

CITY OF WESTLAKE



AGENDA

Education and Youth Advisory Board Meeting

Thursday, March 30, 2023 at 6:30 PM

Westlake Council Chambers
4005 Seminole Pratt Whitney Road
Westlake, Florida 33470 | Via
Communications Media Technology WebEx
(<https://cityofwestlake.my.webex.com/>)

This meeting shall take place at the **Westlake Community Center/City Council Chambers located at 4005 Seminole Pratt Whitney Road, Westlake, Florida, 33470** and publicly viewed **Via Communications Media Technology**.

Members of the public may participate in the meeting through electronic means and may access as follows:

1. Join the Webex meeting from your computer, tablet or smartphone at the following link:

<https://cityofwestlake.my.webex.com/>

Meeting ID: 2630 587 9510

Password: hello

2. Participants may also dial in using your phone with any of the following number(s):

United States Toll: +1-408-418-9388

Meeting ID: 2630 587 9510

Public Comments will be accepted via an electronic comment card, at least 24 hours prior to the public meeting and also acknowledged during the meeting when participants utilize the "raise your hand" feature during the designated time. Procedures for Public Comment are provided via the City website:

<https://www.westlakegov.com/cityclerk/page/covid-19-public-meetings>

[TENTATIVE: SUBJECT TO REVISION]

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMENTS

This section of the agenda allows for comments from the public to address the Board. Each speaker will be given a total of three (3) minutes to comment. Please address Board from podium, and prior to addressing the Board, state your name and address for the record.

APPROVAL OF MINUTES

- A. [August 25, 2022 - Education and Youth Advisory Board Meeting Minutes DRAFT](#)

UNFINISHED BUSINESS

- A. Donations/Fundraising for Teacher and Student Liaison Recognition
- B. Student Volunteer Opportunities

NEW BUSINESS

- A. Summer Internship Opportunities

BOARD MEMBER COMMENTS/REPORTS/UPDATES

ADJOURNMENT

NOTICE: If a person, firm or corporation decides to appeal any decision made by the City Council with respect to any matter considered at this meeting, you will need a record of the proceedings, and you may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (The above notice is required by State Law. Anyone desiring a verbatim transcript shall have the responsibility, at his own cost, to arrange for the transcript). The City of Westlake does not prepare or provide such verbatim record.

In accordance with the Americans with Disabilities Act, persons who need an accommodation in order to attend or participate in this meeting should contact the City Clerk at (561) 530-5880 at least three (3) business days prior to the meeting in order to request such assistance.

AGENDA POSTED: March 28, 2023

CITY OF WESTLAKE



MINUTES

Education and Youth Advisory Board Meeting

Thursday, August 25, 2022 at 6:30 PM

Westlake Council Chambers, 4005
Seminole Pratt Whitney Road Westlake,
Florida 33470

This meeting took place at the Westlake Community Center/City Council Chambers located at 4005 Seminole Pratt Whitney Road, Westlake, Florida, 33470 and publicly viewed Via Communications Media Technology.

Members of the public participated in the meeting through electronic means and may access as follows:

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Meeting ID: 2632 164 8127
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United States Toll: +1-408-418-9388
Meeting ID: 2632 164 8127

As a preliminary matter, Ms. Ramirez noted Board Chair Lisa Liriano, Vice Chair Wesley Logsdon, Board Members Julie Acevedo and Board Member Anita Kaplan were present physically constituting a quorum. Julie Bermudez was not present.

Board Liaison, Vice Mayor Greg Langowski is also present physically.

Ms. Ramirez provided further instruction regarding public comments, noting that comments will be acknowledged by the mayor and accepted at the appropriate times as indicated in the agenda and those who wish to speak may use the "virtual" hand raise feature.

Ms. Ramirez provided the disclaimer that the meeting is being recorded by both voice and video, reminding the audience microphones are live.

Ms. Ramirez further explained that microphones will be muted; audience members can unmute themselves and anyone that has called in should mute their device.

Ms. Ramirez noted that anyone causing a disruption or being inappropriate will be removed from the meeting. Ms. Ramirez reminded Council Members physically present to utilize microphones.

CALL TO ORDER

Chair Liriano called the meeting to order at 6:31 PM.

