21st CCLC BASA
Advisory Board Meeting
Brevard After School Academy-Central
Brevard After School Academy-Endeavour
Brevard After School Academy-Mainland
Brevard After School Academy-North
Brevard After School Academy-South
Brevard After School-East
Brevard After School-West
Friday, March 8, 2019 9:00am – 11:00am
Clearlake Education Facility: cafeteria
1225 Clearlake Road, Cocoa FL, 32922

Present
Brevard Public Schools – District Personnel: Debi Embry, Rhonda Bachman, Jennifer Balletti, Nancy Bonsal, Todd Forschino, Jeanette Gannon, Liz Hazelgrove, Marie Jacobs, Teresa Rider, Brenda Wright
Brevard After School Academy Central: Deborah Yosheda, Marilee Pittenger, Diana Stephens, Dawn Erie, Rahsheen Wiltz, Durcelia Thomas, Veronica Ordonez, Jamila Kelley, Maxine Thompson, Anna Seals
Brevard After School Academy Endeavour: Terri Bagby, Christy Meraz, Krystal Belances, Janese Hampton
Brevard After School Academy North: Gail Budnik, Nancy Faris, Tawana Hawkins, Jessica Reed, Kelli Mastroianni, Milly Panavello, Samantha Newman, Eva Mitchell, Lisa Andrews, Tiffany Stowe, Danielle Blankenship, YKevia Robinson
Brevard After School Academy South: Meghan Matthews, Emily Forschino, Ana Diaz, Dr. Terri Boyle, Michelle Bonnay, Catherine Genna, Stacey Cox
Brevard After School Academy East: Diane Spina, Lydia Reynolds, Christina Hall, Jennifer Landress, Suzy Garrett, Tina Isaacs, Denise Washington, Nahir Nunez
Brevard After School Academy West: Tracy McGreal, Kathryn James, Jean Salas, Lainey Newell, Stacy Cirino, Nahla Ulery
Brevard After School Academy Partners: Kevin James, Gus Koerner, Amy McPherson, Michael Deliz, Sally Richardson, Marshall Brush, Marie Beale

Welcome/ Introduction
Debi Embry opened the meeting by thanking everyone for attending. Debi announced that BASA Grants are at 18 sites with over 1,000 children served with academic and enrichments. District Staff introduced themselves. Debi Embry continued to say that everyone’s presence
today is critical. As part of the grant process, we must have two advisory meetings per school year, with this one being the second. The purpose of these meetings is to talk about what we are doing, what we can improve upon, what is going well, what challenges we experience.

**Parent / Adult Family Members Open Forum**

Debi welcomed all parents and thanked them for attending. Debi added that the adult family members are the voice of the programs and we look forward to all suggestions and comments on how the program has impacted your children and family. As well, what would family members like to see, especially in the two new grants (East and West) since they have a life of five years. Parent response was as follows:

- Parent #1 (Sabal): “My children love the program. The staff is loving and caring. My children get help where they need it. My youngest disliked reading but now is enjoying the book club. I appreciate the structured but different, learning environment where homework is completed and there is time for social engagement and activities.”
- Parent #2 (Saturn): “My child loves the clubs, tutoring and snacks.”
- Parent #3 (Sherwood): “I would like to see a parent/teacher folder added to help improve communications. My child enjoys the socialization, the extra help and tutoring.”
- Parent #4 (Sherwood): “I am very thankful for the enrichments; Boy Scouts is like a gift. My children love being in after care. It feels like a family. I love the additional tutoring.”
- Parent #5 (Riviera): “The extra free tutoring is wonderful, homework is completed with help, if needed and my children are in a better mood when we get home. Many times, they do not want to leave the program. I am sorry for those children who do not have this opportunity.” Debi Embry agreed that family time in the evening is better since the children can finish homework in after care.
- Parent #6 (Riviera): “My daughter’s confidence in herself has increased so much and she is excited to go to school and the after school program. Getting extra help and homework done while still at school makes for a much less stressful home life. I wish the program was longer.”
- Parent #7 (Coquina): “My child is in kindergarten and says that after care is the best part of the day. This program has been a blessing. My child’s social skills have improved tremendously.”
- Parent #8 (Mims): “We do not have family around, so this program has helped so much with my daughter’s socialization skills. She never wants to miss the chance to go to after care. Six pm is late for pick up, but my daughter would stay longer if she could. I am grateful for tutoring.”
- Parent #9 (University Park): “My child repeated first grade and misses his friends during the school day. After care allows him to see his friends and he loves it.”
• Parent #10 (Mims): “I am a single mom of 3rd grade twins and a 4th grader and love the extra help. The pick up time is difficult because it is so late which limits home time (dinner, baths etc...). I feel my children are safe while in the after school program, since everyone has clearance. Staff is always on top of things and has great communication with parents.”
• Parent #11 (Golfview): “My son has an IEP and the entire team makes sure that he is getting what he needs. We love the academics and socialization and being able to get the extra help with tutoring. This has improved family time.”
• Parent #12 (Mims): “I am not satisfied with the Girl Scout program as it is very inconsistent. My daughter has joined the Boy Scouts and gets the support she needs.”
• Parent #13 (Oak Park): “I love the fact that kids can go into different programs and have an opportunity to learn something different, like crocheting. Staff is great at regrouping students and there is great teacher/parent communication.
• Parent #14 (Endeavour): “My daughter loves the program and will not miss a day. She loves the social and educational aspects.”
• Parent #15 (Endeavour): “The program allows children to experience many different activities. The parent workshops are wonderful.”
• Parent #16 (Cambridge): “My children and I have almost 20 years with the programs and I appreciate the safe environment.”
• Parent #17 (Golfview): “It is fantastic that a nutritional person comes in to teach the children good eating habits!”

