

Fox Trail Elementary
School Advisory Forum minutes
1250 Nob Hill Road, Davie, FL 33324
General Meeting - October 22, 2025, 3:15 - 4:00 pm

1. **Call to order & Welcome with introductions** – *meeting called to order at 3:10pm. Ms. Heather Velasquez introduced herself and explained her role as SAF Chair. Ms. Velasquez used a google slide deck which made it easy for the audience to follow her presentation.*
2. – **Housekeeping and reminder to sign in**
 - a. **No minutes to approve** – *First formally structured meeting*
 - b. **Governing documents**
 - **SBBC policy 1.3 mandates SAF** – *Ms. Velasquez explained the policy and mandate and displayed it as part of her Slide deck presentation.*
 - **By laws** – *vote to approve – Ms. Conti requested the vote regarding the bylaws be tabled to allow time to review the bylaws. Ms. Baston explained that there is limited changes that could be made. Since they need to be approved and uploaded prior to the next meeting, the vote was made to approve the bylaws. Copies were made available for those who wish to review them, and questions and concerns can be addressed at future meetings.*
 - **Roberts Rules of Order**
 - c. **Elections for Vice chair and Recording Secretary** - *Ms. Velasquez explained the open positions on the SAF committee. Ms. Chloe Conti volunteered to be recording secretary and Ms. Baston nominated her. The members present voted unanimously to approve her as recording secretary. No volunteers for Vice Chair.*
3. Discussion topics
 - a. **Power up website navigation** - *Ms. Velasquez demonstrated the link and explained how valuable the information is for parents and students.*
 - <https://foxtrail.browardschools.com/students-parents/cafeteria-information>
 1. *How to access free and reduced lunch applications, view menu, add funds, etc.*
 - b. **Western I-zone update** – *Think B4 U post – internet safety. Ms. Velasquez shared that this was an educational and informative presentation. She encouraged communication between parents and students. Hope to*

demonstrate the importance of families to have more open school and home communication.

- <https://foxtrail.browardschools.com/students-parents/internet-safety>

c. DAC updates

- **School website updates** – *there are a lot of updates and Ms. Velasquez shared that parents should click on the link and explore the updates.*
 - BCPS Cares - <https://www.browardschools.com/parentsstudentsstaff/bcpscares>
 - Hazel Health - *Explained Hazel Health and opportunities for parents who need advice/ assistance with absent students when they need to work, etc., insurance costs, etc.*
 - Discussion on amount of testing
- d. Open discussion - *Ms. Conti asked if SAF meetings are always after SAC. Ms. Velasquez shared that they do not have to be with the exception of the 2 required SAC/ SAF joint meetings. Ms Pardo asked what the difference between SAC and SAF is. Ms. Velasquez explained that the SAC meetings are focused on academics. SAF is focused on supporting parents and students, and meeting the needs of families. SAF can make suggestions to the school based on the needs of the parents and families.*

4. **Contact Information** - *Ms. Velasquez shared the SAF email for parent questions and concerns. Foxtrailelementarysaf@gmail.com*

5. **Important Dates** *Ms. Velasquez shared -*

School Advisory Council (SAC) November 19, 2025 6:00 PM Fox Trail Elementary

School Advisory Forum (SAF) November 19, 2025 6:30 PM Fox Trail Elementary

CAAC November 20, 2025 9:45 AM Indian Ridge Middle School

Western I-Zone December 10, 2025 12:00 PM Silver Ridge Elementary

6. Meeting Adjourned

Ms. Valesquez asked for additional questions. There were no further questions.

Gabriela Devins motioned to adjourn meeting. Ms. Alberico seconded motion. Meeting adjourned at 3:27pm.

Minutes submitted by Jacqueline Alberico