



**CITY OF MIRAMAR
INTEROFFICE MEMORANDUM**

TO: Mayor, Vice Mayor, & City Commissioners
FROM: Dr. Roy L. Virgin, City Manager 
BY: Krishauna DeLisser, Social Services Director
DATE: March 12, 2026
RE: Temp. Reso. No. R8641 – 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.**

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Staff Liaison:

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- **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."

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

- **October 13, 2025:** Quorum achieved; topics included a detailed presentation by City Attorney Jordan Gary highlighting Florida Sunshine Law requirements, procedures to hold subcommittee meetings,

- **October 27, 2025:** Subcommittee meeting – quorum achieved; topics included possible initiatives for the EAB to pursue fundraising scholarships for teacher grants and band instruments for students, designing a presentation to approach elected officials for annual donations for the scholarship fund reception, brainstorming how the EAB can get involved in elected officials and Social Service’s events to fundraise, and review of Sunshine Law protocols.
 - **November 10, 2025:** Quorum achieved, topics included welcoming of new board member, reiteration to the board by the chairperson approval of meeting minutes guidelines, and preliminary discussions for the board’s upcoming 2026 scholarship fund timeline and guidelines.
 - **December 4, 2025:** Subcommittee meeting – no quorum, topic discussed was an outreach and marketing initiative for banner fundraising and the logistics behind such an initiative
 - **January 12, 2026:** No meeting scheduled
 - **February 9, 2026:** Quorum achieved, topics included recap of November and December meetings, stronger coordination of banner fundraising logistics and city processes, implementation of online scholarship applications have been updated, scholarship fund flyer has been distributed on the Miramar website, and solicitation of donations.
 - **March 9, 2026:** Quorum achieved, topics included procedures to pursue banner fundraiser initiative, engaging with city officials to collaborate fundraising efforts towards the EAB and attend scheduled EAB meetings, assigning scholarship application reviewers and tiebreaker, and minimum fundraising goal.
- **Summary of Activities: Outline key activities, projects, or initiatives undertaken by the board during the reporting period.**
 - Venue and Event Logistics
 - Discussed and coordinated logistics related to potential fundraising initiatives and scholarship events.
 - Discussed the feasibility and procedural requirements for implementing a banner fundraising initiative, including outreach, marketing, and compliance with City processes.
 - Reviewed procedures for coordinating event-related efforts in collaboration with City departments and explored opportunities to utilize community events and Social Services activities as potential platforms to support fundraising efforts.
 - Sponsor Involvement and Future Planning
 - The board engaged in strategic discussions on strengthening partnerships and increasing community support for the scholarship fund.

- Members explored approaches to engage elected officials and community stakeholders to encourage annual contributions toward the scholarship fund reception and other fundraising initiatives.
 - Conversations also focused on improving coordination with City officials and identifying opportunities for collaborative fundraising efforts that align with the board's mission to expand educational opportunities within the community.
- Scholarship Program Growth and Alumni Engagement
 - A significant focus of the board's work involved planning and strengthening the EAB scholarship program.
 - Members discussed the timeline and guidelines for the 2026 scholarship cycle, implemented an updated online scholarship application process, and promoted the scholarship fund through distribution of materials on the City of Miramar website.
 - The board also assigned scholarship application reviewers, identified a tiebreaker reviewer, and established a minimum fundraising goal to support scholarship awards.
 - These efforts reflect the board's ongoing commitment to expanding scholarship opportunities and strengthening the long-term sustainability of the program.
- Public Engagement
 - Maintained ongoing engagement with the community by promoting the scholarship program and encouraging public participation in fundraising initiatives.
 - Strengthened outreach efforts which included publishing scholarship information and promotional collateral on the City of Miramar website to increase awareness and accessibility for students and families.
 - Discussed strategies to strengthen community presence by participating in local events and engaging with stakeholders, including elected officials and community partners, to support the scholarship program and expand opportunities for student success.

