

**SUPERINTENDENT’S DISTRICT ADVISORY PANEL
FOR
EXCEPTIONAL STUDENT EDUCATION
AWARDS SUBCOMMITTEE
MEETING AGENDA & MINUTES
Tuesday, March 18, 2025 @ 10:00am**

Meeting Attendance

Dayana Cadaya
Iyasell Arrieta
Sacha Machado
Cara Magluta
Yvonne Leon

Reminder-Awards Committee Meeting Dates/Times

- Do we need to consider an additional date?

Topic for Discussions

- [Weekly Briefing Released on Feb. 27, 2025 \(Briefing Id # 46851\)](#)
- [Nomination results as of March 18, 2025](#)
- Reviewing Results/Scoring Rubrics and Selecting Winners –**Send out to Score on April 7 and April 18th Deadline to Score**
- [Brochure-Sample will be available by Monday, March 24, 2025, will email sample](#)
- Ordering of Plaques-discuss next meeting
- Maning of Tables, Plaques- discuss next meeting
- Order of Ceremony – Who's doing what.... discuss next meeting
- Preparing Auditorium with Reserved Signs- discuss next meeting
- Invitation Email and Flyer-**Save Date**

Event Logistics/Assigned Tasks

- Reminder-Theme **Rising Above: A Celebration of Resilience**
- Discuss Assignment-**Color Theme/Decorations**
 - Reaching out to Schools for Assistance
 - **Update: Reaching out to Schools for Kites:**
 - Booker T Washington Arts Program, Dayana will reach out
 - Coral Reef Senior- Beth will reach out
 - **Update: Herff Jones Ballon Arch**
 - Yvonne and Angie
 - **Update:** Poster and/or Banner for the Entrance and Stage with “Welcome”-Carla will follow-up with Celeste to see if we have one. (The Graphic Department and L. Hopkins)
- **Update:** Discus Assignment: **Entertainment**
 - Reaching out to Schools for Assistance with Performances

- Opening Pledge of Allegiance-**Pierre** member of the Panel ask during the Panel Meeting. Lynn will assist.
 - Dancers, Cheerleaders, etc –Ask Angie
 - Bands, Music Performance, etc. - Ask Angie
 - West Lakes Preparatory K-8, Bent Tree (Drum Bucket Performance or Electronic Piano)
- Discuss Assignment: **Invitation/ Brochure**
 - Graphics Department to assist with invitations and brochure
 - Brochure –Dayana Cadaya will email draft by Monday, March 24th
 - Invitation will be sent via email to parents and all invites-
 - Who has email files???? Angie
 - Discuss Assignment: Streaming
 - Edvision, if not HS to assist
 - Herff Jones, Miami Arts Studio????
 - Who has this information-Angie

****PowerPoint**-Ray Novo using themes Clouds, kites, and imagery of mountains or birds soaring.
Theme **Rising Above: A Celebration of Resilience. With Pictures of all Nominees**

Nominations Received as of 3.18.25

- **Student Awards of Excellence for Leadership and Service**
 - K-5 grade: 1
 - 6-12 grade: 2
 - **Award of Excellence for Leadership and Service: 13**
 - **Champion of Inclusion** - Ms. Chalmers/Ms. Richardson nominates
 - **Champion of Parent Engagement Award: 2**
 - **Inclusion Award of Excellence** –Ms. Chalmers/Ms. Richardson nominates
 - **Reno Cocchi Employer Award of Excellence** - 0
- Additional Recommendations

Next Meeting-

Ideas for Decorations: "Rising Above: A Celebration of Resilience"

Focus on overcoming challenges and achieving success.

Decoration Ideas: Clouds, kites, and imagery of mountains or birds soaring.

- Backdrop: A mountain silhouette or a large balloon display of clouds and birds, with a banner reading "Soaring to New Heights."
- Table Centerpieces: Miniature mountain models or figurines of birds, paired with motivational quotes.
- Entrance: A faux rock-climbing wall with "Success" at the top, or a balloon arch designed to resemble a mountain path.
- Stage Design: Include a large sun rising behind mountain peaks, with props like hiking boots or ropes symbolizing the climb.
- Lighting: Uplighting in shades of blue and gold to create a sunrise or sky effect.

Award Presentation Ideas:

• Flight Ceremony:

- Give each student a small paper airplane or bird figurine with their name on it. Call their names, and they "launch" their plane into a target zone as they walk to accept their award.

• Mountain Climbers:

- Create a mountain prop with symbolic milestones. As students' names are called, they place their photo or name on the mountain's summit.

Rising Star Recognition:

- Shine a spotlight on each recipient as they walk up, with uplifting music to match the theme of overcoming obstacles.

Theme: Rising Above: A Celebration of Resilience

Assigned Task	Description	Team Members	Complete/ Follow up by	Outcome	Additional Follow-up
Color Theme & Decorations	All Colors, Kites. Reach out to Booker T Washington & Coral Reef SHS	Dayana & Beth	March 18th	Ponce de Leon MS- Dayana & Coral Reef Beth-	
Entertainment	Opening: National Anthem, Performances Dancers, Cheerleaders, Music Performance- Consider West Lakes Prep & Bent Tree Drum Bucket Performance or Electronic Piano	Yvonne and Angie	March 18th	Follow up with Angie & Yvonne	
Brochure/Invitation	Graphics Department Print, Brochure- Dayana will create, Invitation- follow up with Angie	Dayana Invitation- Yvonne and Angie	Brochure & Draft by March 18th	Follow-up Invitation	
Poster/Banner for Entrance and Stage	Graphics Dept.	Carla will follow-up with Celeste	Discuss Next Meeting using the Stand Up- ESE Banner for Entrance		

Donations	Ballon Arch Herff Jones or use Siarra Jackson	Yvonne & Angie	Discuss at next meeting		
Streaming	Edvison if not High Schools	Yvonne & Angie	March 18th		
Weekly Briefing	Ray will do links with the Nomination Application-Send to all members for review	Ray, Yvonne Dayana	Feb. 18th	Completed-Weekly Briefing. Briefing Id # 46851	
Nomination Questions	Reno Cocchi- Send to Raydelin Munoz for Review Awards of Excellence for Leadership- Send to Lisette Rodriguez Awards of Excellence- Chalmers and Richardson	Yvonne	Feb. 14th	Completed-Weekly Briefing went out 2.27.24	
Award-Plaque	Discuss Next Meeting				
Maning of Tables	Discuss Next Meeting				
Order of Ceremony-Who's doing what?	Discuss Next Meeting				
Preparing Auditorium with Reserved Signs	Discuss Next Meeting				

Certificates for other Applicants	Discuss Next Meeting				
PowerPoint	Using theme - clouds, kites imagery of mountains or birds soaring include pictures of Nominees	Ray Novo			
Scoring Rubric	Discuss Next Meeting	*Dayana will review scoring rubrics by Friday, March 21st. *Provide Ray with revision March 21st *Send out to score April 7 & Deadline to Score April 18			