


PEMBROKE LAKES ELEMENTARY SCHOOL
Media Center
School Advisory Council (SAC)
October 28, 2025

**Call to Order/Introductions**

The meeting of the Pembroke Lakes Elementary School Advisory Council was held in the school Media Center and on Teams on October 28, 2025. Mrs. Fernandez made a motion calling for the meeting to order at 2:25 p.m. It was moved by Lorena Seiler and seconded. Kimberly Carraha recorded minutes for this meeting.

**Introduction and Attendance**

Quorum was met.

**Welcome**

- Approval of Minutes from September 2025.
    - Motion to approve made by Lorena Seiler and seconded.
- Approve Bylaws
    - Motion to approve Bylaws made by Lorena Seiler and seconded.
- Approve SAF Bylaws
    - Still looking for a co-chair to assist
    - Motion to approve SAF Bylaws made by Lorena Seiler and seconded.

**High Quality Instruction**

- School Improvement Plan (SIP) Chairs Report (Reading, Math, Science, Writing)
    - Ms. Fernandez reported on behalf of Ms. McLaughlin
        - Resources and strategies for ELA whole group and small group instruction in addition to literacy centers based on the 6 components of reading (Oral Language, Phonological Awareness, Phonics, Fluency, Vocabulary, and Comprehension) using Benchmark Advance for Tier 1 and Tier 2 students. We are also focusing on encoding (spelling) strategies in students' writing.
        - I-Ready Phonics Initiative for selected students continues through Saturday, November 8. These students would be working on 5 or more iReady lessons to close gaps in phonics through mid-grade level of current grade. All other students should continue working on two lessons per week for reading and math.
        - Students continue to work on Accelerated Reader goals each quarter.
        - PMPs will be rolled out electronically this week for students meeting criteria as having a substantial reading and/or math deficiency. These

students currently receive Tier 1, 2 or 3 instruction in these deficient areas.
    - Ms. Orrett reported on information from the district meeting and shared how to use Performance Matters reports to drive instruction.
        - She stated that it is important for students to do the "show what you know" at the beginning of each topic.
        - K-2 are using counters and grades 3-5 using base-10 blocks as manipulatives.
        - Scope and sequence target dates were shared and she emphasized that the assessment window needs to be followed as windows will close and the test will be unavailable.
        - Publix family math night is December 10th. Volunteers are needed representing each grade level. The event will be from 5-6:30 pm.

    - Ms. Koplo and Ms. Zaleta reported for the Science SIP.
        - Ms. Koplo shared what each grade level was working on in science.
        - Hands on activities are being conducted at least every two weeks.
        - Mini trifolds will be used for science projects
        - Class boards will not be used for Science night this year but students will be able to decide on how they would like to present their work.
    - Ms. Benedit reported on writing.
        - Shared what each grade level is working on and how they are trying to relate writing topics to real world scenarios.
        - Fifth grade is working on writing and presenting.
- Overview of School Improvement Plan (SIP)
    - Professional Learning Communities (PLC)
        - Ms. Fernandez explained that teachers come together once a month on Wednesdays to share and come together to focus on the data and how to implement strategies to increase student growth.
- FEEDBACK- Ms. Fernandez requested that parents/staff share your input and suggestions for our 2026-2027 school year goals.
    - Parent Jasmine Murias, wanted to know what they could use to help with social media etiquette using online resources.
    - Ms. Fultz Think Ed lessons and digital citizenship lessons/resources that students are exposed to and there are other resources through that as well.
- Positive Behavior Intervention System (PBIS)
    - Ms. Knapp presented a video which explained what Positive Behavior Intervention Systems (PBIS) is, how it is applied in our school, and the benefits of using this team-based behavior management system.
    - All schools in Broward County follow the PBIS framework, creating a safer and more effective school.
    - She reviewed the ten critical elements and the Tier 1, 2 and 3 supports, school wide expectations and ways students can receive rewards (positive reinforcements).
    - Ms. Knapp reviewed the data and shared that with 604 students, there was a total of15 referrals. She shared the types of behaviors that have required disciplinary action and the places on campus where they occur.

**Safe and Supportive Environment**

- Guidance Report - Ms. Fultz

- First grader recognized for Pembroke Pines student of the month
- Shared ReThink Ed topics/lessons by grade level

**Effective Communication**

- Media Center Report –Ms. Fernandez reported on behalf of Ms. Cepeda
- October in review
    - Hispanic Heritage Month
    - Family Literacy Night
    - Disability Awareness Week
    - 2072 books were checked out
- Next month-"Non Fiction November" and Indigenous People

**Principal's Report -** Ms. Knapp reported on behalf of Mrs. Wagner

- School Environmental Safety Incident Reporting (SESIR) Data
    - No new data to report
- SAC Funds Update
    - Current balance of the available SAC funds in the school's budget $ 0
    - Year-to-date expenditures $ 0
- Other School Updates
    - December 9th Broward schools showcase at Amerant stadium
    - School Choice opens on November 3
    - Encouraged parents to speak out and be heard (re- Walter C. Young)
    - Thanks to PTA for trunk or treat. Wonderful turnout and great community involvement.

**SAF**

- Mrs. Fernandez presented Mrs. Suarez, presenting on behalf of Migual Suarez, to begin SAF meeting.
    - Mrs. Suarez discussed student services and how they are broken down into five key areas specializing in different student needs. This includes ESE (exceptional student education), school counseling, coordinated student health services, student services, school culture, student support, and mental health.
    - The discussion continued with College and Career readiness and the BIG push for incorporating and emphasizing college options for students as early as in elementary through programs like Xello.
    - School Choice window opens Monday, November 3, 2025
    - School attendance continues to be a big issue throughout schools since COVID-19.
    - Redefining Schools – any closure of any of our schools in our district has yet to be determined. Meetings are taking place, and the next meeting will be on November 13th and it includes the schools directly in our area. This includes" Feeder patterns." For more information, go to Broward County Schools website under "Redefining Phase 2."

**Conclusion of SAC Meeting**

- **Questions and/or comments -**none at this time.
- Motion to close the meeting made by Enrique Rodriguez and seconded.
- Our next SAC Meeting will take place on November 18, 2025

Submitted by,
Kimberly Carraha
SAC Secretary
Approval Date: 11/18/2025