



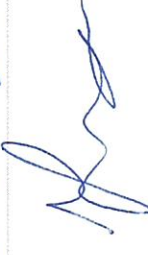






**Chapel Trail Elementary School  
School Advisory Council  
19595 Taft St. Pembroke Pines, FL 33029**

**School Advisory Council Agenda  
May 5, 2025  
2:15pm  
Planetarium**

- I. Call to Order and Attendance
- II. Approval of Previous Meeting's Minutes
  - I. April 7<sup>th</sup>
  - II. April 27<sup>th</sup>
- III. Accountability Funds
- IV. Recognition Funds
- V. School Environmental Safety Incident Reporting (SESIR) – Two
- VI. Redefining Our Schools
- VII. Principal's Update
- VIII. Budget Presentation
- IX. School Improvement Plan Monitoring and Stakeholder Feedback
- X. Announcements
- XI. Adjournment

### ☆ SAC Sign in Sheet for Chapel Trail ES (2961)

#	SAC Member Full Name	Position	Time: <u>2:15pm</u>		Sign Here
			SBBC Employee	Parent of Student	
1	Blocker, Frances	Teacher	Yes	No	
2	Carrillo, Lourdes	BTU Steward (or designee)	Yes	No	
3	Cento Hernandez, Christine	SAF Chair (or designee) Parent of a student at the school , Gifted Parent of a student at the school	No	Yes	
4	Cleare, Tameeka	Non-Instructional Support Employees	Yes	No	
5	LaCroix, Gina	SAC Chair	Yes	No	
6	Mattis, Casey	ESE Parent of a student at the school	No	Yes	
7	Max, Kristen	SAC Secretary	Yes	No	
8	Mesa, Yoslaine	I-Zone Representative (must be a parent) , Gifted Parent of a student at the school	No	Yes	
9	Moody, Terry	Non-Instructional Support Employees	Yes	No	
10	Moreno, Diana	Teacher	Yes	No	
11	Munera, Isabel	Parent	No	Yes	

#	SAC Member Full Name	Position	Time:		Sign Here
			SBBC Employee	Parent of Student	
12	Musarra, Adriana	Parent	No	Yes	
13	Rivas, Sandra	Parent	No	Yes	
14	Rosa, Abrianna	Community / Business Representatives	No	No	
15	Salazar, Paola	ESOL Parent of a student at the school	No	Yes	
16	Setticase, Jeannie	Pre-K (if applicable - parent or certified teacher)	No	Yes	
17	Suarez, Susan	Principal	Yes	Yes	

☆ SAC Sign in Sheet for Chapel Trail ES (2961)

#	Date: <u>May 5, 2026</u>		Time: <u>2:15 pm</u>		Sign Here
	Full Name	SBBC Employee	Parent of Student	Community/Business	
1	Sara Crowther	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AP	<i>Sara Crowther</i>
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School Advisory Council (SAC) Meeting Minutes - DRAFT

Chapel Trail Elementary

Date: Tuesday, May 5, 2026

Time: 2:15 PM

Location: Planetarium

- Call to Order and Attendance
  - Gina LaCroix called the meeting to order at 2:23 PM.
  - Members Present:
    - Frances Blocker
    - Gina LaCroix
    - Casey Mattis
    - Kristen Max
    - Yoslaine Mesa
    - Terry Moody
    - Diana Moreno
    - Adriana Musarra
    - Jeannie Setticase
    - Susan Suarez
  - Guests:
    - Sara Crowther
  - Quorum Met: Yes
- Approval of Previous Meeting's Minutes:
  - April 7: Gina LaCroix requested a motion to approve the April 7th Meeting Minutes. Frances Blocker motions to approve the minutes from April 7th with no corrections. Casey Mattis seconded the motion.
  - April 27: Gina LaCroix requested a motion to approve the April 27th Emergency Meeting Minutes. Frances Blocker motions to approve the minutes from April 27 with no corrections. Yoslane Mesa seconded the motion.
- Accountability Funds - \$1,700
- Recognition Funds - \$10,007.08
  - Remaining funds are allocated to staff members who qualified for the School Recognition (A+) Funds and have not yet received their payment.
- School Environmental Safety Incident Reporting (SESIR) – Two
- Redefining Our School:
  - There are no new updates at this time.
- Principal's Update
  - PM3 testing has been completed for K-2.
  - PM3 testing for FAST ELA is 5/4, 5/5, 5/6
  - PMS testing for FAST Math is 5/12, 5/13, 5/14 and 5<sup>th</sup> science 5/15

- Week of awards, everyone must go through the Raptor System. Looking for ideas to help speed up the process.
  - Adriana Musarra discussed how Silver Trail checks in volunteers.
  - Frances Blocker proposed the option of having guests pre-register. When they pre-register, the teacher will send home a wristband for them to wear on the day of the awards show. They can present the wristband and continue inside instead of having to sign in the day of.
  
