




**CITY OF MIRAMAR
INTEROFFICE MEMORANDUM**

TO: Mayor & City Commission
FROM: Dr. Roy L. Virgin, City Manager 
BY: Katrina Davenport, Social Services Director
DATE: March 20, 2025
RE: Temp. Reso. No. R8392 – Education Advisory Board Update

1. Introduction

- **Name/Title of the board** – Education Advisory Board (EAB)
- **Contact Information/staff liaison: Provide contact details for follow-up questions or additional information.**

Katrina Davenport, Social Services Director
954-889-2702
kldavenport@miramarfl.gov

Staff Liaison:

Darci Trachtenberg, Early Childhood Administrator
(954) 602-3361
dtrachtenberg@miramarfl.gov

Mary Bacchus, Administrative Secretary I
954-889-2792
mbacchus@miramarfl.gov

- 1. Purpose of the Report: Briefly explain why the report is being submitted.**
This report provides a comprehensive overview of the Education Advisory Board's (EAB) activities, accomplishments, and strategic initiatives. It highlights key efforts in scholarship funding, community engagement, and advocacy for enhanced educational opportunities.

- **Background of the Advisory Board: Provide a short history and the reason for its establishment.**

The Education Advisory Board (EAB) was established to serve as a liaison between the City Commission and the community on matters related to education. Its primary function is to provide recommendations and insights on policies, programs, and initiatives that enhance educational opportunities for Miramar residents. The EAB plays a critical role in supporting students, advocating for equitable education, and strengthening partnerships with local schools and stakeholders.

- **Scope of the Report: Outline what the report will cover.**

This report provides an overview of the EAB's initiatives, including efforts to increase scholarship funding, expand educational opportunities, and raise community awareness regarding evolving educational needs. Additionally, it highlights key accomplishments, challenges, and strategic goals to further the board's mission.

2. Board Composition

- **Members and Appointments: List the names of current board members, their roles, and the dates they were appointed.**
(Refer to Appendix A for a complete list of members.)

- **Member Qualifications: Highlight the expertise and qualifications of the board members.**

The education advisory board consist of nine (9) members, as follows:

- Three (3) from the Everglades High School Innovation Zone
- Three (3) from the Miramar High School Innovation Zone
- One (1) from a private or charter school in Miramar
- One (1) from a college or university
- One (1) from the business community in Miramar

All appointments shall be "at large."

- **Attendance Records: Summarize attendance at meetings to show member engagement.**
 - **January:** No meeting held
 - **February:** No quorum achieved
 - **March:** Quorum achieved (67% attendance)

3. Meetings and Activities

- **Meeting Schedule: Provide a summary of meeting dates and major topics discussed.**

Meetings are held every 2nd Monday of the month from 6:30 pm – 8:00 pm.

Location: Multi-Service Complex Conference Room #130, 1st Floor, 6700 Miramar Parkway, Miramar, Florida

- **January 13, 2025:** No meeting scheduled
 - **February 10, 2025:** No quorum; discussion of prior business
 - **March 10, 2025:** Quorum achieved; topics included scholarship funding and process improvements
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- **Summary of Activities: Outline key activities, projects, or initiatives undertaken by the board during the reporting period.**
 - Updated scholarship timeline to include open application dates, fundraising deadlines, and selection of finalists and winners
 - Developed a fundraising goal of \$5,000, with each board member responsible for raising \$555.00
 - Established a deadline for scholarship finalists to submit required documents (proof of residency and high school transcript) prior to the announcement of scholarship winners

- **Public Engagement: Detail any community outreach, public meetings, or stakeholder engagement efforts.**

EAB members receive regular updates from the Broward County Public Schools regarding legislative priorities and community discussions focusing on redefining schools and enhancing educational offerings.

4. Accomplishments and Outcomes

- **Major Accomplishments: Highlight significant achievements and milestones reached.**

- Strategized to refine the finalist selection process by vetting applications prior to announcing winners
- Implemented a process requiring scholarship finalists to submit qualifying documentation, including proof of residency and high school transcripts, for review by an EAB board member
- Mitigated past complications where awardees were deemed ineligible due to missing or inaccurate documentation

- **Impact: Describe the impact of these accomplishments on the community or specific areas of focus.**
 - Enhanced educational access for students by ensuring financial scholarship opportunities
 - Strengthened collaboration with Broward County Public Schools to improve understanding and participation in educational initiatives
 - Established an equitable and nonpartisan scholarship model for all eligible City of Miramar high school students

5. Challenges and Lessons Learned

- **Challenges Faced: Identify any challenges or obstacles the board encountered.**

Delays in approving the scholarship flyer due to lack of quorum in February.

- **Lessons Learned: Discuss what the board has learned from these challenges and how it has adapted or plans to adapt.**

The EAB board members voted and passed a motion to streamline scholarship flyer by producing a template for this document. By utilizing a template, there would not be a quorum required to vote. All board members agreed the language on the 2025 scholarship flyer would serve as a template for subsequent years moving forward with the following changes allowable as necessary:

- Commission inductions
- Dates (application timeframe, finalist selection, winner announcement, reception)
- Scholarship amounts
- Changes to scholarship link or QR code application

The board also agreed that if future EAB boards change the criteria of the scholarship, they would need to change the template.