Debi Embry added that the first 21st CCLC programs for Brevard began in 2004-2005 and the program is a growing program by listening to parents. The program is very calculated, monitoring every half hour block with a pick up time no earlier than 5:47 pm. Only medical appointments are excused. If too many children leave too early, we will lose funding, which in turn will cause us to lose staff members and opportunities to serve students. A parent stated that sports or other clubs are not excused absences. Debi confirmed that statement by saying that the funding could be at risk because of regular early pick up of children for early releases and absences.

Debi added that safety is the number one concern at dismissal. It’s an “all-hands-on-deck” mentality for end of day transitioning to after school programs. With 1000 things going on at dismissal, safety is most important. There is a small window to get the children checked in and all efforts are on 100% safety and accountability for all children from 2:00-3:00 pm. Debi thanked all after school staff for their efforts in keeping parents informed and most importantly the programs structured toward safety.
Community Partner Overviews
Debi introduced Todd Forichino. Todd is the Project Manager for the BASAEast Grant and works with public relations. Todd added that we ask for help in making a difference in our students for zero dollars. Our team is inspired, and we focus on the whole child, including community, family and friends. Todd introduced the following Partners:

Boy Scouts: Sally Richardson said that she loves being part of this program. It is expensive to provide to children and funding is always an issue. She believes that Boy Scouts is needed to help moral and character development in children. All children should have this opportunity, and it does not necessarily need to be with Boy Scouts. Boy Scout staff focus on STEM activities to keep the children engaged and they have fun while learning. Sally also added that unfortunately, they cannot send information home but would like to let the children know that they can do Scout activities outside of school. Todd thanked the Boy Scouts team for all they do to help these children.

United Way: Kevin James, a retired Marine, has been a part of the United Way team for about two (2) months as the Community Impact Manager-Education. His goal is to help fight reading loss over the summer. The myON program academically gives support through access to over 8,000 books, keep children engaged with STEM products, and help children learn how to read. Mr. James informed the group that many children in Brevard County do not have any books. By having United Way reach its goal, this allows for support of more programs such as Boy Scouts. United Way gave the Boy Scouts “Little Libraries” that give children access to books when they may not have access. There are library boxes throughout the county where people can donate books. United Way also offers volunteer opportunities. The United Way is looking to help the community as a whole. Linda White also teaches children about dental hygiene. Mr. James does not have his business card yet but will forward his contact information. He thanked everyone for his or her time.

UF/IFAS Extension- Todd Forschino said that this Partner offered cooking, gardening, and creature features. Todd introduced Mr. Gus Koerner, 4H youth development. Mr. Gus stated that he loves meeting and working with children. He feels invigorated and inspired while working with children. The Extension has offices nationwide, to include 67 offices in Florida. Working with after school and independent 4H’ers, Mr. Gus brings Creature Features to the programs and instruction on how to keep a healthy ecosystem. He would like to have a group email with contact information for other organizations. His goal is to spend at least 6 hours with a 1/10 ratio group, to establish positive youth development and a healthy adult/child relationship. He offers activities such as wildlife biosystems, physics, all while having fun. Mr. Gus thanked the group for their time.

Girl Scouts: Partner Amy McPherson stated that the groups are going well.
Todd Forschino thanked the Partners for taking time to meet with everyone today. Between April 15, 2019 and May 29, 2019, Todd and Teresa Rider will meet with all Partners to collaborate and brainstorm ideas for next school year in order to prepare and submit letters for next year’s RFA process.

