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

Thursday, November 03, 2016
9:00-11:00 AM

Present
Brevard Public Schools – District Personnel: Debi Embry, Todd Forschino, Brenda Wright, Kara Wells, Jennifer Balletti, Theresa Cavanaugh, Nancy Bonsal, Ashley Cabral
Explorers University: Kelly Grugan, Elena Owens, Stacy Cirino, Susan McCrea, Morgan Diaz, Angela French, Paul McDonald, Daisy Perez, Lydia Reynolds
Brevard After School Academy North: Gail Budnik, Elias Quintana, Nancy Faris, Thera Allen, Kelli Mastroianni
Brevard After School Academy Central: Deborah Yosheda, Marilea Pittenger, Diana Stephens, Durcelia Thomas, Rasheen Wiltz
Brevard After School Academy Mainland: Kathleen Francisco, Deanna Gwin, Angela Keene, Beth Shephard, Heidi Jacobson, Kim Lietz
Brevard After School Academy South: Carla Hilliard, Jeri Moore
UF/IFAS Extension 4H Team: Beth Shepard, Angelic Keen

Welcome
Debi Embry welcomed everyone and discussed a brief overview of the meeting. She announced that DOE was conducting site visits.

Introductions
Debi Embry introduced Todd Forschino- Program Development Coordinator, Theresa Cavanaugh- Program Development Coordinator, Jennifer Balletti- Program Development Coordinator, and Ashley Cabral- Brevard After School Specialist. Debi then proceeded with the introduction of attendees from the grants/sites.
Summary, Goals & Strategies

Program Structure and Expectations

Our resource teachers, Kara Wells and Brenda Wright asked for feedback on activities being created. What is working and what can we improve upon with our project based learning activities?

- A few members shared concerns the links that are being provided are not always accessible.
- Dee Stephens, coordinator at Golfview Elementary, would like to see the activity directions more kid friendly. Activities could be broken a bit more and would get a better outcome with independent initiatives.
- Nancy Heinz, coordinator at Oak Park Elementary, expressed that even the wording is too difficult for the group leaders at times. Activities should be tested prior to being released to schools.
- Debi Embry described that we are creating a foundation of activities that will create a level base of badging and will be tweaked based on feedback.
- There is a plan to create a survey which is very simple for our after school professionals to take. This would give us feedback tracking the outcome of the project based learning activities.
- Todd Forshino will work with Kara Wells & Brenda Wright, to create a Google Survey that is quick to take, and allows for data to come to all involved with the creation of the activities.
- Jeri Moore, coordinator at University Park Elementary, shared that her students will have recycled art hung at the Ruth Funk Center Art Museum at the Florida Institute of Technology.
- Debi Embry shared that currently the team is working to create activities for future projects and themes and could see a pilot program in the future at some of our sites. We would fine tune lesson plans based on this type of feedback.
- Dee, coordinator at Golfview Elementary, asked Todd if there could be a teaser video sharing the themes and badges that the students had the chance to earn. Todd’s response was: “This is great idea and we can use tools such as iMovie to get the message out to students about the upcoming projects”. We would look at this for the upcoming fiscal school year.
- Debi Embry was in agreement that this would be a best practice during a professional development time.

Reorganization of District Roles and Responsibilities

- Debi Embry shared that all of our team members dedicate efforts to all afterschool programs.
- Jennifer Balletti: Success Coach for the 21st CCLC program. She will be offering help to make your program more successful. She will assist with staff meetings, organizational and time management opportunities.
• **Louise Joyal:** Focus on our software programs and the support for both EZReport for our grant programs and EZChildTrack for our Brevard After School programs.

• **Theresa Cavanaugh:** Will be responsible for staffing, professional development and orientation of new after school professionals.

• **Todd Forschino:** Technology Integration by building resources, keeping up with our websites, social media, partner relations and contracts. He is available to support tech needs at the school as requested.

• **Nancy Bonsal:** Budgeting and financial resources for both 21st CCLC and Brevard After School.

• **Jeanette Gannon:** Programming success coach for the Brevard After School sites.

• **Teresa Rider:** Activities and badging for both the 21st CCLC and Brevard After School sites.

• **Vacancy:** Compliance and deliverables.