6. Financial Overview

- **Budget Summary: Provide a summary of the board's budget and expenditures.**

The EAB Scholarship Fund is sustained through generous contributions from community members, local businesses, and board members. To ensure continued support, donation request letters for the upcoming cycle were distributed during the week of March 10, 2025.

- **Funding Sources: Detail any grants, donations, or other funding sources received.**

The EAB could only achieve its mission with the community's continued support. Donations and contributions from residents, local businesses, and Board members fund the EAB Scholarship Fund. Donation letters for the upcoming cycle have been sent out during the week of March 10, 2025.

- **Financial Management: Explain how funds have been managed and allocated.**

The EAB accepts donations which are placed in a donation account; <https://mss.miramarfl.gov/css/citizens/otherservices/default.aspx>.

- Total Donations (2023-24): \$7,185
- Scholarship Awards Distributed: \$5,000
- Remaining Balance: \$2,185
- For the 2024-25 cycle, the board set a fundraising goal of \$5,000, with each board member encouraged to raise \$555. The existing balance of \$2,185 will be combined with new fundraising efforts to increase the number of scholarships awarded, aiming for a total of six to seven scholarships at \$1,000 each.

7. Future Plans and Recommendations

- **Upcoming Projects: Outline planned projects and initiatives for the coming period.**

- A. Increase fundraising goals and scholarship awards
- B. Improve online application processes
- C. Develop acknowledgement letters for donors and applicants
- D. Engage with the City Commission and educational events
- E. Enhance social media presence
- F. Represent EAB at Broward County School Board meetings
- G. Leverage digital tools to enhance outreach
- H. Strengthen collaboration with school administrators

- **Strategic Goals: State the strategic goals and objectives the board aims to achieve.**

- A. Expand scholarship program
- B. Increase EAB visibility and community involvement
- C. Address educational priorities such as:
 - Safety
 - Equity
 - School support

- College and career readiness
- Real-world learning connections

- **Recommendations: Provide any recommendations the board has for the city commission, including policy changes, additional resources needed, or other support.**
The EAB has no recommendations for the City Commission this quarter.

8. Conclusion

- **Summary: Recap the key points of the report.**
The Education Advisory Board (EAB) remains dedicated to fostering educational opportunities for Miramar's high school students through strategic scholarship initiatives, community engagement, and ongoing collaboration with Broward County Public Schools. By refining the scholarship selection process and enhancing financial accessibility, the EAB is actively working to support students in their academic pursuits. The introduction of a standardized scholarship flyer template marks a significant improvement in operational efficiency, ensuring a seamless annual application process. Moving forward, the board will continue to expand fundraising efforts, strengthen outreach initiatives, and advocate for equitable educational opportunities within the city. Through these ongoing efforts, the EAB strives to create a lasting impact on students, families, and the broader Miramar community, reinforcing the city's commitment to educational excellence.



Appendix A
MIRAMAR
EDUCATION ADVISORY BOARD
(City Code Sec. 2-79)

MEMBER DATA	Role	ZONE	TERM	APPOINT. DATE	EXP. DATE
Kimberly Hall 12719 SW 27 Street Miramar, FL 33027 (P) 786-246-5299 (S) 954-701-3473 kymedana@gmail.com	Member	Miramar HS Innovation Zone	At Will	05/18/22 Reso. #22-118	At Will
Tanisha N. Cunningham 2649 Utopia Drive Miramar, FL 33023 (P) 954-559-4250 (S) 305-895-0609 tanishanicole75@gmail.com	Member	Miramar HS Innovation Zone	At Will	01/25/23 Reso. #23-46	At Will
Italia Thurston 2450 SW 103 Way Miramar, FL 33025 (P) 954-534-1641 isthurston@miramarpd.org	Member	Miramar HS Innovation Zone	At Will	01/17/18 Reso. #18-55	At Will
Teneshia Taylor 5271 SW 159 Avenue Miramar, FL 33027 (P) 954-629-6883 (S) 954-963-0084 ttaylor@taj-realty.com	Chairperson	Everglades HS Innovation Zone	At Will	06/01/16 Reso. #16-128	At Will
Dr. Amoy Reid 10521 SW 24 Court Miramar, FL 33025 (P) 754-244-1077 amoy_reid@gmail.com	Member	Everglades HS Innovation Zone	At Will	05/15/24 Reso. #24-108	At Will
Dr. Elinor Milian 2256 SW 125 th Ave Miramar, FL 33027 (P) 305-333-1758 elinor.milian@gmail.com	Vice Chairperson	Everglades HS Innovation Zone	At Will	05/19/21 Reso. #21-103	At Will
Renee T. Fletcher 13711 SW 49 Court Miramar, FL 33027 (P) 954-309-1478 rfletch665@gmail.com	Member	Private/Charter School	At Will	05/15/24 Reso. #24-108	At Will
Lois A. Saunders 10231 SW 24 Court Miramar, FL 33025 (P) 305-343-2385 (S) 954-303-2288 lamws49@gmail.com	Member	College / University	At Will	05/17/23 Reso. #23-108	At Will
Sylvia Grandberry 11321 SW 20 Street Miramar, FL 33025 (P) 813-380-8514 sylviagrandberry@gmail.com	Member	Business Community	At Will	05/18/22 Reso. #22-118	At Will