



CITY OF TITUSVILLE
STUDENT ADVISORY COUNCIL
AGENDA

Regular Meeting

December 16, 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 November 18, 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. Discuss guest speakers. Get update on how publicity is going at different schools – is there any applications? Get update from Sustainability Planner Lily Galleo.

B. Host a Clothes Drive/Feeding the Homeless

Continue planning the clothes drive/feeding the homeless. At the November 18, 2025 Student Advisory Council meeting Member Grace Barraza stated she reached out to Under the Bridge Ministries, who advised her they would be feeding the homeless or families in need at Sand Point Park on December 29, 2025. Members Christa Sims, Ava Sperr, Cadyn Fiebig, Grace Barraza and David Speeler advised that they were able to attend this and assist. Member Grace Barraza advised council that they could bring the clothes they want to donate to this event.

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 decided to try and aim to do this project in February because there was not enough time to coordinate the event in December. 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. Attendance at a Meeting

9. ADJOURNMENT

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Student Advisory Council
From:
Subject: **Minutes**
Department/Office: City Clerk

Recommended Action:

Approve the minutes of the Student Advisory Council meeting on November 18, 2025.

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. Draft SAC Minutes 11-18-2025

The 2025/2026 Student Advisory Council (SAC) met in regular session on Tuesday, November 18, 2025 in the Council Chamber, 2nd Floor, City Hall, 555 South Washington Avenue, Titusville, Florida. Co-Chairperson Cadyn Fiebig called the meeting to order at 4:01 p.m.

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

Also present was City staff Liaison Emily Campbell.

xxx

COMMENTS FROM THE PUBLIC PRESENT

Stan Johnston provided a handout to council regarding questions he had for the City of Titusville.

xxx

MINUTES

Motion:

Member Christa Sims moved to approve the minutes of the regular Student Advisory Council (SAC) meeting of October 21, 2025, as submitted. Member Grace Barraza seconded the motion and it carried unanimously.

xxx

NEW BUSINESS – None.

xxx

OLD BUSINESS

Host a Youth Leadership Seminar in Spring of 2026 – Co-Chairperson Cadyn Fiebig 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 was not present for an update.

Member Christa Sims advised that she would assist with publicity at Academic Community Enrichment, Inc.

Members Grace Barraza and David Speeler advised that they would assist with publicity at Titusville High School.

Co-Chairperson Peyton Redfern advised that she would speak with Astronaut High School Advisor Morgan Smith to see how they could publicize the leadership seminar at their school.

Members Trinity Johnson, Christa Sims and Jackie Willis advised that they would assist with setting up the night before the leadership seminar at Parrish Medical Center.

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 reached out to Under the Bridge Ministries who advised her they would be feeding the homeless or families in need at Sand Point Park on December 29, 2025. Members Christa Sims, Ava Sperr, Cadyn Fiebig, Grace Barraza and David Speeler advised that they were able to attend this and assist.

Member Grace Barraza advised council that they could bring the clothes they want to donate to this event.

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.

Council decided to try and aim to do this project in February because there was not enough time to coordinate the event in December.

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 4:47 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. Discuss guest speakers. Get update on how publicity is going at different schools – is there any applications? Get update from Sustainability Planner Lily Galleo.

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 11.19.25
2. 2026 Application for Leadership seminar
3. 2026 Leadership Seminar CP Flyer

**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).

ACE – Christa Sims

THS – Grace Barraza and David Speeler

AHS – Peyton Redfern

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
Trinty, Christa, Jackie	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)
David Speeler	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 – **(Grace Barraza)**
- 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 **(Christa Sims)**. 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.

(2026 SCRIPT)
WELCOME & INTRODUCTION OF DIGINITARIES

8:30 a.m.

Sydney Lelle: “Good morning, everyone! My name is Sydney Lelle from Astronaut high school. I serve as vice-chairman on the City of Titusville’s Student Advisory Council. Before we begin, I would like everyone to rise and stand for the Pledge of Allegiance to the Flag, as led by **Member David Speeler**.

{{{PLEDGE OF ALLEGIANCE}}}

Sydney Lelle Next, as one of your hosts of today’s seminar, I would like to tell you a little something about the Student Advisory Council. We are an advisory board of City of Titusville and we are appointed by the Titusville City Council. Our board consists of students from Astronaut and Titusville High Schools and the Academic Community Enrichment, Inc. (Association). Each year we undertake projects that support our mission, which is to encourage the involvement of young people in community affairs and create an awareness of their rights and responsibilities as citizens of Titusville”.

Sydney Lelle “ Next, I would like to introduce you to the Student Advisory Council---your hosts of today’s seminar...

