



CFK ACADEMY



5901 College Road | Key West, FL 33040 | 305.292.2400

<https://www.cfk.edu/cfkacademy>

Dr. Ja-Ronika Veldheer
Principal

Jen Alexander
Assistant Principal

Parent Advisory Council 2025-2026

Meeting Minutes

September 15, 2025

Attendees in-person: Amy Andrade, Dustin Bass, Laura Stewart, Stephanie Mitchell, Millie Rodriguez, Miguel Perez, George Tolis, Christine Drewel, Jen Alexander

Attendance by phone: Claudia Valdes

1. Call to order @2:41pm PAC President Amy Andrade
2. Pledge PAC President Amy Andrade
3. Adopt September agenda Asst. Principal Jen Alexander
4. Focus on PAC PAC President Amy Andrade
 - a. Go over proposed PAC sponsored event dates for the 2025-2026 School Year:
 - i. September 20: Community Swim Night @Southernmost Beach Resort; 6pm
 1. Flyer/Social Media: Jen will create
 - a. Mermaids, a DJ and food; can park anywhere at the resort
 - ii. October 10: Garden Ghost Tour Fundraiser
 1. To be held at the Key West Botanical Garden: 6, 7:15 and 8:30pm tours
 - a. \$25/pp; 30 people per tour
 - b. Official name of the event:
 - i. Ghost Stories from the Gardens
 2. Set up committees
 - a. Needs and Donations from community and/or parents:
 - i. Pirate hats
 - ii. Garden to provide backdrop
 - iii. Lighting
 - iv. Food: snacks with apple or pumpkin flavors (store-bought only)
 - v. Apple cider and punch
 - b. Keys Tix/Marketing
 - i. Keys Tix: Dr. V



CFK ACADEMY



5901 College Road | Key West, FL 33040 | 305.292.2400

<https://www.cfk.edu/cfkacademy>

Dr. Ja-Ronika Veldheer
Principal

Jen Alexander
Assistant Principal

- ii. Marketing flyer: Jen and Claudia
- c. Set up/Clean up: To be handled by students
- d. Finances: N/A
- e. Student sign-ups for roles:
 - i. Greeters/Hospitality: 5
 - ii. Ghost guides: 10
 - iii. Actors: 15

5. Focus on Students

Asst. Principal Jen Alexander

- a. Student council helping with the Start with Hello Week activities

6. Focus on School

Asst. Principal Jen Alexander

- a. Progress Monitoring
- b. Tutoring offered M/T/Th from 2:30-3:30pm
- c. Incentives for students who grow and make progress from PM1 to PM3

7. Adjourn @3:33pm