

**Superintendent's District Advisory Panel
for
Students with Disabilities**

**Awards Committee Meeting Agenda
January 14, 2019**

- **Members:**

Co-Chairs: Kathy Vergara, Kelli Hunter-Sheppard, and Angie Torres

Javier Aviles
Rosa Maria Barbara (absent)
Nicole Berge-Macinnes
Lauren Bustos-Vallejo
Enrique Escallon
Isabel Garcia (absent)
Georgina Mederos
Ana Mendez-Londono

- **Awards Ceremony "Time to Shine"**

Location:

Angie Torres visited the Miami Arts Studio at Zelda Glazer Middle School and Jorge Mas Canosca Middle School to see if either location would be appropriate for the Awards Ceremony. She reported that the cafetorium at Zelda Glazer is a little smaller than the cafetorium at Jorge Mas Canosca Middle School. However, Jorge Mas Cansoca is much further west than Zelda Glazer.

Nicole Berges-Macinnes and Ana Mendez-Londono asked the committee to reconsider TERRA Environmental Research Institute because of the proximity to Ruth Krusé Educational Center and the size of the cafetorium worked well last year. The set-up for this event is complicated, especially when it is necessary to return to Ruth Krusé for additional supplies.

The committee agreed to the request to ask Principal Jose Sirven if the Awards Ceremony could take place at TERRA again this year. Angie Torres followed up and learned that TERRA would not be an option this year. We are seriously considering Zelda Glazer Middle School. The address is 15015 Southwest 24th Street, Miami, Florida 33185.

Date: May 7 or May 9 (Tuesday or Thursday)
May 9 is an early release day and would be the preferred date.

Time: Registration & Reception – 6:00 pm
Awards Ceremony – 7:00 pm
Jazz band will play during registration.

Guests: This year we need to plan for 450 guests including award recipients, families, school personnel, Panel members, and dignitaries. We will need at least 45 tables seating 10 per table.

- **Awards & Applications (Schools are encouraged to nominate at least two students)**

Schools will be asked to nominate two students for the Student Award of Excellence.

Student Award of Excellence	ESE Students (4) PreK, Elementary, Middle, HS
I Make a Difference Award	Nominating Teachers (4)
Student Award of Distinction	Certificates for all ESE Student Nominees
Award of Excellence for Leadership & Service	Gifted Student (1)
School Inclusion Award of Excellence	School (1)
Champion of Inclusion Award	School Personnel (1)
Champion of Parent Engagement Award	Parent (1)
Reno Cocchi Employer Award of Excellence	Employers (4)

- **Application & Selection Process**

Online applications will be submitted to Kelli Hunter Sheppard.

Briefing Announcement	February 21
Submission Deadline	March 15
Application Review	April 1 (first week of April)

Applicant Selection Process: Lauren Bustos reminded everyone to be careful not to score all the students too high. It is very important to be objective. She said that Parent to Parent would be happy to offer space for the review process.

Award Notification Process: Last year, principals were sent letters regarding the award recipients and were asked to inform parents about the event. They were then asked to inform ESE regarding the number of attendees.

- **Budget Report**

2018 Awards Ceremony Donations:	\$4,267.72
2018 Awards Ceremony Cost:	\$3,394.25
2019 Funds Available:	\$873.47

Kelli Hunter-Sheppard will ask for a donation of \$1,000 from Human Services of Florida City. They have donated annually for the past several years.

The committee needs to raise additional funds to pay for the event. Enrique Escallon will inquire about applying for grant funding through his bank.

The reception is complimentary for award recipients and their guests as well as dignitaries. This year Panel members and guests will be asked to pay \$15 per person for the reception.

<u>Award</u>	<u>Guests</u>
Student Award of Excellence (4):	5 (student, parents, student sponsor & principal)
Student Award Leadership & Service (1) :	5 (student, parents, student sponsor & principal)
Champion of Inclusion (1):	3 (nominee, school sponsor, school principal)
Champion of Parent Involvement (1):	3 (nominee, school sponsor, school principal)
School Inclusion Award of Excellence (1):	3 (school principal, vice principal, ESE specialist)
Reno Cocchi Employer Award of Excellence (4):	5 (employer, nominating student, parents, ESE sponsor)
Total Award Recipients & Guests:	45
Estimated Student Award of Distinction:	350
Panel Members	20
Dignitaries	20
Other	15
Total	450
Panel Members	\$20
Award of Distinction Students & Guests	\$15

Guests may purchase a table for \$200.

Trophies: Parent to Parent is responsible for ordering the plaques for students with disabilities and their nominating teachers.

Plaques: Kelli Hunter Sheppard and Kathy Vergara will be responsible ordering the remaining plaques.

Certificates: Award of Distinction - Nicole Berge-MacInnes will print the certificates.

2018 Plaques: \$440

- **Program**

ESE will take care of the program. Proposed must be approved by Miami-Dade County Public Schools.

- **Menu**

Ruth Kruse will coordinate decorations and food – Italian theme

We will need approximately 45 tables that seat 10 for 450 participants.

- Decorations: Plants and Lights
Black tablecloths and sparkles

Lauren Bustos suggested a website to purchase tablecloths for approximately \$4. Her daughter is very creative and will be glad to help.

Decorations Cost: 45 tables @ \$15 each = \$675
Rental (Tables & Chairs): 45 tables @ \$8 each = \$360
450 chairs @ \$1 each = \$450
Total = \$1,485

- **Entertainment**

Jazz band
Solo (ESE student)

- **Invitations**

Kathy Vergara will coordinate flyers and invitations.

- **Photography**

- **Meeting Date**

March 11 at 2:00 pm at Ruth Kruse Educational Center