**Teacher Open Forum: Mid-Year Data Analysis**
Debi Embry spoke about the mid-year analysis. All input has been submitted to the evaluator. Instead of meeting at schools like last year, this year’s surveys were sent to all academic teachers and leads. Debi asked for feedback about surveys. Most teachers preferred the survey format, as this allowed them more time to think and evaluate. Debi agreed that surveys could be used next year as well. Dr. Terri Boyle, Sabal Elementary, added that this was more effective. Kelli Mastroianni, Oak Park Elementary, added that the survey gave them more time to reflect about the program opportunities so their feedback could be more effective.

**21st CCLC Grant Program: Enrollment vs. Attendance**
Using the information from the 21st CCLC Program Attendance: Proposed vs. Actual Average Daily Attendance (ADA) chart, green indicates good attendance, orange indicates the program might be at risk of losing funding and there should be increased focus on getting your attendance numbers up, and deep orange indicates the program is at critical risk of losing funding. This funding can be reinstated. These are based on the true number of student attendance in your program.

**Spring Teacher Survey Process**
Debi announced, that this spring, there will be three surveys:

1. Student (online)
2. Parent (online)
3. Classroom School Day Teacher- the teachers are to complete this survey for every child in the program. This survey will evaluate the program and the impact on the child. There are 12 questions, with 4 options each, and should take just a few minutes per student. We are working with ISS for an email survey and district staff will walk teachers through the process. Debi then presented the PowerPoint on how to fill out the survey. The PowerPoint presentation and Teacher Survey are attachments to the minutes. The new system will allow for tracking of status of each student. The student information will be incorporated from EZReports. A teacher asked how this survey will impact the site funding. Debi responded by saying that the survey results do not impact funds. Three of the main things that impact funds are attendance, Advisory Board Meetings and Parent Workshops. Debi added that we are looking for ongoing, consistent growth in meeting program objectives.
2019/2020 Academic and Personal Enrichment Activities Planning
Debi spoke of EZReports. We have been using the software for 7 years. The state just made it a statewide product. We are ahead of the game since we have already been using it. However, we will need to use it more vigorously. All activities and scheduling will be used through EZReports next school year. Debi asked for input on two consensus points:

1. Academics on Fridays- is it possible to offer academics on Fridays next year? The forum was split between tutoring three times a week vs tutoring on Fridays vs not tutoring on Fridays. Some sites said Friday tutoring is a must. Some sites said no tutoring on Fridays would be better. This topic will continue to be a work in progress.

2. Time blocks-schedules are based on 30-minute blocks with those blocks being top of the hour to bottom of hour or in quarter hours. We would prefer to be on one schedule for timed blocks. One participant said that principals should offer flex time because teachers might have 15 minutes of unpaid time while they wait for their block to open. Debi offered the idea of ¾ hour blocks from 3:00-3:15, 3:15-3:30, then ½ blocks from 3:30-4:00 and so on. Another participant said that her school must do hour blocks. Debi added that we need to find a remedy to manage the academic and enrichment activities. One participant added that teachers can just be told that they will start at 3:30 to which another answered that they will lose teachers that way. Debi added that all teaching needs to be completed by 5:30. Brenda Wright and Debi will work on a template and send it to teachers with what is needed. Another participant asked for 15-minute blocks to which Debi responded that this will be looked at and will adjust templates per site.

At this point, Debi thanked all the parent and adult family members and dismissed them from the meeting if they needed to go.

Debi asked the teachers to shade in the idea of content (generic) on the template, such as ELA, Math, Project based learning, etc... She also asked that they look at school calendars and goals for next year. Templates should be sent out in about a week. Teresa Rider and Todd Forschino will meet with partners on schedules, badges and personal enrichments.

One participant stated that sometimes the Partners are at the site and the teachers need to wait until they are done with their activities. According to Debi, academics will be priority for time blocks. Community partners will be scheduled around academics.

Budgets
Nancy Bonsal has distributed budgets to all Grant sites and spoke with Brenda Wright about teacher budgets. Nancy is in the process of making amendments to the grants and needs to know what coordinators and teachers need in order to add that to the amendments. Teachers please use Brenda Wright as your contact person. Nancy encouraged participants to spend their allotted money. Nancy also asked for thoughts about next year. Please send Nancy a list
of helpful items before May so she can add it to the amendments. Items written into the initial budget, need to be purchased. From years 2 to 5 in a grant, amendments can be made for needed supplies.

Debi asked for any final thoughts. There were none. Debi thanked all who took time out of their busy day to attend this crucial meeting.

Adjourned: 10:50am

Approved: 

date

Jeff Arnott, Director
Adult and Community Education

Approved: Debi Embry
Debi Embry, District Coordinator
Brevard After school Programs and 21st Century Community Learning Centers