- Budget Presentation:
  - Budget Projects – This is just a projection, not the set amount. It is done when FTE numbers are given and then positions are allocated.
  - Pre-K – 2
  - Kindergarten - 4
  - 1<sup>st</sup> grade – 4
  - 2<sup>nd</sup> grade - 4
  - 3<sup>rd</sup> grade – 5
  - 4<sup>th</sup> grade – 5
  - 5<sup>th</sup> grade – 6
  - Cluster / ASD classes – 5 classes
  - Increase of ESE support facilitator from 2 to 3
  - Administration, custodial, office staff, literacy coach, and ESE Specialist – remain the same.
  
- School Improvement Monitoring and Stakeholder Feedback
  - Cognia surveys are still available. They close on May 15<sup>th</sup>.
  - We met the required number of student and staff surveys.
  - We need more parents to complete the parent survey. We need 92, however, we only have 33 as of today.
  - A copy of the Parent Survey flyer was attached the agenda. Flyers have been passed out to each student, teachers have sent home alerts through their class chats, and posters have been posted on exterior gates/waiting areas for parents. The flyer was shared on social media and PTA is going to remind parents in their chat, as well.
  
- Announcements
  - 5/5-5/7 - Grades 4, 5, 3 ELA PM3
  - 5/12-5/14 - Grades 4, 5, 6 Math PM3
  - 5/15 - 5<sup>th</sup> Grade Science
  - 5/13 - Family Night at Chill N Nitrogen
  - 5/20 -Chorus
  - 5/22 - Marlins Night, Chorus Family Night
  - 5/26 - K Awards
  - 5/27 - 1<sup>st</sup> Awards
  - 5/28 - 2<sup>nd</sup> Awards

- 5/29 - 3<sup>rd</sup> Awards
  - 6/1- 4<sup>th</sup> Awards
  - 6/2 - 5<sup>th</sup> Awards
  - 6/3 – Last day of school/Early Release Day
- Adjournment: Gina LaCroix requested a motion to adjourn the meeting. Yoslane Mesa motioned to adjourn. Susan Suarez seconded the motion. Meeting adjourned at 2:45PM.

Submitted by: Gina LaCroix

Recorder: Kristen Max

Position: SAC Secretary

Approval Date:

## Joint School Advisory Council (SAC) and School Advisory Forum (SAF) Meeting Minutes

Chapel Trail Elementary

Date: Tuesday, April 7, 2026

Time: 2:15 PM

Location: Planetarium

- Call to Order and Attendance
  - Gina LaCroix called the meeting to order at 2:21 PM.
  - Members Present:
    - Gina LaCroix
    - Kristen Max
    - Susan Suarez
    - Adrianna Musarra
    - Lourdes Carrillo
    - Tameeka Cleare
    - Casey Mattis
    - Yoslaine Mesa
    - Sandra Rivas
  - Guests:
    - Sherry Chadwick
    - Deborah Newell
  - Quorum Met: Yes
- Approval of Previous Meeting's Minutes:
  - February 3<sup>rd</sup>: Gina LaCroix requested a motion to approve the January 6<sup>th</sup> Meeting Minutes. Casey Mattis motions to approve the minutes from January 6, 2026, with no corrections. Lourdes Carrillo seconded the motion.
  - March 3<sup>rd</sup>: Gina LaCroix requested a motion to approve the February 3 Meeting Minutes. Lourdes Carrillo motions to approve the minutes from February 3, 2026, with no corrections. Casey Mattis seconded the motion.
- Accountability Funds - \$1,588.84
- Recognition Funds - \$10,007.08
- School Environmental Safety Incident Reporting (SESIR) – Two
- Redefining Our School:
  - There are no new updates at this time. Principals meet with Dr. Wanza and staff every other Thursday to discuss matters related to the ongoing redefinition of our schools.
- Principal's Update
  - Last week, 4<sup>th</sup> and 5<sup>th</sup> Grade writing assessments were completed.
  - Camp runs through April, every Tuesday and Wednesday from 2:15 to 3:15.

- School Improvement Monitoring and Stakeholder Feedback
  - The parent survey is now available for completion. The QR code for the Parent Survey and Staff Survey was attached to the agenda.
  - The final day of submitting surveys is May 13.
  - Parents who prefer that their students not participate in the survey must complete an opt-out form – this form was sent home last week (March 30<sup>th</sup>).
  - STAR testing for primary grades is at the end of April. FAST testing for grades 3–5 starts the first week of May.
  
