

**Superintendent's District Advisory Panel  
for  
Exceptional Student Education**

**Awards Committee Meeting Notes  
December 11, 2019**

**Ruth Owens Krusé Educational Center  
11001 Southwest 76<sup>th</sup> Street  
Miami, Florida 33173**

- **Members: Co-Chairs: Angie Torres & Kathy Vergara**

Emily Andrade  
Nicole Berge-MacInnes  
Danita Duhart  
Magaly Ercilla  
Kelli Hunter-Sheppard  
Yvonne Leon  
Ana Mendez-Londono  
Georgina Mederos  
Vivian Nunez  
Patrick Salmasi  
Melissa Souza

- **Awards Ceremony – “Make It Happen”**

Location: Miami Arts Studio 6-12 @ Zelda Glazer  
15015 Southwest 24<sup>th</sup> Street  
Miami, Florida 33185  
Date: May 7 (waiting for confirmation)  
Time: Registration & Reception – 6:15 pm  
Awards Ceremony – 7:00 pm

- **Donations: Patrick Salmasi & Melissa Souza**

We are hoping to raise between \$6,000 and \$8,000. Melissa Souza reported that Curriculum Associates has donated \$1,000. Ms. Souza is planning to draft a tax free letter for donors. Donations will be made to a special Miami-Dade County Public Schools account this year.

- **Award Application: Dr. Kelli Hunter-Sheppard & Angie Torres**

Weekly Briefing will go out in January and applications will be due in the first week of March. Need Panel members to help. Each school is able to submit 3 applications.

- **Award Selection/Review: Panel & Sub-Committee Members**

Panel members are needed to volunteer to help review the applications. Applications include:

Student Awards of Excellence (4)  
PreK, Elementary, Middle & High School  
Award of Excellence for Leadership and Service (3)  
Elementary, Middle & High School  
Champion of Inclusion Award (1)  
Champion of Parent Engagement Award (1)  
Inclusion Award of Excellence (1)  
Reno Cocchi Employer Award of Excellence (4) - Flexible

- **Community Partners: Magaly Ercilla & Yvonne Leon**  
Employers & Supporters will be honored through the Reno Cocchi Employer Award of Excellence.
- **Catering and Decorations: Nicole Berge-Macinnes & Ana Mendez-Londono**  
The current plan is to have students from Ruth Kruse serve appetizers in the courtyard prior to the ceremony. Water will also be available. No food is allowed in the auditorium. Discussion followed about distributing wrapped cookies at the end of the event.
- **Event Registration & Organization Process: Danita Duhart and Georgina Mederos**  
Participant information will be collected through survey monkey

Following registration, ushers will direct students to their seats. Seating will be ordered according to grade level (elementary, middle, high school).

- **Security & Housekeeping**  
Miami Arts Studio will be responsible for security and housekeeping.
- **Special Operations: Nicole Berge-Macinnes**
- **Volunteers: Jesus Avila & Orfi Sanchez**  
Approximately 60 volunteers will be needed as follows:

Stage Manager - 1  
Award Monitors - 5  
Ushers - 10  
Registration  
Table – 10  
Parking – 4

**VIP Coordinators**

Parking Greeter -2  
Registration – 2  
Floaters -2  
Parking – 8  
Auditorium Front Doors - 8

1. **Event Program & Awards: Vivian Nunez & Patrick Salmasi**  
Program will include the following:

Pre Program  
Welcome

Pledge  
Introductions  
Performance  
Ceremony  
Special Remarks  
Sponsor Recognition  
Performance

**2. Performance Possibilities**

Jazz Band  
Robert Renick Educational Center Band  
Coral Park Dancers  
Homestead Senior High School Singer

**3. Special Presentations**

TBA

**4. Photography**

Fox-Mar

**5. Press Coverage**

Media Advisory

**6. Meeting Schedule**

Thursday, January 23<sup>rd</sup>, Ruth Kruse, 10:30 am

**7. Adjournment**