4. Accomplishments and Outcomes

- **Major Accomplishments: Highlight significant achievements and milestones reached.**
 - **Enhanced Understanding of Advisory Board Roles:** Through a PowerPoint presentation conducted by City Attorney Jordan Gary, the Board strengthened its governance practices by receiving a comprehensive briefing on the Florida Sunshine Law, gaining clarity on public-meeting requirements, notice procedures, recording obligations, and legal compliance for both regular and subcommittee meetings. This training established a clearer operational framework for how the EAB must

conduct its business moving forward, ensuring transparency and adherence to state law.

- **Advancing a Long-Range Funding Strategy for Scholarship Program Continuity:** The Board made significant progress toward securing long-term financial stability for its scholarship program by developing the framework for a formal funding request to the City Commission, including outlining the presentation, identifying key cost components such as the annual scholarship reception at the Miramar Cultural Center, and confirming that the request must be presented in person at a Commission meeting. This marks a major step toward establishing a consistent, multi-year funding commitment for the EAB's initiatives.
 - **Approval of the 2026 Scholarship Program Timeline and Application Framework:** The Board finalized and approved the 2026 scholarship program timeline and key application components, including confirming the essay questions, establishing the fundraising goal, and setting the official application and review dates. This unified approval represents a major milestone in preparing the scholarship cycle for launch and ensuring all operational elements are aligned for the upcoming year.
 - **Cross-Department Planning for the 2026 Banner Fundraising Initiative:** The Board made substantial progress in developing the 2026 banner fundraising initiative by establishing the framework for a city-supported banner campaign, including researching vendor options, identifying potential display locations, and coordinating with Parks & Recreation to align the project with existing City processes. This marks a key milestone toward creating a sustainable, recurring fundraising stream for the EAB's annual scholarship program.
 - **Advancement of the Scholarship Banner Fundraising Campaign:** The Education Advisory Board successfully advanced the development of its new scholarship banner fundraising campaign, moving from initial concept to concrete implementation steps. This included convening the scholarship subcommittee, securing preliminary pricing and production details for the banners from a local vendor, coordinating with Public Works for installation logistics, and establishing a pilot phase using banners of the 2026 scholarship awardees. These coordinated efforts laid the foundation for a sustainable, annual fundraising initiative designed to support future scholarship cycles beginning in 2027.
- **Impact: Describe the impact of these accomplishments on the community or specific areas of focus.**
 - Enhanced Educational Opportunities:
 - Publicly celebrates student achievement, strengthening community pride and visibility.
 - Establishes a repeatable fundraising model that benefits future scholarship cycles.
 - Strengthened Community Partnerships:

- Supports local businesses through vendor partnerships.
- Enhances collaboration between City departments, schools, and families.
- Increased Civic Pride and Engagement:
 - Strengthens long-term scholarship funding, ensuring more students can access financial support year after year.
 - Enhances community pride by creating a visible, celebratory display honoring student achievement across the city.
 - Lays the groundwork for a recurring, community-engaged fundraiser that reinforces the City's commitment to educational advancement.

5. Challenges and Lessons Learned

Challenges:

- **Venue and Event Logistics:**
 - Coordinating logistics for fundraising and scholarship events required navigating multiple City procedures, which sometimes slowed planning timelines.
 - The banner fundraising initiative introduced additional complexity, including compliance requirements, marketing coordination, and outreach to community partners.
 - Aligning event-related efforts across various City departments required consistent communication and clarity on roles and responsibilities.
- **Sponsor Involvement and Future Planning:**
 - Strengthening partnerships and securing recurring support required sustained outreach and relationship-building with sponsors, elected officials, and community stakeholders.
 - Encouraging annual contributions proved challenging without a clear value proposition and consistent communication strategy.
 - Coordination with City officials needed improvement to ensure alignment between fundraising goals and broader community initiatives.
- **Scholarship Program Growth and Alumni Engagement:**
 - Implementing the updated online scholarship application process required technical coordination and clear communication to applicants.
 - Establishing timelines and reviewer assignments demanded careful planning to ensure fairness and efficiency.
 - Setting a minimum fundraising goal highlighted the need for sustainable revenue streams to support program expansion
- **Public Engagement:**
 - Maintaining consistent public awareness of the scholarship program required ongoing outreach and updated promotional materials.
 - Reaching diverse community groups and ensuring accessibility for students and families demanded multiple communication channels.

