

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

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

- **Members:**

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

Jesus Aviles  
Rosa Maria Barbara (absent)  
Nicole Berge-MacInnes  
Lauren Bustos-Alban (absent)  
Enrique Escallon (absent)  
Isabel Garcia (absent)  
Georgina Mederos  
Ana Mendez-Londono  
Patrick Salmasi

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

Location: Miami Arts Studio 6-12 @ Zelda Glazer  
15015 Southwest 24<sup>th</sup> Street, Miami, Florida 33185

Date: May 28 (Tuesday)

Time: Registration & Reception – 6:00 pm  
Awards Ceremony – 7:00 pm

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 or 11 per table.

- **Committee Assignments & To Do List**

ESE and Panel Committee will provide extra help for Ruth Kruse because Kruse and Zelda Glazer schools have graduation ceremonies the next day. Everyone thanked Ms. Berge and Dr. Londono for agreeing to participate in the Awards Ceremony this year.

Ruth Kruse Responsibilities:

Menu & Decorations

Food: Italian  
Plates will be ready for serving.  
Decorations: Plants and Lights (Kruse)  
Colors: Gold and Black (Kruse)

Exceptional Student Education Responsibilities:

Tables & Chairs

Tablecloths: Donated by Sebastian Ratti  
Tables: 45 (10 chairs per table)  
Chairs 500

Production (School Walk-Through - April Meeting)

Sound  
Lighting  
Stage Access  
Screens  
Projector  
PowerPoint Presentation  
Photography: Fox Mar Photography or Cristina Cruz

Entertainment

Mariachi Band  
Perform prior and during ceremony  
South Miami K-8 Center Dance Group

Additional Personnel

Security – Miami Arts Studio  
Custodian – Miami Arts Studio

ESE Personnel

Meeting and Greeting  
Registration (ESE)  
Assignments will be designated

Parking

Parking – Large Parking Lot  
VIP Parking – Spots will be reserving  
ESE Team was assisting with parking  
VIP Escorts especially for Superintendent  
Send e-mail with map for Board Members  
Escorts: ADA accessible

• **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**

Briefing Announcement	March 18
Submission Deadline	April 5
Application Review	April (second week)

Applicant Selection Review Forms: Discussion followed about revising form. Kathy Vergara will work on this.

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 has been promised \$2,000 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, which will cost around \$6,000.

The reception is complimentary for award recipients and their guests as well as dignitaries.

Panel Members	\$20
Award of Distinction Students & Guests	\$15

Guests may purchase a table for \$200.

Expenses

Food & Decorations: Ruth Kruse

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: Exceptional Student Education

Underwriting Opportunities List

Angie Torres and Melissa Souza will forward guidelines used for the Autism Dance.

Anticipated Guests (Estimate)

<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)
Student Award of Distinction	3 (student & 2 guests)
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:	52
Estimated Student Award of Distinction:	350
Panel Members	20
Dignitaries	20
Other	08
<b>Total</b>	<b>450</b>

- **Program**

ESE will prepare the Program. Proposed must be approved by Miami-Dade County Public Schools. Program will drive script.

- **Invitations**

Kathy Vergara will send invitations to School Board members.

- **Certificates**

This year ESE will do the certificates for the Award of Distinction

- **Meeting Dates**

**April 5: 8 AM**  
**Miami Arts Studio Walk Through**

**April 19 (Parent to Parent)**  
**Application Review**

