

Sunset Park Elementary School
SAC (School Advisory Council) Meeting

Thursday, January 10, 2007

6:00 PM

Meeting Minutes

Welcome

Eric Cooper

Sunset Park School Update

Mrs. Russ & Dr. Ralph

New members are appreciated, especially as the development of the School Improvement Plan process will be coming up. A one-day "retreat" will be scheduled for the spring to start working on the Action Plans for the SIP. We will get FCAT results in June, but prior to that we will work on the shell of the plan and add the data in later. Curriculum Night is scheduled for 1/31/08 and more information will be coming home about the event. The school budget process will start in February. Current enrollment is 1056, and we continue to grow. Additional portables were recently added, and school administration attempts to make the class changes with as little disruption as possible. Sunset Park will get a school grade this year which will include science and ESE.

SAC Procedures:

Eric Cooper

- Minutes from November's meeting were approved as submitted
- Mike Lewandowski was approved as co-chair
- New members were voted on and approved: Heather Highfield, Michael Anders, and Chrita Paulin
- Revised list of instructional materials requested by teachers (and presented to SAC tonight) was approved as recommended. Brain Pop will be ordered to include home access, and we will check into the price for adding Brain Pop Jr. as well. If the cost is excessive, the new price will be brought to the SAC for approval. The funds that remain after the purchase of these materials will be used for something later this year or rolled over to next year. The funds must be spent for academic purposes.

Curriculum Update

Kristy Johnson

FCAT Night is scheduled for Jan. 31, 2008. It will be an informational night for parents of students in grades 3-5. Activities will be planned for students while their parents attend the meeting. Younger students will watch a movie, if attending. Topics may include: How to Prepare for FCAT, What to Expect on FCAT, Tips for Helping Your Child, etc. PTA will sell pizza from 5-6 pm, specials area teachers will present on how they are helping to prepare students for FCAT, and then two 30-minute sessions (for parents with more than one child) will be held. Parents with younger children may also attend and learn about FCAT in order to learn early and begin preparing.

Mrs. Russ distributed a brochure titled, "The ABCs of Assessment" which outlines information for parents about the various assessments that are administered to the students.

Old Business:

- **SAC Survey Committee**

Eric Cooper

Update: Mrs. Wood learned that Windermere ES used surveymonkey.com for student, teacher, and parent surveys. We might want to review their surveys as a starting point. We need to determine what age the students should start participating in the survey. We are still at a starting point, and will do more research and preliminary work on putting the surveys together. Kim Wood is the point/contact person for the survey committee, and Joost Weissman volunteered to work with Ms. Wood. Steps for the committee should include: question development, set up/cost research, delivery, review. The committee will have a draft of possible questions ready for the next meeting on February 7, 2008.

- **Plans for School Improvement Plan**

Mrs. Russ and Dr. Ralph

This material was discussed in the school update. See above.

Limited English Proficiency (LEP) Concerns

SAC Members

Mrs. Russ explained that the school's CCT is doing a great job of testing and providing services for ESOL students. Many bi-lingual students choose to stay at the school rather than enroll at the bi-lingual centers. The school surveys will need to be translated for our most commonly spoken second languages.

Parent volunteers might like to assist with translation. Mrs. Russ will speak with George Perrault about details of the online surveys.

The meeting was adjourned at 7:03 pm. The next meeting is February 7, 2008.

Members Present: Curry Aldridge, Eric Cooper, Denice Jahreis, Kristy Johnson, Rachel LeVee, Mike Lewandowski, Jennifer Metcalf, Jolynn Quicutis, Sharon Ralph, Carol Russ, Joost Weissman, Tricia Woodstock, Allisha Douglas, Heather Highfield, Michael Anders, Chrita Paulin, Alicia Romine-Arbuckle.