ROLL CALL

Present and constituting a quorum were:

Board Member Kaplan	YES
Board Member Acevedo	YES
Vice Chair Logsdon	YES
Board Chair Liriano	YES

Also, present:

Zoie Burgess, CMC, City Clerk
Mery Ramirez, Recording Clerk

PLEDGE OF ALLEGIANCE

Chair Liriano led the audience in the Pledge of Allegiance.

OATH OF OFFICE

A. Oath of Office - Anita Kaplan

Board Chair Liriano asked for Clerk to present oath of office to Ms. Anita Kaplan.

Ms. Ramirez presented the Oath of Office to Ms. Anita Kaplan.

APPROVAL OF AGENDA

Chair Liriano called for a motion to approve the agenda.

PUBLIC COMMENTS

This section of the agenda allows for comments from the public to address the Board. Each speaker will be given a total of three (3) minutes to comment. Please address Board from podium, and prior to addressing the Board, state your name and address for the record.

Ms. Ramirez noted no public comment cards were received prior to the meeting.

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state their name and address.

There being no further comments, the next item followed.

APPROVAL OF MINUTES

- A. July 15, 2021 - Education and Youth Advisory Board Meeting Minutes DRAFT
- B. September 23, 2021 - Education & Youth Advisory Board Minutes DRAFT
- C. July 14, 2022 - Education & Youth Advisory Board Minutes DRAFT

Chair Liriano introduced item and called for a motion to approve minutes.

Motion by Board Member Logsdon to approve the minutes, seconded by Board Member Kaplan.

UPON ROLL CALL:

Board Member Acevedo	YES
Board Member Liriano	YES
Board Member Logsdon	YES
Board Member Kaplan	YES

With all in favor, motion carried without dissent (4-0)

PRESENTATIONS

- A. Chair Initiatives - Board Chair Liriano

Board Chair Liriano provided an update on the back-to-school supply drive. Board Chair Liriano contacted the schools located in the city of Westlake and the surrounding area and contacted the principals directly to ask what supplies were needed. The back-to-school supply drive did not pull a lot of supply donations, only one box of supplies was received, as a result they will hold supplies and add to another drive to be held in the future. Board discussed how to provide supplies to schools in need.

Board Member Logsdon stated the school supply drive can be held at the next FourthFest Event and the back-to-school bash at Adventure Park held by the HOA.

Ms. Burgess informed the Board, Council Member Martinez is planning on holding a Turkey Trot event on thanksgiving and the Board may be able to hold a school supply drive at the event.

Board discussed ideas on integrating a drive at the Turkey Trot event.

Ms. Kaplan asked how the public was notified of the school supply drive.

Chair Board stated it was listed on the City website, City Facebook page and flyers were handed out at Adventure Park.

Chair Liriano also introduced the following Board initiatives:

- Student Volunteer Program
- Holiday Initiatives
- Teacher of the Month Board Discussion on identifying a teacher.
- Student Member Acknowledgement
- Obtain funding from business partners.

Board Member Kaplan stated during a Regular City Council Meeting, the Mayor mentioned having a congratulatory note for graduating individuals. She is not sure if it was for high school students or middle school students.

Board Chair Liriano discussed having a volunteer program for students as they are required to have a certain amount of hours for graduation. Board Chair Liriano also mentioned the student can hand out bottles of water at events or actively participate in the event to accrue their hours.

Student representative, Thomas Karbowski, stated the best way to contact students for community service hours is to contact the National Honors Society representative at Seminole Ridge High School.

Board Member Logsdon asked if the city had a list of contacts for all the schools to offer community services hours.

Ms. Burgess stated the city does have contacts for the school in the city and the surrounding area. Ms. Burgess advised she will first contact Councilmember Martinez to verify how many volunteers he would need. Ms. Burgess stated the board can decide how they want to recognize volunteers, based on hour for hour or by activity and a form can be created for volunteers to sign into.

Board member Kaplan stated the form to notify students of volunteer hours should state what the expectations may be, how many hours are needed and event type.

Board continued to discuss community service hours.

Ms. Burgess stated it would be a good idea if the student liaison could manage the volunteers, visit volunteers to make sure they are doing their jobs at the events. Ms. Burgess stated she can sign off on hours students have completed.

