



CITY OF TITUSVILLE
STUDENT ADVISORY COUNCIL
AGENDA

Regular Meeting

September 15, 2026 - 4:00 PM

Council Chamber at City Hall

555 South Washington Avenue, Titusville, FL 32796

Any person who decides to appeal any decision of the Student Advisory Council with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings be made, which record includes the testimony and evidence upon which the appeal is to be based.

The City desires to accommodate persons with disabilities. Accordingly, any physically handicapped persons, pursuant to Chamber 286.26 Florida Statutes, should, at least 48 hours prior to the meeting, submit a written request to the chairpersons that the physically handicapped person desires to attend the meeting.

1. **CALL TO ORDER**
2. **DETERMINATION OF A QUORUM**
3. **COMMENTS FROM THE PUBLIC PRESENT**
4. **APPROVAL OF MINUTES**

A. **Minutes**

Approve the minutes of the regular Student Advisory Council (SAC) meeting of August 18, 2026.

5. **NEW BUSINESS**

A. **Mock City Council**

Review the attached panning sheet to:

- Confirm all dates
- Review and assign positions
- Finalize application

B. **Serving the Community**

Begin planning your goal of serving the community. Last year, Member Grace Barraza reached out to Under the Bridge Ministries to assist with feeding the community.

6. OLD BUSINESS

7. MEMBER REPORTS

8. STAFF LIAISON REPORT

A. Action Items

B. Informational Items

1. Boards and Commissions Recognition Dinner
2. Attendance at Meetings

9. ADJOURNMENT

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Student Advisory Council
From: Emily Campbell, Sr. Administrative Assistant
Subject: **Minutes**
Department/Office: City Clerk

Recommended Action:

Approve the minutes of the regular Student Advisory Council (SAC) meeting of August 18, 2026.

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. Draft SAC Minutes 8-18-2026

Student Advisory Council
Regular meeting
August 18, 2026

The 2026/2027 Student Advisory Council (SAC) met in regular session on Tuesday, August 18, 2026 in the Council Chamber, 2nd Floor, City Hall, 555 South Washington Avenue, Titusville, Florida. Co-Chairperson Sydney Lelle called the meeting to order at 4:00 p.m.

Present were Co-Chairperson Sydney Lelle, Co-Chairperson Christa Sims, and Members Luke Donhoff, Trinity Johnson, Ava Sperr, Kylee Miller, Jackie Willis, David Speeler and Emma Manning were present. Co-Chairperson Grace Barraza was absent.

Also present was City staff Liaison Emily Campbell.

xxx

COMMENTS FROM THE PUBLIC PRESENT – None.

xxx

MINUTES

Motion:

Vice-Chairperson Christa Sims moved to approve the minutes of the regular Student Advisory Council (SAC) meeting of April 21, 2026, as submitted. Member Ava Sperr seconded the motion and it carried unanimously.

xxx

NEW BUSINESS

City Attorney's Office - Assistant City Attorney David Melito reviewed the Florida's Sunshine Laws (Florida Statutes) and Robert's Rules of Order (Guidelines for conducting public meetings).

Assistant City Attorney David Melito provided a presentation that highlighted as follows:

- Let's talk sunshine – public meetings
- The public's right to access public meetings
- What "meetings" are subject to the sunshine law?
- Broad Interpretation
- Sunshine Law requirements
- Public Comment under the Sunshine Law
- The Cure
- Penalties for Violation

- Lets talk the Robert's Rule of Order
- History of Robert's Rules
- Typical Agenda
- What is a motion
- Getting something done
- Common motions
- Interrupting a speaker
- Questions?

xxx

Welcome 2026-2027 Student Advisory Council – Member introductions. Also, meet the School Advisors, City Staff Liaison, etc.

xxx

SAC's Purpose and Orientation Packet – SAC Members should review the packet prior to your 1st meeting (did everyone receive the orientation packet?). Take this opportunity to ask questions on the packet's contents, review the purpose of your Council as a government advisory board, etc.

xxx

Assignment of Vice-Chairperson and Secretary Positions – Per City Resolution No. 5-2023, your Council will assign members of its cabinet to the positions of Vice-Chairperson, Secretary, and any other officers that your Council deems appropriate.

Motion: Co-Chair Christa Sims moved to appoint Ava Sperr as Vice-Chairperson. Member David Speeler seconded the motion. The motion carried unanimously.

