



**Semi-Annual Advisory Board Meeting
Zoo Explorers South * Explorers University
Brevard After School Academy: Central
Brevard After School Academy: North
Friday, November 14, 2015 – 9:00-11:00 AM
ESF Board Room in Viera, Florida**

Present

Brevard Public Schools – District Personnel: Jeff Arnott, Debi Embry, Todd Forschino, Louise Joyal, Brenda Wright, Kelly Sarria, Terri Bagby, Jeanette Gannon, Theresa Cavanaugh

Zoo Explorers South: Olga Robinson, Kim Lietz, Leanne Marriott, Michelle Hickman, Carla Hilliard, Heidi Jacobson

Explorers University: Elena Owens, Kelly Grugan, Angie Lizek, Daisy Perez, Angela French, Jessica Fitchie Stacy Corino, Lydia Reynolds, Jennifer Lopez

Brevard After School Academy Central: Kelly Williams, Marilea Pittenger, Deborah Yosheda, Veronica Ordonz, Diana Stephens, Durcelia Thomas

Brevard After School Academy North: Julie Honeycutt, Gail Budnik

Brevard After School Intern Coordinators: Dru Woodard, Lawanda Council, Mary Frances Buchness, Celeste Rotan, Brian Andreasen

Welcome

Debi Embry welcomed everyone and introduced Jeff Arnott, Director of Adult and Community Education who in turn, welcomed everyone and shared how important our programs are to this county. He sees how the 21st CCLC grants have helped our students grow academically and personally.

Introduction

Debi Embry asked each Program Development Coordinator to introduce their Grant's attendees and the Intern Coordinators that are an integral part of their programs. She then explained that today's meeting would be sharing ideas on just how the regrouping of our program is going. The goal is that this regrouping of program operations will alleviate some of the pressure the Coordinators and Group Leaders have felt in the past.



Summary, Goals & Strategies

- Debi shared the major Florida 21stCCLC Leadership direction, procurement process and strategies for 2015-16.
- Pre- and post- testing for activities are no longer required; only report cards and FSA grades, along with documentation of activity participation and achievement is required.
- Teachers will identify the academic needs of the children and utilize their hours to implement learning activities to address the children's specific needs.
- Increase teacher hours and teacher support.
- Merging of station based activities with fee based programs already on site to encourage acceptance of all children.
- Addressing the behavior of our children is a slow process but a big issue. We will continue to work on ways to train our employees on the proper handling of children with behavioral issues.
- Debi discussed the financial projection for 2015/2016 21st CCLC program including Zoo South, which is in their final year of funding, and Explorers University, which has two years remaining. The annual indirect costs to the district, allocated hours per day, annual labor cost were all discussed.

Parent Open Forum / Collaboration

Discussion- (What's working well – what do we need to work on?)

- Jessica Fitchie, a Discovery parent of a sixth grade daughter in her third year with Explorer's University. "She was a very shy child and has just blossomed over the past three years into an outgoing individual that now volunteers to go on stage. The extra instruction time is essential and with her homework completed in after school allows time for family downtime when she gets home. The Brevard Zoo and Health First has provided opportunities to experience things she may not otherwise been able to do. The only downfall is the very short window of time to pick up."
- Veronica Ordonz is a parent of four at Cambridge and shared "We really struggled last year prior to the grant and are very thankful for it. I appreciate the extra help with homework and to be able to go to the Brevard Zoo rather than sitting around at home being bored." She has a son that went through Zoo Explorers (21stCCLC program at Cambridge prior to BASA: Central being there) and is now a senior in high school. She shared how much this program helped him become the good student he is today.
- Kelly Williams, a Saturn parent, has two children that attend the Brevard After School Academy: Central program. "They love it, have lots of friends and LOVE the snack! If it wasn't for this program, I would not be able to take classes in the afternoon."



Student Participation & Pick-ups

- **Attendance:** Debi shared the student participation and attendance for the 8/12/15 through 11/6/15 time period. We have work to do with our newest grant, Brevard After School Academy: North and at Discovery Elementary in the Explorers University grant, as they are currently under 80% of students regularly attending. We will continue to creatively market these sites to increase student participation and attendance. Harbor City and Jupiter with Explorers University are doing great with over 85% attending and Brevard After School Academy: Central is exceeding proposed attendance numbers at all three sites, Cambridge, Golfview and Saturn.

