Semi-Annual Advisory Board Meeting  
Explorers University  
Brevard After School Academy-North  
Brevard After School Academy-Central  
Brevard After School Academy-South  
Brevard After School Academy-Mainland  

Educational Services Facility-Board Room  
2700 Judge Fran Jamieson Way  
Viera, Florida

Friday, February 10, 2017  
9:00-11:00 AM

Present
Brevard Public Schools – District Personnel: Jeff Arnott, Rhonda Bachman, Jennifer Balletti, Nancy Bonsal, Jeanette Gannon, Teresa Rider, Brenda Wright, Kara Wells, Ashley Cabral  
Explorers University: Lydia Reynolds, Stacy Cirino, Jenifer Lopez, Carol Bonhamer, Elena Owens, Angela French, Kelly Grugon, Morgan Diaz, Ravell Jenkins  
Brevard After School Academy North: Gail Budnick, Crystal Bair, Tavin Manley, Elias Quintana, Nancy Faris  
Brevard After School Academy Central: Deborah Yosheda, Durcelia Thomas, Marilea Pittenger, Brittany Lacey, Rasheen Wiltz, Diana Stephens  
Brevard After School Academy Mainland: Kathleen Francisco, Kim Lietz, Heidi Jacobson, Karen Ivory, Krystal Robinson  
Brevard After School Academy South: Gloria Nichols, Carla Hilliard, Terri Boyle

Welcome
Nancy Bonsal opens the meeting thanking everyone for taking the time to meet with us to discuss the happenings and future events of our 21st CCLC programs.

Introductions
Nancy introduced Jeff Arnott- Director of Adult and Community Education, Rhonda Bachman- Program Development Coordinator, Jennifer Balletti- Program Development Coordinator Jeanette Gannon- Program Development Coordinator, Teresa Rider- Program Development Coordinator, Brenda Wright- 21st CCLC Academic Teacher, Kara Wells- 21st CCLC Academic Teacher and Ashley Cabral- Brevard After School Specialist. Nancy then proceeded with the introduction of attendees from the grants/sites.
Parents & Students Open Form

Nancy opened the floor for parent comments:

- Crystal Bair- Parent at Coquina, shared her enjoyment of the program especially with homework help. She struggles being a single mom who works full time with many duties when she gets home, just doesn’t have the focus to sit and work with her daughter for hours every day with homework.
- Ravell Jenkins- Parent at Discovery, shared his liking of the homework help as well as the opportunity his child gets to engage with peers and build social skills.
- Dr. Boyle- Teacher Liaison at Sabal, says she has seen the increase of reading and academic development in the student attending the program. She also stated the program is having a difficult time with parents picking the students on time. The typical pick up time is 6:15 to 6:20. Nancy informed them that this is not to happen and if it continues the students are at jeopardy of being removed from the program.
- Dr. Ivory- Principal at Sherwood, shared how much the parents love the program and the development of social skills.

Student Participation

Attendance
Jennifer reported that the attendance data shows improvement and looks great for more than half the sites. There are about 5 sites that really need to work on picking up student attendance. Jennifer shared some strategies for those sites. (See Attached)
- Jennifer explained to the sites that the student attendance will need to be maintained at 95% or greater all school year.

Academic Hours (Tracking)
Nancy discussed the academic budgets, explaining the main contacts are Brenda Wright and Kara Wells.
- Brenda and Kara can assist with recruiting 21st CCLC teachers for our programs.
- Our 21st CCLC teachers can be utilized to remediate students who are not working on grade level.
- Teachers are allowed to work at other sites.
Brenda and Nancy explained that the teacher work hours are to be reported to either Kara or Brenda. If additional teacher hours are needed, please get with either Brenda or Kara and establish a plan and budget.

Budgets
Nancy moves to the discussion of budgets and the process of submitting a purchase order. She shared that many sites are requesting items that were not submitted in the original written budget. If something is needed that was not originally written in, there is a specific process for that to happen. Nancy also shared when completing a purchase order to send the request to her at ESF. Nancy encouraged the sites to use their funds to purchase items needed including teacher supplies.
Timeline: Mid-Year
The collection process for mid-year data has started. Jennifer shared how impressed she is with the data we have received thus far. Due to such success we will keep the same collection process moving forward. Jennifer asked that everyone look at Attachment B (see attached) and then gave a brief overview of the dates that are very important to our office. She moved onto the second page of the attachment, sharing the purpose of what the data is collected for.

Program Sunset- Explorers University
Nancy shared that Explorers University is in its last year, however we have already begun the plans to write for new grants. Nancy also shared the records retention for our 21st CCLC programs will need to be kept for 5 years. Due to the closing of the program, the first step we will have to take is making sure the inventory is accounted for. The second step (if opted out of returning to the 21st CCLC program) would be to get with the Principal and move the 21st CCLC inventory to another 21st CCLC program. She also shared that if there are any items identified for disposal a DCR form will need to be created and a copy sent to Nancy. Nancy requested that the Explorer University site coordinators get with their principals and create a letter to parents announcing the closing of the program.

RFP 2017
We will be writing for 3 new grants come the end of February. Nancy shared that “Letters of Interest” have been sent to Jupiter Elementary, Sunrise Elementary, Port Malabar, Discovery, Harbor City, Riviera and Endeavour.

FY 18 Activity themes and timelines
Jeanette Gannon and Teresa Rider move into activity themes and timelines. In the beginning of the school year we introduced our mascot, however, it had no name. After a contest was created amongst the sites it was without a doubt our Mascot was going to be named “Robey”.

Jeanette also shared the activities that were worked on this year were successful and the children seemed to really enjoy them. Jeanette and Teresa created a fun introduction of the Themes for next year, beginning with “About Time”, where Teresa dressed up as a Dinosaur, Detective and a Park Ranger. Jeanette shared the students will be learning things beginning with “Prehistoric World” all the way through “National Parks”. The staff shared how this could get the kids excited about learning.
Collaboration

Discussion- (What’s working well – what do we need to work on)
Nancy opens the floor for discussion by asking: What is working well?

- Gail- Coordinator at Mims Elementary, shared how much her children loved being an “Inventor”. The students were engaged and coming up with great ideas, including the younger students.
- Lydia- Coordinator at Harbor City Elementary, shared the students like the store badge, pricing items using the pictures in magazines. Recapping at the end of the day helped the students with math facts. Jennifer Balletti, shared how recapping at the end of the is a great idea.
- Dee- Coordinator at Golfview Elementary, shared how the kids are loving the “Super Snack”. The kids are not complaining about being hungry as often as they have before. The behaviors have lessened; she feels that because the students aren’t as hungry.

Jennifer asked: What needs to be worked on?

- Dee- Coordinator at Golfview Elementary, shares how her group leaders struggle with the activity instructions. She suggests making them more reader friendly, perhaps with visual guides. Jennifer Balletti suggested having the group leaders work on one of the activities, where it can be displayed as an example.
- Carla Hilliard- Coordinator at Sabal Elementary, suggest that the snacks provided not have so much sugar. She said it gets the students all energized and then they crash. Behaviors then start. Jeanette Gannon responded saying that is something our office is already looking into with the hopes this can get changed for next school year.

Meeting adjourned at 11:00 a.m.

The next meeting is scheduled for February 10, 2017.

Approved: ____________

Jeff Arnott, Director
Adult and Community Education

Approved: ____________

Debi Embry, District Coordinator
Brevard After School Programs and 21st Century Community Learning Centers