Council decided to keep Christa Sims as Secretary.

xxx

2026/2027 Goals/Recommendations - Staff suggests providing background info (for new members) on each goal. The 2025/2026 Annual Report to City Council (Orientation Packet) may provide useful background info. Then, begin discussing, planning, and taking on individual elective tasks to complete the 3 goals or projects shown below. Secure all details, such as event dates and locations, deadlines, costs, commitments from outside agencies, etc. Projects typically require SAC members to individually complete simple or easy, but important tasks outside of your meetings.

1. Serving the Community with Under the Bridge Ministries
2. Mock City Council
3. Assist Titusville Police Department with bike give away

Council reviewed and provided background on the goals for the new members.

xxx

MEMBER REPORTS – Student Advisory Council (SAC) Members may individually share info they feel may benefit other SAC members, the community, etc.

xxx

STAFF LIAISON REPORT

A. Action items – None.

B. Informational Items

1. Attendance at Meetings – Reminder (your responsibility) please be aware of City Ordinance (local law) and the SAC Scholarship Policy provide the City's policy on board member and SAC scholarship attendance requirements. This info was provided to each school and SAC Members in the orientation packet.
2. Polo Shirt Order Form – For Students that do not have a SAC polo shirt (dark blue with white embroidery), please submit your order form and shirt size to the CityStaff liaison, Emily Campbell (form provided in the orientation packet).
3. Media Waiver Release – New SAC Members: please submit your completed form (included in the orientation packet) to City staff Liaison Emily Campbell.
4. Meeting Agendas & Delivery Methods – Following the first SAC meeting on August 18, 2026, the monthly meeting agenda will be emailed to you at least five (5) calendar days prior to each meeting; however, emails are sometimes undeliverable. To this, it is each SAC Member's responsibility to get and review meeting agendas prior to your meetings. Another option - pick-up hardcopy of the SAC meeting agenda from City Hall (Information Desk). A hardcopy of the agenda will also be available at meetings.

xxx

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 4:36 p.m.

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Student Advisory Council
From: Emily Campbell, Sr. Administrative Assistant
Subject: **Mock City Council**
Department/Office: City Clerk

Recommended Action:

Review the attached panning sheet to:

- Confirm all dates
- Review and assign positions
- Finalize application

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. 2027 Mock City Council
2. 2026-2027-District-Calendar
3. 2027 MCC Application

2027 Mock City Council

March 18, 2027 at 6:00 p.m. City Hall Council Chamber

1. Establish Event Dates (September)

Event	Date
Participant Orientation Meeting/Special SAC meeting	Thursday, January 28, 2027 4:00 PM
Shadow Weeks (2-week span)	February 1, 2027 – February 15, 2027 (must be after participant orientation meeting)
Dress Rehearsal for Mock City Council	Thursday, February 25, 2027 4:15 PM
Mock City Council	Thursday, March 18, 2027 6:00 PM

2. Application (September)

1. Review application, recommend and make changes
2. Establish the application deadline
3. Finalize and print
4. Appoint members to take the applications back to schools and distribute (Consult your high school advisor or permission from School Administration)

Application Due Date: December 14, 2026

Submit to:

Astronaut High School Advisor:

Titusville High School Advisory: Kathleen Rios Rios.Kathleen@Brevardschools.org

Academic Community Enrichment Advisor: Missy Johnson johnsonmissy321@gmail.com

3. Publicize (September-November)

What	When	Who
Distribute applications/flyers at schools		
School's news/morning announcements		
School's clubs/SGA		
School's social media		

4. Develop Mock City Council Agenda (October-December)

1. Staff Liaison will bring two items from each department for the Student Advisory Council to choose from.
2. Finalize agenda by January 19, 2027. The final agenda will be provided to participants at the participant orientation/special Student Advisory Council meeting on January 28, 2027.

Task Schedule

What	When	Who	Status
Mail letters to high school principals alerting them of the upcoming project and dates	By September 30, 2026	Staff Liaison Emily Campbell	
Notify City Dept. Heads about project and needing their assistance to prepare the agenda, shadowing, and supporting their student.	October 2026	Staff Liaison Emily Campbell	
Obtain the point of contact from each department	October 2026	Staff Liaison Emily Campbell	
Work with SAC and the City's departments to publish the MCC agenda.	October-December 2026	Staff Liaison Emily Campbell	
High Schools deliver completed applications to City Liaisons or bring them to the regular monthly meeting in December. The application deadline is December 14, 2026.	By/before December 16, 2026	Advisors	
Select participants at SAC's regular meeting – December 15, 2026	SAC meeting on December 15, 2026	SAC	
Mail letters to the participants • Re: their mock roles statuses • Shadowing Week • Upcoming scheduled meetings • Must speak at actual event (More to follow) • Requirement to attend/watch City Council meeting	December-January	SAC/ Staff Liaison Emily Campbell	
City staff meet with students nominated to play roles of Mayor, Vice-Mayor, and Manager. (Interviews Optional)	January 2027	SAC/Applicants	
Notify the real City Council and ELT/Dept. Heads that Shadow Week is approaching. Review items on agenda from their departments, scope of duties. City Council reviews how they prepare for meetings, debate, voting, etc.	December-January	Staff Liaison Emily Campbell	

Overview and Purpose for Upcoming Meetings: Prepare for Mock City Council

December 15, 2026 at 4PM – Regular SAC Meeting - Review and select/appoint participants to the roles of City Department Directors and City Council roles.

