

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, Yoslaine 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: