



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






**School Advisory Council Meeting Agenda  
December 2, 2025  
2:15pm  
Planetarium**

- I. Call to Order and Attendance
- II. Approval of Previous Meeting's Minutes (November 4<sup>th</sup>)
- III. Accountability Funds - \$1,588.84
- IV. Recognition Funds - \$4,706.00
- V. School Environmental Safety Incident Reporting (SESIR) - Two
- VI. Principal's Update
- VII. School Improvement Plan Monitoring and Stakeholder Feedback
- VIII. Media Development Plan Review
- IX. Florida School Recognition Program (A+ Funds) Proposals
- X. Announcements
- XI. Next Meeting: January 6<sup>th</sup> at 2:15PM in the Planetarium
- XII. Adjournment

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

Date: 12/2/25

Time: 2:15 pm

#	SAC Member Full Name	Position	SBBC Employee	Parent of Student	Sign Here
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, Yoslane	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	
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	Selticase, 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: 12/2/25

Time: 2:15pm

#	Full Name	SBBC Employee	Parent of Student	Community/Business	Sign Here
1	Roxana Gross	67559	No.		<i>[Signature]</i>
2	Jeanne Satticase		Cokey/Jupiter		<i>[Signature]</i>
3	Maria Risco-Feng	35513			<i>[Signature]</i>
4	Lorena Rodriguez	162116			<i>[Signature]</i>
5	Ashley Fisher	102649	NO		A. Fisher
6	Darci Mongera	1	no		Darci Mongera
7	Katrina Peña	123440			Katrina Peña
8	Sara Crowther				Sara Crowther
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School Advisory Council (SAF) Meeting Minutes  
Chapel Trail Elementary  
Date: Tuesday, November 4, 2025  
Time: 2:15 PM  
Location: Planetarium

I. Welcome & Call to Order

- Mrs. LaCroix called the meeting to order at 2:21 PM, seconded by Terry Moody.

II. Introductions

- Members Present:  
Frances Blocker  
Lourdes Carrillo  
Tameeka Cleare  
Gina LaCroix  
Yoslaine Mesa  
Terry Moody  
Diana Moreno  
Isabel Munera  
Adriana Musarra  
Sandra Rivas  
Abrianna Rosa  
Paola Salazar  
Susan Suarez
- Guests:  
Sara Crowther  
Yeini Fontanilles
- Quorum Met: Yes

III. Approval of Previous Meeting's Minutes

- The minutes from the previous meeting (October 7, 2025) were reviewed.
- Motion to approve made by Frances Blocker; seconded by Lourdes Carrillo.
- Minutes were approved with no revisions.

IV. Old Business

- I. Accountability Funds – Funds not available
- II. School Improvement Plan Monitoring and Stakeholder Feedback
  - FACE (Family and Community Engagement) SPACE is located in the front office by the ASP desk.
  - The FACE SPACE has resources and information for families.

V. New Business

- I. School Environmental Safety Incident Reporting (SESIR)

- One case
- II. Principal's Update:
  - Thank you to PTA for Trunk or Treat – One of the largest we've had
  - McDonald's Family Night – 11/5
  - Turkey Trot starts tomorrow, 11/5. Event will be 11/14
  - Classroom Openings:
    - i. A teacher was hired to fill the K/1 ASD Cluster position.
    - ii. A teacher was hired to fill the 3<sup>rd</sup> Grade position.

#### VI. Upcoming School Events

- November 5<sup>th</sup> – McDonald's Night
- November 10<sup>th</sup> – Veteran's Day Breakfast
- November 11<sup>th</sup> – No School (Veteran's Day)
- November 14<sup>th</sup> – Turkey Trot
- November 19<sup>th</sup> – Fall Picture Makeups
- November 24-28<sup>th</sup> – Thanksgiving Break
- December 1-4<sup>th</sup> – PM2 Testing
- December 2<sup>nd</sup> – SAC Meeting

VII. Next Meeting: December 2<sup>nd</sup> at 2:15PM in the Planetarium

#### VIII. Adjournment

- Motion to adjourn by Terry Moody, seconded by Lourdes Carrillo.
- Meeting adjourned at 2:30 PM