January 28, 2027 at 4PM - Special Student Advisory Council Meeting - with all Mock City Council participants. This will serve as an informational/ orientation and questions & answers meeting for the participants. It also:

- Verifies the contact info of the applicant or participant
- Provides participants an information packet that includes the Mock City Council meeting agenda, schedule of required project meetings, requirement to attend or view at least one regular City Council meeting, shadowing ELT/designees, etc.
- Alerts participants it is their responsibility to contact their ELT/designee to arrange a shadowing appointment.
- The schools, by extension, grant permission for the students to substitute a 1/2 day (more or less) at school for the shadowing day. Departments will clock the participants in and out on the shadowing day. Participants are not allowed to lunch on their own.

Shadow Weeks: February 1, 2027 - February 15, 2027 - During the school/work day, the students playing the roles of department heads, elected officials, developer, citizens, etc. will meet with their real-life counterparts for a 1/2 day to review the scope of their duties at the City and more specifically, the purpose for the department's items on the MCC agenda. (

February 25, 2027 MCC Rehearsal at 4:15 PM – In the Council Chamber at City Hall. **MANDATORY ATTENDANCE**

March 18, 2027 - Mock City Council Meeting 6:00 PM - In the Council Chamber at City Hall. Arrive around 5:00 p.m. Business dress attire! **MANDATORY ATTENDANCE**



The School District of Brevard County, Florida
 Dr. Rendell- Superintendent
 Phone: 321-633-1000
 2700 Judge Fran Jamieson Way - Viera, Florida 32940

2026-2027 SCHOOL CALENDAR
 Board Approved 2/24/26

<u>MONTH</u>	<u>DATE</u>	<u>DAY</u>		PUPIL DAYS	TEACHER DAYS	PAID* HOLIDAY
AUGUST	3-7	MON-FRI	TEACHERS REPORT PREPLANNING	16	21	
	10	MON	FIRST DAY OF SCHOOL FOR STUDENTS			
	13	THUR	FIRST DAY OF KINDERGARTEN			
	14	FRI	REGULAR RELEASE DAY			
	17	MON	FIRST DAY OF PRE-KINDERGARTEN			
	21	FRI	FIRST EARLY RELEASE DAY			
	28	FRI	EARLY RELEASE DAY			
SEPTEMBER	4	FRI	EARLY RELEASE DAY	20	21	
	7	MON	LABOR DAY – HOLIDAY FOR ALL			1*
	9	WED	FIRST INTERIM ENDS			
	11	FRI	EARLY RELEASE DAY			
	14	MON	SECONDARY INTERIMS/BLOCK REPORT CARDS PUBLISHED ON FOCUS			
	16	WED	ELEMENTARY INTERIMS PUBLISHED ON FOCUS			
	18	FRI	EARLY RELEASE DAY			
	25	FRI	STUDENT HOLIDAY/TEACHER WORKDAY			
OCTOBER	2	FRI	EARLY RELEASE DAY	21	22	
	5-9	MON-FRI	FTE SURVEY II			
	9	FRI	EARLY RELEASE DAY			
	12	MON	STUDENT HOLIDAY/TEACHER WORKDAY			
	13	TUE	END OF FIRST NINE WEEKS			
	16	FRI	EARLY RELEASE DAY			
	16	FRI	SECONDARY REPORT CARDS PUBLISHED ON FOCUS			
	20	TUE	ELEMENTARY REPORT CARDS PUBLISHED ON FOCUS			
	23	FRI	EARLY RELEASE DAY			
NOVEMBER	30	FRI	EARLY RELEASE DAY			
	6	FRI	EARLY RELEASE DAY	15	15	
	11	WED	VETERANS' DAY – HOLIDAY FOR ALL			1*
	13	FRI	EARLY RELEASE DAY			
	16	MON	SECOND INTERIM ENDS			
	19	THUR	SECONDARY INTERIMS/BLOCK REPORT CARDS PUBLISHED ON FOCUS			
	20	FRI	EARLY RELEASE DAY			
	23-27	MON-FRI	THANKSGIVING BREAK			2*
	30	MON	ELEMENTARY INTERIMS PUBLISHED ON FOCUS			
DECEMBER	4	FRI	EARLY RELEASE DAY	14	14	
	11	FRI	EARLY RELEASE DAY			
	16-18	WED-FRI	EXAM DAYS/EARLY RELEASE			
	21-31	MON-THUR	WINTER BREAK – STUDENT/TEACHER HOLIDAY			
JANUARY	1	FRI	HOLIDAY FOR ALL	4	4	1*
	4	MON	WINTER BREAK – STUDENT/TEACHER HOLIDAY			
	5	TUES	STUDENTS/TEACHERS RETURN			
	8	FRI	EARLY RELEASE DAY			
	8	FRI	END FIRST SEMESTER			
FIRST SEMESTER TOTAL DAYS				90	97	