- Increasing presence at community events required coordination and volunteer availability.

Lessons Learned:

Ongoing Collaboration is Essential:

- Building strong, recurring partnerships requires sustained engagement with sponsors, elected officials, and community stakeholders, demonstrating that relationship-building must be a year-round effort.

Public Engagement is a Year-Round Initiative:

- Maintaining public awareness of the scholarship program requires ongoing outreach efforts and regularly refreshed promotional marketing collateral.

Proactive Communication Improves Efficiency:

- Effective event execution requires consistent communication across multiple City departments, reinforcing the value of clearly defined roles, responsibilities, and decision-making pathways.

Transparency Builds Public Trust:

- Adherence to Sunshine and Public Records Laws reinforces the public's confidence in the transparency and integrity of city advisory boards.

Establishing a Compliance Checklist:

- Creating a checklist for initiatives such as a banner fundraiser to ensure all requirements are addressed early in the planning process

Professional Conduct Reflects City Values:

- Maintaining decorum, respect, and clear communication during meetings reinforces the professionalism expected of those representing the City of Miramar.

6. Financial Overview

The EAB accepts donations which are placed in a donation account;

<https://mss.miramarfl.gov/css/citizens/otherservices/default.aspx>.

- Total Donations (2025-2026): \$150.00
- Balance carried over (2024-2025): \$355.00
- Scholarship Awards Distributed: \$0
- Remaining Balance: \$505

7. Future Plans and Recommendations

● Regular Training and Compliance Updates:

Continue periodic training for all advisory board members on the Florida Sunshine Law, Public Records Law, and city policies to maintain full compliance and avoid legal exposure.

● Bylaws Review and Standardization:

Each board should review and, if needed, update its bylaws annually to clarify attendance procedures, voting rules, excused absences, and quorum requirements for greater consistency across all boards.

- **Stronger Inter-Board Collaboration:**

Future consideration to collaborate with elected officials at scheduled or special board meetings at the official's convenience to further discuss enhancement of the Educational Advisory Board Scholarship program.

8. Conclusion

Through its collective efforts over the reporting period, the Education Advisory Board demonstrated a strong commitment to strengthening the City of Miramar's scholarship program, expanding community partnerships, and enhancing long-term fundraising capacity. The board's work, ranging from refining event logistics and advancing a new banner fundraising initiative to approving the 2026 scholarship framework and deepening public engagement, reflects a strategic, forward-looking approach to supporting student success. These accomplishments not only improved internal processes and clarified governance responsibilities but also laid the foundation for sustainable growth of the scholarship program. By embracing collaboration, prioritizing transparency, and learning from operational challenges, the board has positioned itself to continue expanding educational opportunities and fostering civic pride throughout the community.

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

MEMBER DATA	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	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	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	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	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 areid@broward.edu	Everglades HS Innovation Zone	At Will	05/15/24 Reso. #24-108	At Will
Tondra Collins 8349 SW 23 Court Miramar, FL 33025 (P) 585-224-5889 collins.tondra@gmail.com	Everglades HS Innovation Zone	At Will	10/01/25 Reso. #26-06	At Will
Renee T. Fletcher 13711 SW 49 Court Miramar, FL 33027 (P) 954-309-1478 rfletch665@gmail.com	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	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	Business Community	At Will	05/18/22 Reso. #22-118	At Will

Staff Liaison:

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