Student Liaison, Thomas Karbowski stated the guidance counselors at the high school is not the best way to get a hold of students and notify them of volunteer hours. Mr. Karbowski stated he will get the contact information for the Honors Society representative as they are always in need of student volunteers. Those students need at least 20 hours a semester to stay in the program. Mr. Karbowski also stated bright futures students also need at least 100 hours. Mr. Karbowski also stated the head of the Honors Society can send out a notification to other students through google meet and notify them of volunteer opportunities.

Ms. Burgess stated a generic form can be created for students to register for upcoming events to volunteer at.

Board continued to discuss community service hours.

Board Member Kaplan asked what the current school staffing was like in the City of Westlake.

Chair Liriano called on Principal Karbowski to assist in answering this question.

Ms. Karbowski discussed shortages on teachers is not an issue. There is a shortage on custodians.

Board asked clerk for two letters to present to businesses to ask for donations.

Board discussed teacher of the month program and having the schools recommend the teachers they think went above and beyond.

Mr. Karbowski stated they can have the students recommend who they think the teacher of the month should go to.

Board discussed they can change teacher of the month to teacher of the semester until they build up to having them recognized monthly. Board also spoke about including a teacher of the year to be recognized. Board spoke of coming up with a criteria for teachers to be recognized. Board stated they will discuss teacher recognition at next meeting.

Board discussed acknowledging the student liaison. Board stated student should get volunteer hours for attending meetings and receive help with attaining a scholarship for the student. Board asked Ms. Burgess how they can collect money for the scholarship.

Ms. Burgess stated the board can reach out to several business partners in the community to help fund a scholarship for the student liaison.

Board member Acevedo stated she will spearhead the collecting of monies for the Education and Youth Advisory Board.

Advisory Board asked if they can reach out to business partners directly.

Ms. Burgess stated the board is able to contact business partners directly.

Advisory Board stated they would like a letter from the city on city letterhead to request funds for sponsoring the student liaison. Board also discussed collecting money for a gift card to present as an award to the teacher of the year. Board asked if Ms. Burgess can write to letters to request monies from business partners.

Ms. Burgess stated she will contact legal to confirm how monies can be accepted as the Education and Youth Advisory Board does not currently have a bank account.

Board discussed the upcoming alternate board members expiring term.

Ms. Burgess stated Board Member Earle Wrights term is expiring the following month. Ms. Burgess stated she would like to advertise for the next Alternate Member. Ms. Burgess asked for direction on when to publish the vacancy.

Board discussed the possible dates for next meeting to determine when they want to advertise for alternate board members vacancy.

Council Board Liaison, Vice Mayor Greg Langowski, stated the board can invite Councilmember Martinez so he can discuss the Turkey Trot event in depth.

Board discussed the next tentative meeting to be held on September 29th, as the planning process for the Turkey Trot has been completed or started by then. Board discussed having enough time to collect student volunteers for the Turkey Trot event.

Ms. Burgess clarified alternate member would be advertised the following month to give residents more time to apply for the vacant position.

UNFINISHED BUSINESS

- A. Teacher Appreciation and/or Recognition Discussion
- B. Discussion of Student Member's Duties and Responsibilities
- C. Free Little Library Discussion

Board asked to hold off on the library as there are a lot of events planned as of now.

- D. Student Tutoring and Community Service Hours

NEW BUSINESS

- A. Alternate Member Term & Vacancy

Ms. Burgess discussed vacancy approaching in September for alternate member. Ms. Burgess asked board when they would want to advertise for the vacancy.

Board discussed to schedule next meeting on September 29th to further discuss next school supplies drive at the upcoming Turkey Trot.

Board discussed vacancy to be held the next month to allow more time to advertise for the position.

- B. Budget Discussion

Ms. Burgess informed board they can reach out to business partners for donations.

Ms. Burgess Discussed donations must be very specific, board cannot accept cash as the Board does not have an account.

BOARD MEMBER COMMENTS/REPORTS/UPDATES

Board Chair Liriano asked for board comments.

Ms. Kaplan asked if board members would discuss their positions in the school board.

Board members introduced themselves and discussed their positions.

Ms. Burgess asked for direction on the little library.

Board Chair asked to table the little library for now as they get acclimated with the current topics that were discussed.

ADJOURNMENT

There being no further business, Chair Liriano adjourned the meeting at 7:27 PM.

Mery Ramirez, Recording Clerk

Lisa Liriano, Board Chair