

**Sunset Park Elementary School**  
**SAC (School Advisory Council) Meeting**  
**Thursday, November 8, 2007**  
**6:00 PM**  
**Minutes**

**Welcome**

Dr. Ralph welcomed everyone to the meeting.

**Sunset Park School Update**

**Mrs. Russ & Dr. Ralph**

- The school's dedication ceremony was yesterday, and it was a wonderful day.
- Eagle tutoring in grades 3-5 started recently; this is for extra help in reading after school.
- Grades 2-5 will start SuccessMaker in reading and math; it is for intervention and enrichment. ESOL students will receive additional time and strategies with the new SuccessMaker program.
- Kindergarten and 1<sup>st</sup> grade will each have a teacher to work with struggling students, including extra time.
- 10 additional portables have been received. The Certificate of Occupancy for portables is anticipated sometime in December.
- Principal (and in some cases Assistant Principal) is attending progress monitoring meetings with area superintendent to discuss student achievement. Standardized and teacher assessments are included.
- Current Student enrollment is approximately 1050. Therefore the School Improvement budget is about \$10,500.

**SAC Procedures**

**Dr. Ralph**

- **Approve minutes from October's meeting** – no concerns; minutes are approved as submitted

- **Distribute final version of SAC by-laws** – each member now has a final, approved copy with signatures

### **Curriculum Update Johnson**

**Felicia Smith & Kristy**

Ms. Smith discussed the main assessments given at Sunset Park and provided a written summary of each. She also provided a written summary of the curriculum materials utilized at our school.

The monthly school calendar will note assessments. The school website soon will include testing and curriculum information for families. Classroom teachers can provide more detailed information about assessments and instructional materials used, if parents have further questions. Denice Jahreis will give Mrs. Russ a copy of a sample brochure used at Lake Whitney that might be helpful.

### **Assessment Data Update**

**Mrs. Russ**

Principals' data meetings occur within our learning community to discuss the progress monitoring of students, and school administrators meet with teachers at the school level as well to discuss student progress.

### **Old Business**

- **SAC Survey Committee**

**Dr. Ralph**

A sample survey was distributed to the group. By January the survey committee will prepare a draft of the survey to be used. The SAC will review and provide feedback on the survey at that time. After any necessary adjustments are made, we hope to administer the survey and review results by March so we can use the feedback to help develop the School Improvement Plan. The survey format will be chosen from a variety of options – bubbling, check marks, comments, etc. The format will need to be decided upon by the survey committee. It may be possible to use Edusoft, Zoomerang or other similar types of tools available to make tabulating the results less time consuming.

Dr. Ralph distributed excerpts from the SAC Guide to help explain the School Improvement Plan and the process for developing this important document.

- **Update on teacher needs  
Metcalf**

**Kim Wood & Jennifer**

After our October meeting, Ms. Wood and Ms. Metcalf asked teachers about their needs for instructional materials and received many requests. They asked teachers to be specific about publishers, quantities, and costs involved. Mrs. Russ compiled the results onto a document titled, "Grade Level Requests." Second and third grade teams did not submit lists. Ms. Wood, Ms. Metcalf, and Ms. Johnson helped to describe the items requested to the group tonight. Dr. Ralph explained that we must use vendors which are approved by OCPS.

The amount requested totaled over \$23,285.65, and we have approximately \$10,500 in School Improvement funds. Mrs. Russ explained that some items can be purchased with SI funds, others with the school's other funding sources, but we will not be able to purchase everything on the wish list.

A quorum was not present, so voting on the list of requested items was not possible. Since ordering and delivery of selected materials will take time to receive, the group decided not to wait until the next meeting to vote. Mrs. Russ will look at what she can afford to buy with other funds, and school personnel will write up descriptions of items for consideration. We talked about focusing on items that will affect as many students as possible; school-wide materials may need to take priority. Mrs. Russ will send the summary of information Curry Aldridge, who will forward it to all members of SAC for an email vote to occur prior to Thanksgiving Break.

Mrs. Russ talked about all of us trying to make personal contacts to encourage other parents to participate in SAC. We really need more representation from the parents in the future. We are not able to make decisions without the required quorum. This is an area we will focus on and work to improve.

**Limited English Proficiency (LEP) Concerns**

**SAC Members**

None noted at this time.

Meeting adjourned at 7:07.

Dr. Ralph

Next SAC Meeting – Thursday, January 10, 2008 – 6:00 PM