Submitted by: Gina LaCroix

Recorder: Kristen Max

Position: SAC Secretary

Approval Date: December 2, 2025

School Advisory Council (SAF) Meeting Minutes  
Chapel Trail Elementary  
Date: Tuesday, December 2, 2025  
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
  - Gina LaCroix
  - Casey Mattis
  - Kristen Max
  - Yoslaine Mesa
  - Terry Moody
  - Isabel Munera
  - Adriana Musarra
  - Sandra Rivas
  - Jeannie Setticase
  - Susan Suarez
- Guests:
  - Lorena Rodriguez
  - Roxana Gross
  - Katrina Pena
  - Ashley Fisher
  - Maria Risco-Perez
  - Darci Mongera
  - Deborah Newell
  - Sara Crowther
- Quorum Met: Yes

II. Approval of Previous Meeting's Minutes (November 4<sup>th</sup>): Lourdes Carrillo motions to approve the minutes from November 4, 2025, with no corrections. Susan Suarez seconded the motion.

III. Accountability Funds - \$1,588.84

IV. Recognition Funds - \$4,706.00

V. School Environmental Safety Incident Reporting (SESIR) – Two

VI. Principal's Update

- PM2 testing started and will continue for the rest of the week (12/2-12/5)
  - i. Preliminary scores are positive and are showing progress.
- School showcase: Amerant Bank Arena on December 9<sup>th</sup>.
  - i. Promotional items were purchased for the showcase.
  - ii. Alligator Mascot will be in attendance, as well as Debate Club students.
- The School Board will have a workshop on December 8<sup>th</sup> to present the school redefining proposals.
- Silver Trail is hosting a Future Mustang night on December 11<sup>th</sup>. It starts at 5:30pm.

#### VII. School Improvement Monitoring and Stakeholder Feedback

- Grades 3-5 took PM2 Reading
- 75% of scores have been reported. Based on these scores, 62% of Grade 3-5 students are proficient or above.
- SIP Goal for Grades 3-5 is 79% proficiency.
- No feedback was provided.

#### VIII. Media Development Plan review

- Working on bringing Religion and Social Sciences categories more current (average age is 1997 and 1998).
- Making progress in Biographies and Historical Fiction categories.
- Number of books per student is 10.
- Frances Blocker asked what would happen to the number of books per student if we merged with Panther Run.
  - i. Media Specialist will receive additional funds to purchase books at the beginning of the year. It is unclear what would happen to Panther Run's library.

#### IX. Florida School Recognition Program (A+ Funds) Proposals:

- Gina LaCroix reviewed what A+ Funds can be used for (Nonrecurring bonuses, nonrecurring expenditures, and temporary personnel).
- The award is \$46, 499.
- Terry Moody motions to discuss the ballot. Kristen Max seconded the motion.
- Gina LaCroix referred to Options A and B that were used for the 2024-2025 A+ Ballot:

A: All Instructional, Non-Instructional, and Administrative staff, including Custodial, Cafeteria, Education Support Personnel (ESP), and Campus Monitors who worked at least 75% of the 2023-2024 school year will split the A+ funds equally. The bonus will be prorated based on the percentage of time worked.

B: Each Instructional and Administrative personnel for the 2023-2024 school year who worked at least 75% of the school year will receive \$250.

The remaining money will be split equally between all Instructional, Administrative staff, and Non-Instructional staff, including Clerical, Custodial, Cafeteria, Education Support Personnel (ESP), and Campus Monitors who worked at least 75% of the 2023-2024 school year. The bonus will be prorated based on the percentage of time worked.

- The floor was opened for discussion.
  - Gina LaCroix suggested the percentage of time worked be reviewed. It was previously 75%, but Frances Blocker suggested changing the percentage to 50%. Options A and B were created.
    - **A:** All Instructional, Non-Instructional, and Administrative staff, including Custodial, Cafeteria, Education Support Personnel (ESP), and Campus Monitors who worked at least 50% of the 2024-2025 school year will split the A+ funds equally.
    - **B:** Each Instructional and Administrative personnel for the 2024-2025 school year who worked at least 50% of the school year will receive \$250.

