




**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: November 12, 2025
RE: Temp. Reso. No. R8559 – 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.**

Krishauna DeLisser, Social Services Director
954-889-2744
kdelisser@miramarfl.gov

Staff Liaison:

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

Michael Thompson, Fiscal Grant Administrator
954-889-2745
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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 consists 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

- **April 14, 2025:** Quorum achieved; topics included considering changing the length of student scholarship applications next cycle (words vs. characters), fundraising and budget deadlines, sponsorship and donations, Scholarship Awards event planning, and the logistics for the event (staff coordination, decorations, certificates, presentations).
 - **May 12, 2025:** Quorum achieved; topics included scholarship selection and funding, event planning and logistics, coordination with city officials, adherence to proper protocol, and confirmation of attendance for the upcoming scholarship reception.
 - **June 9, 2025:** Quorum achieved; topics included an overview of the Scholarship Award Ceremony, a synopsis of Vice Chairperson Milian's school-based needs ZOOM session, which included 14 attendees from elementary, middle, and high schools.
 - **July 14, 2025:** No meeting scheduled
 - **August 11, 2025:** No meeting scheduled
 - **September 8, 2025:** No quorum; Presentation by City Clerk's Office
- **Summary of Activities: Outline key activities, projects, or initiatives undertaken by the board during the reporting period.**
 - Venue and Event Logistics:
 - Outlined a detailed program schedule (setup, networking, remarks, awards, donor recognition, closing, and walkover to Commission meeting)
 - Invited school administrators and past awardees to the reception.
 - Collected feedback and photos to finalize setup and seating arrangements.
 - The reception venue near City Hall was ideal
 - Sought sponsors for food and beverages (via City's 501(c)(3) EDGE).
 - Sponsor Involvement and Future Planning:
 - For the 2026 scholarship reception, the board agreed to allow sponsors one minute to speak about their companies, and discussions are underway to secure recurring sponsorships and possible City Commission support.
 - Scholarship Program Growth and Alumni Engagement:
 - The EAB's scholarship program continues to attract around 30 applicants annually, with 3–5 recipients each year. The board discussed creating an alumni network to foster mentoring and professional connections
- **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.
- Contacted schools to remind them that SAC information is a public record under Florida's Sunshine and Public Records Laws.
- Noted that some school districts maintain a dedicated SAC website requiring posting within ten days of meetings for public transparency.
- Engaged with the School District to understand the lack of enforcement of uniform SAC procedures.
- Highlighted that SAC meetings should discuss:
 - School safety and behavior (violence, bullying)
 - Instructional improvements and student incentives
 - Budget and spending transparency

4. Accomplishments and Outcomes

- **Major Accomplishments: Highlight significant achievements and milestones reached.**
 - Successful 2025 Scholarship Reception:
 - Organized a detailed Scholarship Awards Reception and City Commission presentation with defined roles, schedule, and logistics — showing strong event coordination and teamwork.
 - Increased Operational Efficiency and Planning
 - Established a clear timeline and structured workflow for scholarship administration, fundraising deadlines, event setup, and communication with city staff.
 - Developed a template for future scholarship receptions, including protocol, event flow, and role assignments — setting a standard for upcoming years.
 - Growing Community and Sponsor Engagement:
 - The board strengthened relationships with potential sponsors, including First Citizens Bank, and discussed securing recurring sponsorships and City Commission support, reflecting the program's increasing recognition and sustainability.
- **Impact: Describe the impact of these accomplishments on the community or specific areas of focus.**
 - Enhanced Educational Opportunities:
 - The EAB's scholarship program continues to make a direct and meaningful impact by helping local students pursue higher education. With around 25 awardees to date, the program has created pathways for academic and career advancement—

empowering young residents to reach their potential and contribute back to the community.

- Strengthened Community Partnerships:
 - By engaging sponsors such as First Citizens Bank and exploring City Commission collaboration, the board has expanded community involvement in supporting education. These partnerships not only bring financial resources but also increase visibility and shared ownership of the scholarship initiative.
- Increased Civic Pride and Engagement:
 - The well-received scholarship reception and the inclusion of past awardees foster a sense of pride and continuity. Creating an alumni network builds lasting relationships among recipients, mentors, and community leaders—encouraging future civic engagement and reinforcing the city’s commitment to youth success.
- Improved Program Sustainability:
 - Establishing recurring sponsorships and securing a consistent venue demonstrates long-term planning and operational stability. These efforts ensure that the scholarship program will continue to grow and serve future generations, further strengthening the city’s educational and community development goals.

5. Challenges and Lessons Learned

Challenges:

- Logistical Difficulties:
 - Transporting refreshments to the large conference room was cumbersome.
 - One awardee had not yet received her scholarship check, indicating a gap in follow-up procedures.
- Sponsor Engagement:
 - Sponsors were recognized with certificates but not given an opportunity to address the audience, limiting their visibility and engagement.
- Venue Coordination:
 - Questions arose about how far in advance the board could reserve the venue, depending on the City Commission’s finalized calendar.
- Alumni Engagement:
 - While past awardees were invited, some could not attend, and there was no established process for maintaining alumni connections or gathering virtual contributions.

