



CITY OF TITUSVILLE
STUDENT ADVISORY COUNCIL
AGENDA

Regular Meeting

November 18, 2025 - 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 Student Advisory Council meeting on October 21, 2025.

5. **NEW BUSINESS**

6. **OLD BUSINESS**

A. **Host a Youth Leadership Seminar in Spring of 2026**

Continue planning using the planning guide in the meeting agenda packet. Take on assignments. Review and approve application and deadline. Discuss guest speakers, get updates from Members Sydney Lelle and Ava Sperr.

B. **Host a clothes drive**

Continue planning the clothes drive. Discuss when, where and how you want to take on this project. Get updates from Member Grace Barraza on Under the Bridge Ministries.

C. Volunteer project with elementary school students

Continue planning the project. Discuss when, where and how you want to take on this project. At the last meeting council discussed hosting an event around Christmas time such as reading books with students with cookies and milk. Get updates from Member Ava Sperr on Coquina Elementary School and Member Sydney Lelle on South Lake Elementary.

7. MEMBER REPORTS

8. STAFF LIAISON REPORT

A. Action Items

B. Informational Items

1. Council Budget
2. Media Waiver Release
3. 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 Student Advisory Council meeting on October 21, 2025.

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. Draft SAC Minutes 10-21-2025

The 2025/2026 Student Advisory Council (SAC) met in regular session on Tuesday, October 21, 2025 in the Council Chamber, 2nd Floor, City Hall, 555 South Washington Avenue, Titusville, Florida. Co-Chairperson Peyton Redfern called the meeting to order at 4:01 p.m.

Present were, Co-Chairperson Peyton Redfern, Vice-Chairperson Sydney Lelle and Members Christa Sims, Grace Barraza, Luke Donhoff, Trinity Johnson, Ava Sperr, Kylie Miller, Jackie Willis and David Speeler were present. Co-Chairperson Mikael Ronstrom and Co-Chairperson Cadyn Fiebig were absent.

Also present was City staff Liaison Emily Campbell.

xxx

COMMENTS FROM THE PUBLIC PRESENT – None.

xxx

MINUTES

Motion:

Member Christa Sims moved to approve the minutes of the regular Student Advisory Council (SAC) meeting of September 16, 2025, as submitted. Member Ava Sperr seconded the motion and it carried unanimously.

xxx

NEW BUSINESS

Review Sustainability Action Plan item 7.1.3 — “Develop a greater alliance and partnership with local high schools.” - Sustainability Planner Lily Galleo explored opportunities to integrate the Leadership Seminar as a platform for developing and fostering future student leaders who will create, add, and carry out LEAPS projects in our community.

The council came to a consensus that they wanted Lily to bring back ideas for the main project of the leadership seminar that involved the Action Plan Item 7.1.3.

xxx

OLD BUSINESS

Host a Youth Leadership Seminar in Spring of 2026 – Co-Chairperson Peyton Redfern advised the request was to continue planning using the planning guide in the meeting agenda packet.

Take on assignments. Review and approve application and deadline. Discuss guest speakers, get updates from Members Sydney Lelle and Ava Sperr.

Member Sydney Lelle advised she would reach out to Jarod Bales again to ask him to be a guest speaker at the seminar.

Member Ava Sperr stated that she was in support of inviting previous Mayor Daniel Diesel as a guest speaker and stated that she would reach out to him to ask.

Member Trinity Johnson stated that she was in support of inviting Elon Musk or someone from SpaceX or the Space Center who could speak at the seminar.

Council approved the application that Staff Liaison created for the Youth Leadership Seminar.

xxx

Host a clothes drive – Co-Chairperson Peyton Redfern advised the request was to continue planning the clothes drive. Discuss when, where and how you want to take on this project.

Member Grace Barraza stated she would reach out to Under the Bridge Ministries again for more information.

xxx

Volunteer Project with Elementary School Students – Co-Chairperson Peyton Redfern advised the request was to continue planning the project. Discuss when, where and how you want to take on this project. At the last meeting council discussed hosting an event around Christmas time such as reading books with students with cookies and milk. Get updates from Member Ava Sperr on Coquina Elementary School and Member Sydney Lelle on South Lake Elementary.