- **Early/Late Pick Up Protocol** Debi explained that pick up time is extremely important. The grant provides funding for students until 6:00 p.m. with funds being directly received based on student attendance. If the children are consistently signed out at 5:30 or 5:45, and we do not meet attendance goals, funding may be jeopardized. Debi shared she realized there were struggles with the stringent time frame but the grant is written with this criteria. We will consider adjusting the funding formula when we write for future grants but we need to realize that if the pick-up time is pushed back to 5:45, we will need to increase projected student attendance numbers to compensate.
 - Dee Stephens, Coordinator at Golfview, stated that 5:50 would work with her parents as they begin arriving at 5:45 and it creates a crowded situation from 6:00 to 6:05 when everyone wants to sign out at once.
 - Michelle Hickman, Teacher at Sabal, asked how does funding factor in growth in an area whose enrollment may jump from 50 to 100. Debi shared that as we write for each grant, we accommodate for some increase in attendance.
 - Jessica Fitchie, Discovery parent, shared that the 5 minute pick-up window is very tough and agrees with Angela French, Discovery Coordinator, that a 5:45 window would make more sense and prevent the rush of parents at 5:55.
 - Elena Owens, Coordinator at Sunrise, states the 5:55 guideline leads to late pick-ups as parents choose not to wait in line to pick up their children. Therefore, the group leaders are there until 6:10 to 6:15 every day.
 - Debi shared that we cannot change policies for this year. The DOE has always funded us until 6:00 p.m. based on what we have written for and have recently tightened the enforcement of this.

 - Todd Forschino, Project Manager, stated that we have always been successful with attendance and therefore suggested we open a dialog with the DOE to share our challenges, struggles and concerns with the stringent pick-up time policy.
 - Jeff Arnott suggested we reach out to 21st CCLC programs in other counties, similar in numbers to ours, to see if they have the same challenges.



- Debi shared that there will be a DOE site visit in early December where they will observe sign-in and sign-out procedures and see the issue we face.

Activity Challenges (Centers): Path to Badges (*see handout)

On our October 16th in-service day at Cambridge Elementary, we had an excellent training that included several activities called “Student Challenges” that encompassed the new look for our programs. Several sites shared they had already instituted STEAM stations, so very little change was needed to comply with our new Badging activities.

In January of 2016, BCA and the Brevard Zoo will begin activity challenges under the theme “Inquiring Minds”. This theme will run until Spring break and then Culinary Arts will run through the end of the year. The activities will be aligned to DOE requirements and Gold Key standards. Each site will receive a Badge board to allow the children to see in advance what student challenge centers will be offered each week. They will also receive acrylic stands and color coded printed signs showing the activity, grade level and intended outcome from this challenge. There will be 10 badges under 9 overarching topics. The students will make their own choices as to which challenges they wish to complete (i.e. may only want to complete engineering and not math or art and not science). There will be a primary grade group (K-3) and an intermediate grade group (4-6).

The school day collaboration piece with the teachers will not change. The teachers will identify the academic needs of the students and continue to address these needs. If homework and academic remediation is still needed for the lowest 20%, then these teacher hours can be used for improved academic performance. The teachers will decide the most impactful way to use these hours with the students.

Debi shared, “Not all children require academic assistance; they may need structured play or improvement with social skills that they can bring back to the school day”. The teachers have the flexibility to make these decisions and build relationships with the students to identify their individual needs. They are there for homework, remediation and academic support/enhancement.

Student Management Systems

Terri Bagby introduced some great ideas on how to effectively manage our new stations as well as teacher and enrichment “pull outs” to work with students. These ideas will immediately identify who is absent from your program and how many children are signed out at any given time.



Semi-Annual Advisory Board Meeting Format

- Debi discussed a possible change in our meeting format.
 - Continue with a group meeting twice a year as we have currently
 - Change to a Regional (North & South) format
 - Change to four (4) individual meetings broken down by Grant.

The overall consensus was that everyone enjoyed meeting with all of the other grants together. This gave them the opportunity to hear other sites best practices, ideas and challenges.

Meeting adjourned at 11:00 a.m.

The next meeting is scheduled for February 19, 2016.

Approved: _____
Jeff Arnott, Director

Adult and Community Education

Approved: _____
Debi Embry, District Coordinator

After School Programs and 21st Century Community Learning Centers

**21st Century Community Learning Center Grants
Advisory Board Members
2015-2016**

Grant Name	Site Name	Member Name	Member Title/Affiliation
All	All	Jeff Arnott	Director, Adult/Community Education
All	All	Debi Embry	District Coordinator, After School Programs
All	All	Nancy Bonsal	Program Development Coordinator, Budget/Finance
Brevard After School Academy: North	All	Theresa Cavanaugh	Program Development Coordinator, Project Manager
Brevard After School Academy: Central	All	Kelly Sarria	Program Development Coordinator, Project Manager
Zoo Explorers South	All	Terri Bagby	Program Development Coordinator, Project Manager
Explorers University	All	Todd Forschino	Program Development Coordinator, Project Manager
Brevard After School Academy: North/Central	All	Brenda Wright	Instructional Coach
Brevard After School Academy: North	Coquina	Vacant	Academic Lead/Liason
Brevard After School Academy: North	Coquina	Elias Quintana	Site Coordinator
Brevard After School Academy: North	Coquina	Vacant	Parent
Brevard After School Academy: North	Mims	Tavin Manley	Academic Lead/Liason
Brevard After School Academy: North	Mims	Gail Budnik	Site Coordinator
Brevard After School Academy: North	Mims	Vacant	Parent
Brevard After School Academy: North	Oak Park	Kelli Mastroianni	Academic Lead/Liason
Brevard After School Academy: North	Oak Park	Julie Honeucutt	Site Coordinator
Brevard After School Academy: North	Oak Park	Vacant	Parent
Brevard After School Academy: Central	Cambridge	Vacant	Academic Lead/Liason
Brevard After School Academy: Central	Cambridge	Debbie Yosheda	Site Coordinator
Brevard After School Academy: Central	Cambridge	Veronica Ordonoz	Parent
Brevard After School Academy: Central	Golfview	Vacant	Academic Lead/Liason
Brevard After School Academy: Central	Golfview	Diana Stephens	Site Coordinator
Brevard After School Academy: Central	Golfview	Vacant	Parent
Brevard After School Academy: Central	Saturn	Durcelia Thomas	Academic Lead/Liason
Brevard After School Academy: Central	Saturn	Marilea Pittenger	Site Coordinator
Brevard After School Academy: Central	Saturn	Kelly Williams	Parent
Zoo Explorers South	Croton	Leanne Marriott	Academic Lead/Liason
Zoo Explorers South	Croton	Kathleen Francisco	Site Coordinator
Zoo Explorers South	Croton	Deanna Gwin	Parent
Zoo Explorers South	Dr. W. J. Creel	Rhonda Austil	Academic Lead/Liason
Zoo Explorers South	Dr. W. J. Creel	Kim Lietz	Site Coordinator
Zoo Explorers South	Dr. W. J. Creel	vacant	Parent
Zoo Explorers South	Sabal	Terri Boyle	Academic Lead/Liason
Zoo Explorers South	Sabal	Carla Hilliard	Site Coordinator
Zoo Explorers South	Sabal	vacant	Parent
Zoo Explorers South	Sherwood	Olga Robinson	Academic Lead/Liason
Zoo Explorers South	Sherwood	Heidi Jacobson	Site Coordinator
Zoo Explorers South	Sherwood	Deanna Baughn	Parent
Explorers University	Discovery	NO ATTENDANCE	Academic Lead/Liason
Explorers University	Discovery	Angela French	Site Coordinator
Explorers University	Discovery	Jessica Fithie	Parent
Explorers University	Harbor City	Angle Lizek	Academic Lead/Liason
Explorers University	Harbor City	Lydia Reynolds	Site Coordinator
Explorers University	Harbor City	NO ATTENDANCE	Parent
Explorers University	Jupiter	Stacy Cirino	Academic Lead/Liason
Explorers University	Jupiter	Daisy Perez	Site Coordinator
Explorers University	Jupiter	Jennifer Lopez	Parent
Explorers University	Sunrise	Kelly Grugen	Academic Lead/Liason
Explorers University	Sunrise	Elena Owens	Site Coordinator
Explorers University	Sunrise	NO ATTENDANCE	Parent
Brevard After School Academy: North/Central	ALL	4H	Community Partner
Brevard After School Academy: North/Central	ALL	Melbourne PAL	Community Partner
Zoo Explorers South	ALL	Brevard Cultural Alliance	Community Partner
Brevard After School Academy: North/Central; Zoo Explorers South/Explorers University	ALL but Discovery and Jupiter	Girl Scouts	Community Partner
Brevard After School Academy: North/Central; Zoo Explorers South/Explorers University	ALL	Boy Scouts	Community Partner
Brevard After School Academy: North/Central; Zoo Explorers South/Explorers University	ALL	University of Florida/4H Culinary	Community Partner
Brevard After School Academy: North/Central; Zoo Explorers South/Explorers University	ALL	United Way	Community Partner
Brevard After School Academy: North/Central; Zoo Explorers South/Explorers University	ALL	Astonauty Memorial Fondation	Community Partner
Zoo Explorers South/Explorers University	ALL	Melbourne PAL	Community Contracted Services
Zoo Explorers South/Explorers University	ALL	Giving Tree Music	Community Contracted Services
Zoo Explorers South/Explorers University	ALL	A Sporting Chance	Community Contracted Services
Zoo Explorers South	ALL	Brevard Zoo	Community Contracted Services
Zoo Explorers South/Explorers University	ALL	Brevard Cultural Alliance	Community Contracted Services
Explorers University	ALL	Coast-to-Coast Soccer	Community Contracted Services



21st CCLC Semi-Annual Advisory Board Meeting
11/13/2015 9:00-11:00am
SIGN-IN SHEET

Sign in sheet

NO.	YOUR NAME	SCHOOL NAME	TITLE
1 1B	Olge Robinson Z00 S	Sherwood Element.	Teacher
2 1B	Kim Lutz Z00 S	Dr. W.G. Creel	Coordinator
3	Dan Woodard IC	In Suntree	Intern
4 1B	Leanne Marriott Z00 S	Croton Elementary	teacher
5 1S	Michelle Hickman Z00 S	Sabal Elementary	teacher
6 1B	Carla Atkinson Z00 S	Sabal Elen	Coor.
7 1B	Abdijacobson Z00 S	Sherwood	Coor.
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SIGN-IN SHEET

Sign in sheet

NO.	YOUR NAME	SCHOOL NAME	TITLE
27 TF	Elena Owens - ExU	Sunrise	BAS Coord
28 TF	Kelly Grogan ExU	Sunrise	EU Liaison
29 TF	Angie Lisch ExU	Harbor City	Academic Liaison
30	Celeste Holton	IC	INTERN
31 TF	Daisy Perez ExU	Jupiter Elem.	Coordinator.
32 TF	Angela French ExU	Discovery	Coordinat
33	Brian Andresson	WMS IC	INT. COOR.
34 TF	Jessica Fittahn ExU	Discovery	Parent
35	Stacy Cirino	Harbor City	Acad. Liaison
36 TF	Lydia Reynolds ExU	Harbor City E1	Coordinator
37 TF	Janet Lopez ExU	Jupiter	teacher
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39			

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11/13/2015 9:00-11:00am
SIGN-IN SHEET

Sign in sheet

NO.	YOUR NAME	SCHOOL NAME	TITLE
40	Kawanda Council IC	Enterprise Elementary	Intern
41 TE	Mary Frances Buchness ^{EXU}	Meadowdale Primary ^{Superior Academy}	Intern
42 KS	Kelly Williams	Saturn Elementary	Parent
	KS Marilee Patten	for BASA ant. Saturn	Coordinator
	KS Deborah Yosheda	BASA Cent Cambridge	Coordinator
	KS Veronica Ordono	BASA Cent Cambridge	Parent
	KS DIANA STEPHENS	BASA Cent. GARFIELD	COORDINATOR
	KS Duracelis Thomas	BASA Cent. Saturn Elementary	Academic Specialist



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SIGN-IN SHEET

Sign in sheet

NO.	YOUR NAME	SCHOOL NAME	TITLE
14	Julie Honeycutt	OAK PARK ELEMENTARY	coordinator
15	GAIL BUDNIK	MIMS ELEM	coordinator
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