**Student Participation and Pick-Ups**

**Attendance**

- Debi reported that attendance was looking good and was very proud of the accomplishments. (See Attached)

**Early/Late Pick-up Protocols**

- Student pick-up to be no earlier than 5:47pm.

- Debi share that the time from 5:30 -6:00pm may be used for student wrap up/review of the program that day, parent/student engagement time (planner/calendar/homework) or staff/student relationship building.

- Debi commended of Lydia at Harbor City Elementary and what they offer at the end of the day for their students and families. They offer opportunities parents and students to communicate while creating parent participation.

- Successful relationships between staff and students build a successful program.

**Parent Open Forum**

**Discussion**— (What’s working well – what do we need to work on?)

- Deanna Gwin, a parent at Croton Elementary, explained that her son likes the choices of activities being offered and that he has the choice.

- Susan McCrea, a parent at Jupiter Elementary, is really happy with the academic support each day. Her 4th grader has been able to bring up her grades and is almost on grade level.

- Kasheen Wiltz, a Golfview parent, expressed what a blessing it was that her child as well as the other students, have access to opportunities that they would not necessarily be able to have at home. The resources are phenomenal and her child’s social skills have improved.
• Paul MacDonald, a parent at Discovery Elementary, shared that his son was almost kicked out of school due to his behavior. The activities along with the consistency in the program has helped him improve his behavior. His son also loves the cooking projects, which keeps him motivated to learn.
• Thera Allen, a parent at Oak Park Elementary, is very pleased with the help the program offers to her child. With a child with ADD/ADHD, she is impressed with what the program continues to do to support leaning and prosocial skills.
• Durcelia Thomas, a Saturn parent, expressed what a blessing this program is. The team as well as, the coordinator, offer amazing support to her child. They work with the student on homework and the centers are active and engaging.
• Debi Embry followed up with how proud she is of all of the coordinators and the after school professionals each day.

Student Behavior/Management Systems: Replicate/Mirror the school day system/expectations/language
• Debi recognized that behavior issues are at an all-time high. Our suggestion is for our programs to follow the same procedures (words/languages) and reinforce the same procedures as the school day. Understanding that the after school program is a different environment, if we follow the school day process with positive reinforcement, this can help.
• Debi suggested that a school day teacher could come to the program to discuss best practices with the after school team during professional development.
• Lydia, coordinator at Harbor City, suggested that when a child comes in upset, offer a quiet place or area for them.
• Debi shared that all Teachers should be pulling students per their need, whether it is homework help, social skills, team building or just building confidence.
• Debi explained the importance of enrollment page 5 and the academic or special need of that student. It is important for the success of the student, that we document and have a starting point of their needs.

Partners
• Todd Forschino introduced the University of Florida IFAS Extension group, one of our partners in attendance.
• Elizabeth Shepard, with the UF/IFAS Extension team, expressed how thankful their organization is for being part of this grant. They bring culinary to each of our sites for 7 weeks. 4H is working with sites, teaching students about bugs and critters. Last school year 4H did gardens with the students and they are hopeful that they will be able to continue this starting in 2017 as well as future sites.
• Todd shared the importance of the UF/IFAS team and all partners in the grant as they bring services to our communities as no cost to the Brevard Public Schools-Brevard After School programs.
• Todd shared other community partners working with our students who bring in-kind services, who were not in attendance: Boy Scouts, Girl Scouts, Astronaut Memorial Foundation, United Way of Brevard, and the Brevard County Sheriff’s Office.

Future needs for 2017-2018 Programs

What is working well? What do we need to work on?
• Elias, coordinator at Coquina, badging and staff sign in sheets of students seem redundant and pose a challenge.
• Debi opened up to suggestions on how others were working through this.
• Lydia, coordinator at Harbor City, has her students sign in themselves to the individual activities and then one of her group leaders transfer this information over to the master sheet.
• Daisy, coordinator at Jupiter, has the student’s names already printed on the daily student sign in sheets. The group leaders then mark with the child took part in that activity for the day.
• Debi shared that we analyze the data that is being captured on these sheets.
• Debi asked that Jennifer Balletti look at the current process and identify strategies that could potentially streamline the badging documenting format.
• Debi reminded that students must participate in wellness and art to earn badges.

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