Member Grace Barazza stated that she knew people from Under the Bridge Ministries who dressed up as Santa Claus that she could reach out to, to attend.

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. Council Budget – For your information: the available funding for SAC projects (Council Reserve Project GF2103) was included in this agenda packet.
2. 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.

xxx

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 4:40 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: **Host a Youth Leadership Seminar in Spring of 2026**
Department/Office: City Clerk

Recommended Action:

Continue planning using the planning guide in the meeting agenda packet. Take on assignments. Review and approve application and deadline. Discuss guest speakers, get updates from Members Sydney Lelle and Ava Sperr.

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. 2026 Leadership Action Plan and Scripts_Status 11.13.25
2. 2026 Application for Leadership seminar

**City of Titusville
2025/2026 Student Advisory Council (SAC)**

Youth Leadership Seminar
Draft/Working Planning Guide

Goal: *Students will learn and use leadership skills for successful interaction with others. Listen, ask, reflect, equip, support, motivate, and inspire others.*

Core Planning Items

1. **Seminar Date:** Thursday, March 12, 2026 contract with Parrish Medical Center signed and approved
2. **Venue/Location:** *Hospital/Parrish Medical, 951 N. Washington Ave. (Conference Rooms 2-5)*
3. **Facilitator:** Student Advisory Council
4. **Seminar Format:** **In-person** and combo of **lecture** and **interactive**
5. **Main Activity Theme:** Sustainability Planner Lily Galleo will lead interactive main activities
6. **Keynote Speakers on LEADERSHIP**/in general (if desired and how many?): ???

6. Keynote (Guest) Speakers

SAC members need to seek out guest speakers for the leadership seminar. Three time options available to choose from.

- 9:00 - 9:20 a.m.**
- 2:10 – 2:30 p.m.**

Next, obtain or create a brief biography for each keynote speaker and facilitator (use during introductions). Email speaker bios to City Liaison Emily Campbell at Emily.Campbell@Titusville.com.

2026 Guest Speaker & their contact info	Who's Responsible for contact and biography (brief intro)	Has biography been received?
9:00 AM – 9:30 AM		

1:00 PM – 2:30 PM		
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7. Main Activity Plan:

Interactive leadership activities

8. Peer Applications –

Due January 19, 2026

9. Publicity (Start by November 2025).

10. Donations and Door Prizes

- Decide whether to seek donation assistance to hold the event (breakfast foods, drinks, snacks, etc.)?
- **Decide whether to distribute door prizes** (gift certificates, t-shirts, gift baskets, etc.)?
- **Distribute goody bags** (candy and misc. freebies)?
- SAC members should have the **merchant letter** from the City on-hand before approaching businesses for donations.

Ideas:

1. *Contact grocery stores, Wal-Mart, SAMS, BJ's, etc. for snacks, water, soda, etc.*
2. *Individual donations (Checks payable to the City of Titusville)*
3. *Donations from donut shops (breakfast), restaurants, department stores, movie theaters, bowling alley, coffee shops, apparel stores, airboat rides, etc.*
4. *Letters to major attractions on City letterhead.*

Who is doing what? (Elective tasks necessary to support goals): _____

11. Ice Breaker Exercise – Pasta and Marshmallows (Ava Sperr facilitating)

Each group has spaghetti, and Marshmallows. The challenge is to build with them, within 5-10minutes range, a self-sustaining structure with the Marshmallow on top of it. The winner is the group that achieve the maximum height between the Marshmallow and the table.

12. Food - Breakfast, Lunch, Snacks and Drinks

- **Head count** including all students, the facilitator, advisors and city staff
- **How will you feed your guests?**
 - Breakfast – Breakfast from Publix
 - Lunch: Provided by Parrish Medical Center

- Snacks – Publix
- Drinks – Publix
- Plastic ware, cups, napkins, paper plates, mints/candies, garbage bags -
- Big Coolers needed? Who can bring them?