Lessons Learned:

- Streamlining Venue and Logistics:
 - Future receptions could be held in a smaller, first-floor room to simplify setup and create a more intimate environment.
 - Early reservation planning will ensure continuity in location.
- Enhancing Sponsor Relations:
 - Allowing sponsors brief speaking opportunities will increase engagement and encourage ongoing or recurring sponsorships.
- Improving Follow-up Systems:
 - A more structured process should be implemented to confirm all awardees have received funds and recognition materials.
- Building Alumni Networks:
 - Encouraging alumni to submit short videos or stay connected through City media platforms could establish a mentorship and networking system that benefits new recipients.

School-Based Needs Committee

The forum was designed to allow school administrators to provide insight into ways the EAB could assist schools.

- Data Misalignment:
 - Survey results did not accurately reflect college and career readiness activities because schools and students were not labeling such programs correctly.
 - Discussed ways to ensure that secondary students' college and career readiness instruction would be documented accurately
- Limited Data Access:
 - The School District does not disaggregate data by city, making it challenging to evaluate Miramar-specific progress.
 - Explore avenues for how EAB members could align their availability with SAC meetings to improve collaboration due to inconsistent SAC meeting schedules.
- Communication Gaps:
 - Feedback from Dr. Milian had not yet been shared with key stakeholders like Ms. Cunningham.
- Survey Constraints:
 - Once conducted, the annual survey could not be revised or reissued, meaning misinterpretations persisted for an entire year.

The ZOOM session discussed ways to ensure that secondary students' college and career readiness instruction would be documented accurately.

Lessons Learned:

Scholarship Award Reception

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- Improving Follow-up Systems:
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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 (2024-25): \$3,355
- Scholarship Awards Distributed: \$3,000
- Remaining Balance: \$355
- For the 2024-25 cycle, the board set a fundraising goal of \$5,000, with each board member encouraged to raise \$555. The EAB currently had a balance of \$3,355 at the time of awarding scholarships and unanimously voted to award three \$1,000 scholarships, leaving a balance of \$355.

7. Future Plans and Recommendations

- Consider holding future receptions in the smaller, first-floor conference room at police headquarters for a more intimate setting and easier setup.
- Explore ways to connect alumni through City media platforms to foster mentorship and networking for current recipients.
- Secure sponsors for swag bags, cake, coffee, platters, and gift cards.
- Implement a tracking and follow-up system to ensure all awardees receive checks and awards on time.
- Explore implementing a mini teacher grant program (~\$500) for teachers residing and teaching in Miramar schools.
- Establish standard procedures for handing out checks and group photos with awardees, EAB members, sponsors, and Commissioners.
- Contact Superintendent Strauss (or designee) at the start of the school year to obtain the SAC meeting calendar for all Miramar schools.

- **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 of a citywide advisory board networking or recognition event could foster collaboration, idea sharing, and alignment of goals across boards.

8. Conclusion

The EAB's scholarship program continues to thrive, attracting an average of 30 applicants each year and awarding 3 to 5 scholarships. To date, around 25 recipients have benefited from the program, with many now pursuing graduate studies or advancing in their professional careers. The scholarship award reception was a successful and well-coordinated event that celebrated the achievements of the recipients and encouraged engagement with past awardees, sponsors, and the community.

Lessons learned from the event include the need for improved logistical planning for venue setup, clearer protocol for Commission members, and enhanced recognition for sponsors. Moving forward, the EAB plans to streamline future receptions by securing recurring sponsorships, considering more intimate venues, connecting alumni with mentorship opportunities, and ensuring all awardees receive timely recognition and scholarship disbursements. Additionally, the board aims to strengthen school engagement by improving communication about college and career-readiness activities, aligning outreach with SAC meeting schedules, and exploring grant initiatives to expand support for local educators. Overall, these efforts will enhance the visibility, impact, and sustainability of the scholarship program while fostering stronger connections between the EAB, schools, and the community.

Deputy City Clerk Frederika DeJean's presentation effectively enhanced the advisory board members' understanding of their legal and procedural responsibilities under the Florida Sunshine Law, Public Records Law, and city policies. The session clarified proper meeting conduct, quorum requirements, attendance protocols, and expectations for public transparency. As a result, board members gained greater confidence in fulfilling their roles, ensuring compliance, and maintaining accountability in public service. Moving forward, continued training, improved coordination among advisory boards, and a periodic review of bylaws will ensure sustained compliance and enhance the boards' contributions to the City of Miramar's civic engagement and decision-making processes.



**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 amoy.reid@gmail.com	Everglades HS Innovation Zone	At Will	05/15/24 Reso. #24-108	At Will
Vacant	Everglades HS Innovation Zone	At Will		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