JANUARY	13	WED	SECONDARY REPORT CARDS PUBLISHED ON FOCUS	14	14	
	15	FRI	EARLY RELEASE DAY			
	15	FRI	ELEMENTARY REPORT CARDS PUBLISHED ON FOCUS			
	18	MON	MARTIN LUTHER KING, JR. DAY – HOLIDAY FOR ALL			1*
	22	FRI	EARLY RELEASE DAY			
	29	FRI	EARLY RELEASE DAY			
FEBRUARY	5	FRI	EARLY RELEASE DAY	19	20	
	8-12	MON-FRI	FTE SURVEY III			
	10	WED	THIRD INTERIM ENDS			
	12	FRI	EARLY RELEASE DAY			
	15	MON	PRESIDENT'S DAY – STUDENT HOLIDAY/TEACHER WORKDAY			
	15	MON	SECONDARY INTERIMS/BLOCK REPORT CARDS PUBLISHED ON FOCUS			
	17	WED	ELEMENTARY INTERIMS PUBLISHED ON FOCUS			
	19	FRI	EARLY RELEASE DAY			
	26	FRI	EARLY RELEASE DAY			
	5	FRI	EARLY RELEASE DAY	17	18	
MARCH	12	FRI	EARLY RELEASE DAY			
	16	TUES	END OF THIRD NINE WEEKS			
	19	FRI	STUDENT HOLIDAY/TEACHER WORKDAY			
	22-26	MON-FRI	SPRING BREAK			
	29	MON	SECONDARY REPORT CARDS PUBLISHED ON FOCUS			
	31	WED	ELEMENTARY REPORT CARDS PUBLISHED ON FOCUS			
APRIL	2	FRI	EARLY RELEASE DAY	22	22	
	9	FRI	EARLY RELEASE DAY			
	16	FRI	EARLY RELEASE DAY			
	23	FRI	EARLY RELEASE DAY			
	23	FRI	FOURTH INTERIM ENDS			
	28	WED	SECONDARY INTERIMS/BLOCK REPORT CARDS PUBLISHED ON FOCUS			
	30	FRI	EARLY RELEASE DAY			
	30	FRI	ELEMENTARY INTERIMS PUBLISHED ON FOCUS			
MAY	7	FRI	EARLY RELEASE DAY	18	19	
	14	FRI	EARLY RELEASE DAY			
	21	FRI	EARLY RELEASE DAY			
	24-26	MON-WED	EXAM DAYS/EARLY RELEASE			
	26	WED	END OF SECOND SEMESTER/LAST DAY FOR STUDENTS			
	26	WED	ELEMENTARY REPORT CARDS ISSUED			
	27	THUR	POST PLANNING/TEACHERS LAST DAY			
	27	THUR	ELEMENTARY REPORT CARDS PUBLISHED ON FOCUS			
JUNE	JUNE		SECONDARY REPORT CARDS PUBLISHED ON FOCUS			
			SECOND SEMESTER TOTAL DAYS	90	93	
			SCHOOL YEAR TOTAL DAYS	180	190	6*

2027 MOCK TITUSVILLE CITY COUNCIL MEETING
QUALIFICATION FORM FOR ELECTED AND APPOINTED OFFICE
(Please print clearly)

Name _____

Grade _____ School _____

Address _____
(Street) (City) (Zip Code)

Phone No. _____ E-Mail _____

.....
Select and rank in order three roles (1, 2, 3) shown below that interest you. Note: All roles are required to speak at the event.

Elected office you are qualifying for: ____ Mayor or ____ City Council Member (5 Members)

Appointed position you are qualifying for:

____ City Manager/Assistant City Manager	____ City Clerk	____ City Attorney
____ Public Works Director	____ Finance Director	____ Fire Chief
____ Community Development Director	____ Police Chief	

Other community roles: ____ Citizen; ____ Clergy; ____ Developer/Builder

.....
If there are multiple students who select the same role, the Student Advisory Council may call students for a brief interview.
.....

I support the candidacy or appointment of the above candidate:

Public High School Students (Only)

Home Educated Students (Only)

1. _____
(1st -Teacher signature – recommendation)

2. _____
(Parent/Guardian or Teacher Signature)

2. _____
(2nd -Teacher signature – recommendation)

2. _____
(Adult Signature of a Non-Family Member and Relationship to Student)

Lastly, submit your completed application to one of the following persons at your school:

ASTRONAUT HIGH SCHOOL: Ms. Krista Miller
TITUSVILLE HIGH SCHOOL: Ms. Kathleen Rios
ACADEMIC COMMUNITY ENRICHMENT: Ms. Missy Johnson

2027 MOCK TITUSVILLE CITY COUNCIL MEETING

March 18, 2027 at 6:00 P.M.

Titusville City Hall, Council Chamber (second floor)
555 South Washington Avenue, Titusville, FL 32796

GENERAL INFORMATION AND REQUIREMENTS

Thank you for your interest in participating in the 2025 Mock Titusville City Council Meeting. This project is hosted by the City of Titusville Student Advisory Council. Outlined below are the requirements for this project.

1. Applicants are required to complete the attached application as instructed on the form.
2. Applicants are required to attend the following meetings (mandatory):

January 28, 2027 at 4:00 p.m. – Special Student Advisory Council meeting and Orientation meeting for all Participants of the Mock City Council project. All Student Advisory and Mock City Council students are REQUIRED to attend this meeting.

February 1, 2027 – February 15, 2027 - Shadow Weeks. You will be excused from classes for a half ($\frac{1}{2}$) of a day during this time period to shadow a city official.

February 25, 2027 at 4:15 p.m. – Dress rehearsal for the Mock City Council. ALL Student Advisory and Mock City Council students are required to attend this meeting.

March 18, 2027 - Mock City Council Meeting (starts at 6:00 p.m.). Arrive by 5:00 p.m. Business dress required! All Student Council students are required to attend this meeting.

PLEASE NOTE - All meetings are mandatory and will be held in the Council Chamber on the second floor of Titusville City Hall, 555 South Washington Avenue; Titusville, FL. If you are unable to attend, you must notify a City staff Liaison or School Advisor ahead of time; however, the City, at its discretion, may appoint another student to the positions/roles associated with the mock event.

3. Applicants are encouraged to attend/watch a Titusville City Council meeting. City Council meetings are held on the second and fourth Tuesdays of every month, at Titusville City Hall, 555 South Washington Avenue, 2nd floor Council Chamber, beginning at 6:30 p.m. Applicants are not required to stay for an entire meeting. Agendas are available online several days prior to meetings at www.titusville.com. You may also visit the City Clerk's Office at City Hall to view City Council's agendas (567-3686). The meetings are also live streamed on the City of Titusville's YouTube page.
4. Applicants selected to participate in the 2027 Mock City Council will be required to speak in front of others at the event.
5. Deadline for submitting your application is **December 14, 2026**. Applications are to be submitted to the designated school advisor:

Ms. Krista Miller at Astronaut High School;
Ms. Kathleen Rios at Titusville High School; or
Ms. Missy Johnson at Academic Community Enrichment

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Student Advisory Council
From: Emily Campbell, Sr. Administrative Assistant
Subject: **Serving the Community**
Department/Office: City Clerk

Recommended Action:

Begin planning your goal of serving the community. Last year, Member Grace Barraza reached out to Under the Bridge Ministries to assist with feeding the community.

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

None

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Student Advisory Council
From: Emily Campbell, Sr. Administrative Assistant
Subject: **Boards and Commissions Recognition Dinner**
Department/Office: City Clerk

Recommended Action:

The Boards and Commissions recognition dinner is on October 8, 2026 at 6:00 p.m. at Indian River Preserve Golf Club (3950 Club House Drive, Mims, FL 32754). All members and advisors were invited, please RSVP if you plan on attending.

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

None

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Student Advisory Council
From: Emily Campbell, Sr. Administrative Assistant
Subject: **Attendance at Meetings**
Department/Office: City Clerk

Recommended Action:

Reminder (your responsibility) please be aware of City Ordinance (local law) and the *SAC Scholarship Policy* provide the City's policy on board member and SAC scholarship attendance requirements. This info was provided to each school and SAC Members in the orientation packet.

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

None