

School Advisory Council (SAC)
Sunset Park Elementary School
September 6, 2007
6:00 p.m.

Meeting Minutes:

Mrs. Carol Russ, Principal, welcomed the attendees and introduced Dr. Sharon Ralph, Assistant Principal. Mrs. Russ also gave a Sunset Park update including current enrollment (1,040 students) and expected SAC budget at approximately \$10,400 (\$10.00 per student.)

Dr. Ralph gave an overview of the purpose and roles of the SAC, stressed the importance of meeting attendance, shared a sample draft of SAC by-laws, and explained the school improvement plan process. Sunset Park will not require a SIP this year because we do not have FCAT scores or other data from last year, since we are a new school. As the year progresses, we will begin formulating ideas for areas of growth to incorporate into next year's plan. Each year's SIP will include goals and action plans for the following subject areas: reading, mathematics, writing, and science. Surveys (for parents, staff, and students) will be developed and administered mid-year to help in identifying areas of focus for the SAC.

Dr. Ralph and Mrs. Russ requested nominations or volunteers to serve as SAC chairperson and recording secretary. The following parents volunteered and were unanimously agreed upon: *Chairperson, Eric Cooper & Recording Secretary, Curry Aldridge.*

Dr. Ralph explained that in order to qualify for Five Star School status, the school's SAC must meet a minimum of eight times throughout the school year. At each meeting we will discuss curriculum updates and goals, school needs, Limited English Proficiency (LEP) concerns, Parent Leadership Council (PLC) activities, and/or any other new business that may arise. Any motions involving a vote will require a quorum made up of at least 51%. School employees may make up 49% of the SAC's membership.

The following meeting dates were agreed upon for the remainder of the 2007-08 school year: October 4, November 8, January 10, February 7, March 13, April 24, and May 8. All meetings will begin at 6:00 p.m. Agendas for each meeting will be posted in the school foyer area approximately three days prior to each meeting. Meeting minutes will be kept in a binder in the school's media center.

The meeting was adjourned at 6:42 p.m.

New business for next meeting on October 4, 2007: approve September meeting minutes, adopt SAC by-laws, vote on members