- **If seminar at hospital, confirm the hospital can provide:**

- Coffee in morning – hospital
- Ice - hospital
- Hospital comfort cart or cooler to store drinks inside prior or during the event – UNSURE
- Lunch – (XX boxed lunches)

13. POSSIBLE VISITORS DURING SEMINAR (Make them feel welcome!)

Welcome, find them a seat, be attentive.

**City Council - Mayor Andrew Connors, Vice-Mayor Herman Cole, and City Council Members JoLynn Nelson, Megan Moscoso and Sarah Stoeckel
City Manager – Thomas Abbate**

14. Venue Set-up – Supplies - Equipment*(Hospital contact Jackie Hurley 268-6122 or Lisa Cavallero 225-7641)**(PMC Security Office x6565. Can ask the concierge to call Security)***Items SAC/the City Must Bring to Seminar**

- ✓ 1 laptop
- ✓ 1 flash drive (for misc.)
- Main activity supplies!! (coordinate w/Planning)
- ✓ Extra pencils/pens/paper
- ✓ Name tags
- Welcome packets/info inside
- Donations
- Ticket Stubs for door prizes
- Sign-In Sheets
- Certificates: participants
- Certificates: Guest speakers
- Sunshine notice at City Hall
- Foods (Breakfast/Snacks/Drinks/Candy)
- Updated Scripts for all SAC!!
- Serving trays
- ✓ Coolers (Who??)

Items Hospital is Providing

- American Flag
- Tables and chairs
- Podium
- Microphone
- Projector and projection screens
- Audio for room
- Internet

Hospital Policy****

No decorations or banners attached to walls

Must Purchase????

- Snacks and drinks
- cups
- napkins
- small paper plates
- plastic forks and knives
- juices

EVERYONE**15. Entering Hospital & Assignments**

- a. Confirm all SAC members understand where the leadership seminar is being held---**ENTER THROUGH HOSPITAL'S MAIN ENTRANCE at 7:00 A.M.**
- b. **On 3/12/2026**, SAC Representatives must meet seminar guests at the hospital's main entrance/security desk to be **escort guests** to the conference rooms. The representative will be given generic passes for the guests.
- c. Ask the hospital if we have to take all of our supplies through the main entrance

WHO	LOGISTICAL TASKS
	Set-up conference rooms the night before on 3/11/2026 @ 4:00 PM
Sydney Lelle	Bring a big cooler from home can drop off the night before
All SAC: 7:00 a.m. March 12, 2026	Arrive and be available to unload cars and complete final preparations (set up group tables, registration table, breakfast, drinks, coffee, etc.)
Emily	In charge of electronics (microphone, lap top)
	Set up American Flag and lead Pledge of Allegiance
Kylie Miller	Check ice in coolers throughout day
Christa Sims	Photographer
All SAC Members!	<ul style="list-style-type: none"> • <u>Be attentive to guests & impromptu visitors. Find them a seat. Make them feel welcome. Offer them refreshments and a program. See if they have any questions.</u> • Straighten tables & room throughout the day. • Replenish foods and snacks. • Do not play on cell phones. You are the hosts. Be attentive. • Move chairs if needed for impromptu/unexpected guests. • No Short shorts, skirts or dress. Business Casual (new polo shirts!) • No noisy food wrappers. No homework. • Listen actively to keynote speakers and guest hosts.

SAC Leadership Seminar, March 12, 2026

TIMELINES, ASSIGNED ROLES, & SCRIPTS

All Student Council members should be at **Parrish Medical Center (hospital), Conference Room Nos. 2-5 (Enter through Main Entrance at 7:00 a.m.)**. ALL Student Advisory Council are expected to participate unless excused by your high school advisor. High school advisors need to be at the registration table at the return of lunch and dismissal.

PROGRAM

- 7:30-8:30: Registration Table. **(Christa Sims)**
- 8:30-8:40: Begin day (1st paragraph of script). **(Sydney Lelle)**
- Pledge of Allegiance Ceremony – **(David Speeler)**
- Continue intro/host script – (____)
- 8:40-9:00: Ice-Breaker **(Ava Sperr)**
- 9:00-9:30: **Guest Speaker #1 –**
- 9:30-9:40: 10-minute break
- 9:40-12:00: Main Activity: Introduce City of Titusville Sustainability Planner Lily Galleo
- 12:00-1:00: Lunch
- Re-Sign In required (____). High School Advisors present.
- 1:00-2:00: **Visioning Block / possible additional guest speaker**
- 2:00-2:30: Wrap up & Door Prizes

Dismissal and Participation Certificates - Participants pick up participation certificates upon leaving.