The remaining money will be split equally between all Instructional, Administrative staff, and Non-Instructional staff, including Clerical, Custodial, Cafeteria, Education Support Personnel (ESP), and Campus Monitors who worked at least 50% of the 2024-2025 school year.
  - Lourdes Carrillo suggested changing the amount that Instructional and Administrative personnel receive from \$250 to \$200. Option C was created.
    - **C:** Each Instructional and Administrative personnel for the 2024-2025 school year who worked at least 50% of the school year will receive \$200.

The remaining funds will be split equally between all Instructional, Administrative staff, and Non-Instructional staff, including Clerical, Custodial, Cafeteria, Education Support Personnel (ESP), and Campus Monitors who worked at least 50% of the 2024-2025 school year.
  - Sara Crowther brought up the use of funds for an after school camp that would help improve student performance on the FAST PM3 Assessments.

\$5,000 would go towards the camp and PTA would match the additional \$5,000 needed to fund the camp. Option D was created.

- **D:** \$5,000 will be used for After School Gator-Aid Camps.  
The remaining funds will be split equally between all Instructional, Administrative staff, and Non-Instructional staff, including Clerical, Custodial, Cafeteria, Education Support Personnel (ESP), and Campus Monitors who worked at least 50% of the 2024-2025 school year.
  - Susan Suarez brought up removing the percentage of time worked to include all staff who was on the roster during the 2024-2025 school year, regardless of how long they were a staff member. Option E was created.
    - **E:** All Instructional, Non-Instructional, and Administrative staff, including Custodial, Cafeteria, Education Support Personnel (ESP), and Campus Monitors who worked during the 2024-2025 school year will split the A+ funds equally.
  - Susan Suarez suggested we change option D to remove the percentage of time worked. Option F was created.
    - **F:** \$5,000 will be used for After School Gator-Aid Camps.  
The remaining funds will be split equally between all Instructional, Administrative staff, and Non-Instructional staff, including Clerical, Custodial, Cafeteria, Education Support Personnel (ESP), and Campus Monitors who worked during the 2024-2025 school year.
  - Lourdes Carrillo suggested we add that Instructional and Administrative personnel receive \$200 to Option F. Option G was created.
    - **G:** \$5,000 will be used for After School Gator-Aid Camps. Each Instructional and Administrative personnel who worked during the 2024-2025 school year will receive \$200.  
The remaining funds will be split equally between all Instructional, Administrative staff, and Non-Instructional staff, including Clerical, Custodial, Cafeteria, Education Support Personnel (ESP), and Campus Monitors who worked during the 2024-2025 school year.
  - No additional options were created.
- A roll call was conducted by Gina LaCroix with a quorum met.

- The results were as follows:
  - Blocker, Frances A, C
  - Carrillo, Lourdes F, G
  - LaCroix, Gina F, G
  - Mattis, Casey D, F
  - Max, Kristen D, F
  - Mesa, Yoslane E, F
  - Moody, Terry F, G
  - Munera, Isabel F, G
  - Musarra, Adriana F, G
  - Rivas, Sandra D, F
  - Suarez, Susan F, G
  
- Totals:
  - A: 1
  - B: 0
  - C: 1
  - D: 3
  - E: 1
  - F: 10
  - G: 5

The two options that will be on the ballot are options F and G.

#### X. Announcements

- 12/1-12/12: Toy Drive
- 12/2: 3-5 FAST ELA
- 12/3: K-2 FAST Math
- 12/4: 3-5 FAST Math
- 12/5: K-2 FAST ELA
- 12/10: Winter Chorus concert
- 12/12: 5<sup>th</sup> grade EPIC field trip
- 12/8-12/19: Winter Spirit Dress Up Days
- 12/19: Early release
- 1/5: Teacher Workday
- 1/6: Students return to school

XI. Next Meeting: January 6<sup>th</sup> at 2:15PM in the Planetarium

XII. Adjournment: Adriana Musarra motioned to adjourn the meeting. Isabel Munera seconded. Meeting adjourned at 3:08pm.

Submitted by: Gina LaCroix

Recorder: Kristen Max

Position: SAC Secretary

Approval Date:

