

**MINUTES OF THE EDUCATION BOARD**  
**CITY OF DELRAY BEACH**

**DELRAY BEACH, FLORIDA**

**R E G U L A R   M E E T I N G**

MEETING DATE: April 1, 2019  
TYPE OF MEETING: Regular Meeting  
LOCATION: First Floor Conference Room, City Hall  
TIME: 5:30 P.M.

**I. CALL TO ORDER:**

Chairman Waldo Called the meeting to order at 5:38 p.m.

Staff liaison Mrs. Meeks took Roll Call:

MEMBERS PRESENT: Raiko Knight, Sarah Hough, Laurent Kushneriva, Ross O'Connor, Cheryl Haywood, Marjorie Waldo Penny Butler-Schillinger Edward Whalen, Hope Sargent Barbara Stark, Eric Camacho

MEMBERS ABSENT: Alison Kaufman, Kae Jonsons

**II. APPROVAL OF THE MINUTES OF THE MEETING:**

- A. Minutes for the Regular Meeting of December 3, 2018 and March 4, 2019 were before the Board for consideration. Mrs. Stark made a motion to approve both Minutes of the Meetings, seconded by Mr. Camacho. Motion passed unanimously.

**III. PRESENTATION:**

- A. **Viner Foundation:** Mr. O'Connor stated the Viner Foundation wishes to present their scholarship program to the Education Board as they would like to see more Delray beach students apply. However, they were not able to make it this meeting and have asked to be rescheduled to the meeting in June.

**IV. OLD BUSINESS ITEMS:**

- A. **Roberts Rules of Order:** Ms. Waldo handed out a summary of Roberts Rules of Order for the Board to review and stated that the Board will use this format moving forward. The Board did not have any additional questions or comments regarding the use of Roberts Rules of Order.

## **B. Advisory Board Manual:**

Ms. Waldo asked if anyone had any questions about the information found in the Advisory Board Manual. Mrs. Meeks stated the next Agenda will be sent out to both personal and City E-mail addresses, but after that all correspondence will be through the Board members City e-mail addresses. Mrs. Stark stated that she could not log on to her e-mail account. Board members also voiced a concern if they would need to log onto two separate accounts. However, Mr. Camacho stated the e-mail addresses can be merged through web browser Office 365 program. Ms. Butler-Schillinger asked if Mr. Camacho could create a guideline with an explanation on how that can be accomplished. Mr. Camacho stated it was a simple process and to please call him and he would could walk the person through the process.

## **C. By-Laws:**

Ms. Waldo asked if any one had any comments on the By-Laws. Mrs. Stark asked if we had a Vice-Chair and Second Vice-Chair and the answer was yes. Mr. Walen made a motion to approve the By-Laws as written. Ms. Haywood seconded the motion. The motion passed unanimously to approve the Education Board By-Laws.

- D. Duties and Responsibilities:** The Board discussed the updated Duties and Responsibilities to be included in the Code of Ordinances Section 32.29 for the Education Board. After a short discussion, the Board came to a consensus on the Duties and Responsibilities as provided below. This item will be scheduled for formal approval at the next meeting.

### **Section 32.29: Code of Ordinances Education Board**

- A. Attend the monthly School Advisory Council (SAC) meetings at assigned school and provide updates at each Education Board meeting.
- B. Review the Education Master Plan and its metrics biannually and update the City Commission on the status of the Plan at least once a year.
- C. Continuously review and ensure education related Goals and Policies of the City's Comprehensive Plan are being supported by advocating and helping to guide their implementation as needed.
- D. The Education Board meetings offers a platform for community organizations to share their education initiatives.
- E. Prepare an annual "State of Education" report and present it to the City Commission.

## **V. NEW BUSINESS ITEMS:**

- A. SAC Reports:** The following are the Board member SAC assignments:

- 1. Banyan Creek – Sarah Hough
- 2. Carver Middle School – Ed Walen
- 3. Pine Grove – Cheryl Haywood
- 4. Atlantic High School – Penny Butler

5. SD Spady – Raiko Knight
6. Plumosa SOA – Kae Jonsons
7. Orchard View – Ross O'Connor
8. Village Academy – Marjorie Waldo

Board members were asked to attend as many meetings as possible during the year and if they cannot attend they should ask request a copy of the minutes to sent to them. Ms. Waldo asked that the members forward a copy of the minutes to Mrs. Meeks. She will attach them to the meeting notices. At the Board meeting, each Board member will be asked to report on one or two items of interest. Ms. Haywood asked if they could attend a PTA meeting instead of the SAC. Ms. Waldo responded that SAC was more important as those are the meetings that discuss school improvement information.

- B. **Education Master Plan:** Mrs. Meeks updated the Board on Attendance numbers since the plan had been written. The Plan showed a trended decline in enrollment, however this past year there was an increase in attendance at 3 schools. Carver Middle School saw new students based on the boundary change from closing Odyssey Middle School. Banyan Creek received new students based on their school being selected for open controlled enrollment, and PSOA had a slight increase as the District opened up additional choice seats. Pine Grove saw a slight reduction in numbers.

**VI. COMMENTS BY STAFF:** Mrs. Meeks stated that she was working on the following educational projects:

- **Girls Build:** Construction Industry awareness summer camp program at the Milagro Center
- **Summer Kick-off to Learning:** The Library in partnership with the City will be hosting a program on Saturday June 1, 2019 to raise awareness around the importance of summer reading.
- **Youth Leadership Forum:** The City is working with the Chamber of Commerce to see if we could create a partnership to connect the business community with the schools to help students be better prepared for the workforce. This forum would be supported by the Council for Educational change.
- **Journey's Summer Reading Program:** A series of meetings have been held with the non-profit partners that implement the Journey's summer reading program at their sites. This summer we are trying to enhance the reading program with more robust art projects. Roots and Wings is considering a donation to make this happen.
- **National Campaign For Grade Level Reading Pacesetter Award Application:** An Application was submitted to the national campaign to be considered for an award based on our community making measurable progress in summer learning gains trended over 3 years; and overall gain in 3<sup>rd</sup> grade reading FSA scores.

**VII. COMMENTS BY BOARD MEMBERS:**

- Mrs. Stark invited the Board to attend the Milagro Center Grand Opening Ribbon Cutting Ceremony to held on April 15<sup>th</sup> at 5:30 p.m. at their new teen center.
- Ms. Haywood stated that the Chamber is still looking for volunteers for Delray Affair. She met with Kae Jonsons to discuss the Chamber Back to School Breakfast that they have secured Tony Carvajal as a keynote speaker.

- Mrs. Hough stated that Banyan Creek has a technology program that is ramping up and has approximately 100 students participating. They are going to purchase 3-D printers.

**VIII. COMMENTS BY THE PUBLIC:** 3 people from the community were present at the meeting and introduced themselves. Vivian Koppleman stated that she was proud to be a Delray Beach resident.

**IX. ADJOURN:** There being no further business before the Board, the meeting adjourned at 7:08 p.m.

The undersigned is the Secretary of the Education Board, and the information provided herein constitutes the Minutes of the Meeting of said body, for the April 1, 2019 meeting, which was formally adopted and approved by the Board on May 6, 2019.

  
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Janet Meeks, Education Coordinator