FAST. 4th and 5th grades will take the Writing FAST but the writing scores will not be counted toward SPE’s overall school grade. The State of Florida has not yet decided how individual students will be scored on the Writing FAST. Only FAST scores for grades 3 through 5 are accountable for SPE’s overall school grade. A discussion was held on the types of questions on the FAST exam. A discussion was held on whether COVID continues to affect learning.

A question was posed as to why SPE does not offer Choice programs; specifically, foreign language classes. Mrs. Riddle explained that SPE is not a Choice school and that SPE is at capacity with enrollment and is not provided with a budget to offer a foreign language as an elective. It was discussed that SPE’s Fine Arts allocations are set by the Palm Beach County School District and that all of SPE’s Fine Arts teachers are fully allocated. A discussion was held regarding the offering of a Spanish Club or doing readouts of books in different languages during the Media Fine Arts rotation. A suggestion was made for PTA to sponsor a Spanish tutorial night.

**Proposed agenda items for next meeting**

School Safety, to be presented by Officer Prasse.

**Next Meeting**

Wednesday, October 4, 2023 at 2:30 p.m.

Meeting adjourned at 3:22 pm.