- School Advisory Forum Updates
  - The February/March meeting reviewed cafeteria food options (vegan, dairy, etc.), but no decisions were made.
  - A presentation covered safety, security, and automatic door locks. It was emphasized that IDs must be shown at the front doors and verified at the front desk.
  - The raptor system is rarely down; when it is, repairs are prioritized within a few hours.
  - Next meeting: April 15.
  
- Announcements
  - 4/22 - Family Night at Sky Zone
  - 4/23 - Take Your Child to Work Day
  - 4/28 & 4/29: K-2 PM3 Testing
  - 4/28 - Interims
  - 5/1 - Volunteer Breakfast
  - 5/5-5/7 - Grades 4, 5, 3 ELA PM3
  - 5/12-5/14 - Grades 4, 5, 6 Math PM3
  - 5/15 - 5<sup>th</sup> Grade Science
  
- Next Meeting: May 5<sup>th</sup> at 2:15PM in the Planetarium
  
- Adjournment: Gina LaCroix requested a motion to adjourn the meeting. Adrianna Musarra motioned to adjourn. Sandra Rivas seconded the motion. Meeting adjourned at 2:35pm.

Submitted by: Gina LaCroix  
Recorder: Kristen Max  
Position: SAC Secretary  
Approval Date: May 5, 2026

## School Advisory Council (SAC) Emergency Meeting Minutes

Chapel Trail Elementary

Date: Monday, April 27, 2026

Time: 2:15 PM

Location: Planetarium

### I. Call to Order and Attendance

- Gina LaCroix called the meeting to order at 2:22 PM.

#### Members Present:

Frances Blocker

Lourdes Carrillo

Christine Cento Hernandez

Tameeka Cleare

Gina LaCroix

Kristen Max

Yoslaine Mesa

Terry Moody

Adriana Musarra

Jeannie Setticase

Susan Suarez

#### Guests:

Deborah Newell

Lorena Rodriguez

Sherry Chadwick

Marcy Lopez

Mayra Dearmas

Monica Backman

Esha France

Valerie Bilyck

Lourdes Smith

Vanessa Rios

Jessica Lopez

Berkis Espinal

Connie Ginther

Katrina Pena

Sonia Pita

Danette Craparotta

Janine Tarantola

Iriana Quintero

Sara Crowther

- Quorum Met: Yes

### II. Addition of New Special for the 2026-2027 School Year

- The floor was opened for discussion.

Discussions included the following proposals and rationale:

- Danette Craparotta suggested adding Art, and Monica Backman shared that students would benefit from more opportunities for creativity and self-expression.
- Lourdes Smith suggested Computer Technology, explaining that students need more support using programs like those in Clever, creating documents, and typing.
- Terry Moody suggested STEAM.
- Iriana Quintero suggested Spanish. During the discussion, it was mentioned that the school already has a Dual Language program. Susan Suarez added that offering Spanish as a special would give all students the opportunity to learn the language.
- Susan Suarez also suggested Science.
- Lourdes Smith also suggested Financial Literacy.

Options Presented to SAC:

- A. Art
- B. Computer Technology
- C. STEAM
- D. Spanish
- E. Science
- F. Financial Literacy

- A roll call was conducted by Gina LaCroix with a quorum present.
- Voting Key: A = Art, B = Computer Technology, C = STEAM, D = Spanish, E = Science, F = Financial Literacy

Roll Call Results

Blocker, Frances - A  
Carrillo, Lourdes - A  
Cento Hernandez, Christine - A  
Cleare, Tameeka - A  
LaCroix, Gina - C  
Max, Kristen - C  
Mesa, Yoslaine - A  
Moody, Terry - C  
Musarra, Adriana - A  
Setticase, Jeannie - A  
Suarez, Susan - A

Vote Totals:

A (Art): 8  
B (Computer Technology): 0  
C (STEAM): 3  
D (Spanish): 0

E (Science): 0

F (Financial Literacy): 0

- Art received the majority of votes.
- Frances Blocker motioned to approve **Art** as the additional special for the 2026-2027 school year. Adriana Musarra seconded the motion.
- Motion passed.

III. Next Meeting: May 5, 2026 at 2:15PM in the Planetarium

IV. Adjournment

- Christine Cento Hernandez motioned to adjourn the meeting. Lourdes Carrillo seconded.
- Meeting adjourned at 2:37pm.

Submitted by: Gina LaCroix

Recorder: Kristen Max

Position: SAC Secretary

Approval Date: May 5, 2026