Application
City of Titusville Student Advisory Council
2026 Youth Leadership Seminar

When: March 12, 2026, 8:00 a.m. to 2:30 p.m.

Where : Parrish Medical Center (Hospital), Conference Rooms 2-5

This will count as an excused absence. Transportation will not be provided.
9th, 10th, 11th, and 12th grades may participate

PLEASE PRINT EXCEPT WHERE SIGNATURE IS REQUIRED

Name: _____ Grade/Age: _____

Mailing address: _____

City, State, Zip _____

School: _____ What is Your GPA? _____

Phone: (Cell) _____ (Home) _____

Email: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

You will need two additional signatures: (1) a teacher recommendation supporting you and your attendance and (2) your School Administration (Principal or Vice-Principal).

Teacher Signature: _____ Print: _____

School Administration Signature: _____ Print: _____

(School Principal or Vice-Principal)

Return your completed application and school permission slip no later than **Friday, January 16, 2026 (application deadline), to one of the following persons at your school:**

- **Astronaut High School – Ms. Morgan Smith, phone 321-264-3000**
- **Titusville High School – Ms. Kathleen Rios, phone 321-264-3100**
- **ACE – Ms. Missy Johnson**

City of Titusville
"Gateway to Nature and Space"

REPORT

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

Recommended Action:

Continue planning the clothes drive. Discuss when, where and how you want to take on this project. Get updates from Member Grace Barraza on Under the Bridge Ministries.

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: **Volunteer project with elementary school students**
Department/Office: City Clerk

Recommended Action:

Continue planning the project. Discuss when, where and how you want to take on this project. At the last meeting council discussed hosting an event around Christmas time such as reading books with students with cookies and milk. Get updates from Member Ava Sperr on Coquina Elementry School and Member Sydney Lelle on South Lake Elementary.

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:

Subject: **Action Items**

Department/Office:

Recommended Action:

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:

Subject: Informational Items

Department/Office:

Recommended Action:

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: **Council Budget**
Department/Office: City Clerk

Recommended Action:

For your information: the available funding for SAC projects (Council Reserve Project GF2103) is included in this agenda packet.

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. 2025 Student Advisory Council Budget Report

Student Advisory Council Budget Report
Updated: FY 2025

2025/2026

The Student Council Reserve Project GF2103
(requires City Council approval)

\$2,205.31

City of Titusville
"Gateway to Nature and Space"

REPORT

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

Recommended Action:

Please submit your completed form (included in the orientation packet) to City staff Liaison Emily Campbell.

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. WAIVERS RECEIVED 2024-2025
2. (26) WAIVER Master Sept 2013 - 2021

WAIVERS RECEIVED

<u>Peyton Redfern</u>	12/17/24 All activities
<u>Mikael Ronstrom</u>	
<u>Cadyn Fiebig</u>	8/16/22 - All Activities
<u>Sydney Lelle</u>	
<u>Christa Sims</u>	8/20/24 – All Activities
<u>Grace Barraza</u>	9/01/24 – All Activities
<u>Luke Donhoff</u>	9/10/24 – All Activities
<u>Trinity Johnson</u>	8/19/25 – All Activities
<u>Ava Sperr</u>	9/17/24 - All Activities
<u>Kylie Miller</u>	
<u>Jackie Willis</u>	9/16/25 – All Activities
<u>David Speeler</u>	



WAIVER-DISCLAIMER

CITY OF TITUSVILLE

555 SOUTH WASHINGTON AVENUE; TITUSVILLE, FL 32796

Print Name: _____

Address: _____

Telephone: _____

Program Title: **For All Student Advisory Council Sponsored Activities**

RELEASE:

I hereby consent to the recording, broadcast(s) of my name, voice and/ or likeness over the facilities of the City of Titusville Government Television Station and internet. My name, voice and/ or likeness may also be used in promoting broadcast(s). I represent that I am at least eighteen (18) years of age and have the right to consent to this agreement. If I am under the age of eighteen (18), my parent or guardian has consent to my participation and his/her signature confirms consent. I agree to accept no compensation for my appearance and I release the City of Titusville its municipality, charter officer, and their agents and assigns from any and all liabilities for any violation of any personal or property rights which I might have a connection with such materials. I further agree to indemnify and hold harmless the City of Titusville its municipality, charter officer and their agents and assigns and any licensees of the aforementioned against any liability, loss, or other injury whatsoever caused by or arising out of my appearance on the program or any utterance made by me on the program or the use of any materials furnished by me for use by me for use on the program, including reasonable costs and attorney's fees. The City of Titusville permitting me to appear on the program shall constitute its approval of this agreement.

AUTHORIZATION TO AIR:

Signature

Relation (parent, guardian, self)

Date/Time

(PLEASE PRINT NAME)

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:

1. scholarship policy

SCHOLARSHIP AWARD POLICY STUDENT ADVISORY COUNCIL

Background

Since 1993 the City of Titusville has partnered with the Titusville High School and Astronaut High School for the implementation of the Titusville Student Advisory Council (TSAC). Students from the home school environment also participate on the Council. The TSAC allows these young people to undertake a variety of important projects targeted for the benefit of the youth of our community, as well as providing an opportunity to potentially inspire this next generation of civic leaders to get involved in their local governments.

In recognition of the efforts of the members of the TSAC and as an ability to encourage other students to fill vacancies on this important council, Titusville City Council at its December 9, 2008 meeting authorized the City Manager to award a scholarship program for members of the TSAC.

Qualification Guidelines

1. The student must actively participate in the projects and events sponsored by the TSAC. Examples of active participation include: diligent and committed involvement in undertaking and timely completing tasks required to successfully carry out the activities and projects undertaken by the Council (as determined by the staff liaison and/or school advisors).
2. Physically (in-person) attend at least 75% of regular and special meetings of the Council during the TSAC's term, commencing in August of each calendar year and ending after the presentation of the TSAC's annual report to City Council in April of the same term. Special meetings authorized by City Council during summer months do not count toward the scholarship qualification guidelines.
3. Exhibit a cooperative, enthusiastic and respectful attitude toward Council members, advisors and liaisons (as reported by the staff liaison and/or school advisors).
4. Exceptions. Based upon extraordinary circumstances, the City Manager retains the right and responsibility as the final arbitrator of scholarship qualifications and to make determinations contrary to and/or waive one or more of the qualification requirements noted above.

Scholarship Remuneration

1. The total amount of scholarships awarded annually cannot exceed \$3,000.00.
2. Each TSAC member may qualify for \$250.00 per year of participation on the Council, with a total scholarship not to exceed \$1,000.00 per member.

3. The (accumulated scholarship) shall be awarded to each Council member only during their graduating (senior) year of high school.
4. Scholarships shall be awarded following City Council's approval or acceptance of the TSAC's annual report each calendar year.

Process

1. A copy of the scholarship guidelines and applicable forms will be provided to incoming TSAC members as part of their introductory membership packet each August.
2. Annually at the SAC's final April meeting, the TSAC liaison shall provide each TSAC member with a statement attesting whether the student met the scholarship qualification guidelines for that year.
3. It is the responsibility of any senior TSAC member to submit an application request (form attached) to the TSAC liaison for accrued scholarship award, with the prior annual attesting forms attached. The application must be received no later than March 1 of the year of their graduation.
4. Staff will provide the City Manager with a list of qualified graduating TSAC members, along with the total amount of the scholarship award for each member.
5. Once authorized to proceed by the City Manager, a Report to Council will be prepared (no later than the second Council meeting in March), requesting Council's approval of the expenditure.
6. Upon approval of City Council, staff will submit the necessary paperwork to the Finance Department for preparation of the individual checks.
7. The checks will be presented by the Mayor at Council's second meeting in April at the conclusion of the annual report presentation by the Student Advisory Council.

Policy Approval:



William S. Laese, City Manager

265-119
Date