(ALL STANDING AT FRONT)

Peyton Redfern	AHS	12 th grade	Co-Chair
Mikael Ronstrom	ACE	12 th Grade	Co-Chair
Cadyn Fiebig	THS	12 th Grade	Co-Chair
Sydney Lelle	AHS	11 th grade	Vice-Chairperson
Christa Sims	ACE	11 th grade	Secretary
Grace Barraza	THS	11 th grade	
Luke Donhoff	AHS	10 th grade	
Trinity Johnson	ACE	10 th grade	
Ava Sperr	THS	10 th grade	
Kylie Miller	AHS	9 th grade	
Jackie Willis	ACE	9 th grade	Photographer
David Speeler	THS	9 th grade	

“And the High School Advisors are,,”

- Morgan Smith - Astronaut High School
- Missy Johnson – Academic Community Enrichment
- Kathleen Rios - Titusville High School

Next, we want to recognize a few others that have made holding today’s seminar possible. Some of these persons plan to “drop-in” today. If you are present, however, please stand, so we can thank you for your support.

- Parrish Medical Center President/CEO Dr. George Mikitarian
- City of Titusville –
 - Mayor Andrew Connors
 - Vice-Mayor Herman Cole
 - City Council Member Megan Moscoso
 - City Council Member JoLynn Nelson

- City Council Member Sarah Stoeckel
 - City Manager Tom Abbate
 - City Clerk Wanda Wells
- Brevard County School Superintendent Dr. Mark Rendell
 - Brevard County School Board, District 1 Representative Ms. Megan Wright
 - City of Titusville staff liaison Emily Campbell

Grace Barraza

“...and we want to recognize the **generous businesses** and **sponsors** listed on the back of your program who donated goods and services”

Next, as you can see from your program, we have a full day planned for each of you. Before we begin, let me share some **important information**:

- Bathrooms are located in the hallway to the west side of the conference rooms.
- There is water and breakfast items at the back of the room; help yourselves at any time.
- Lunch will be served from the **servery bar** in the hallway where you came in this morning. You may eat your lunch in **this room**, or the hospital’s **exterior courtyard**, or the **community dining room**. During lunch we encourage you to get to know each other as there are students present today from the three area high schools!
- About lunch, **you are not allowed to leave the hospital grounds**. Please also return from lunch no later than 12:20 p.m., so that we can **promptly** begin the afternoon session.
- In order to receive an excused absence from school, you must re-register upon returning from lunch.
- We will also have **Participation Certificates** for each of you that may be useful for your future pursuits.
- Finally, the City of Titusville Student Advisory Council would like you to know that our Council took several months to carefully plan a seminar that we feel will provide you with an inspiring and useful experience. We have a full day planned and we hope that the information and activities that you experience today might shape your thoughts on leadership. And now, I will turn the microphone over to _____ to lead you through an **ice-breaker** activity!

8:40 – 9:00 AM

ICE BREAKER (Ava Sperr)

Break into groups of 4 or 5.

Pasta & Marshmallow -To run a "pasta and marshmallow" icebreaker, divide participants into teams, give each a set amount of spaghetti and marshmallows and have them build the tallest free-standing structure in a timed period (10 minutes) with a marshmallow on top. After time is up, measure the towers, declare a winner, and debrief to discuss teamwork and lessons learned._____

9:00 – 9:30

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GUEST SPEAKER #1

“We would like to begin the seminar by introducing you to our first guest speaker _____.

After Speech

(APPLAUSE!!!) Chairpersons/At podium () – you will give _____ an appreciation certificate and thank him on behalf of the City’s Student Advisory Council.

9:30 – 9:40 a.m. Break

9:40 – 12:00 am

MAIN ACTIVITY:

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“Let me introduce you to an individual that has graciously donated her time and professional expertise to help us host today’s seminar: let’s welcome Ms. Lily Galleo to the front to open and lead the main activity, which includes

**City of Titusville Sustainability Planner
Ms. Lily Galleo**

12:00 – 1:00 Lunch Break (Re-sign In required of all participants)

(Christa Sims)

1:00 – 2:00 VISIONING BLOCK/possible additional guest speaker

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“Welcome back everyone.....”.

2:00-2:30

CLOSING

**Appreciation Certificates for City Staff Member
(led by _____)**

“Please give a warm round of applause to the professionals that made hosting the main activity possible!

Present Ms. Lily Galleo with certificate of thanks for her dedication to the City Student Advisory
For helping make this year’s Leadership Seminar possible and for helping the Council this year.

“Additionally, we want to say how very appreciative that we are to Ms. Galleo for the time that she took out of her busy schedule to assist the City’s Student Advisory Council and for the expertise and knowledge that you bring from your professions and specialized fields. (BIG APPLAUSE!!)

2:30 ish

WRAP UP and DOOR PRIZES

***** All SAC Members at the front**

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*“On behalf of the Student Advisory Council, we would like to thank Parrish Medical Center, the City of Titusville, the Titusville City Council, Brevard County Schools, Astronaut High School, the Academic Community Enrichment Association, Titusville High School, Ms. Lily Galleo, our Guest Speakers, and all of the very generous sponsors and the individuals who helped make the 2026 STUDENT LEADERSHIP SEMINAR. Let’s give them a big round of **applause**.*

“Next, as your hosts today, we have planned a door prize, donated by _____.

*We have **certificates of participation** ready for each of you at the registration table. Don’t forget to pick yours up upon leaving”. You might choose to use your certificate for **college applications, your resume and future employers**, etc.*

“Finally, thank you for coming!!! We hope you have been inspired by today’s seminar and will take away useful knowledge that will benefit you your future.

Dismissal

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).

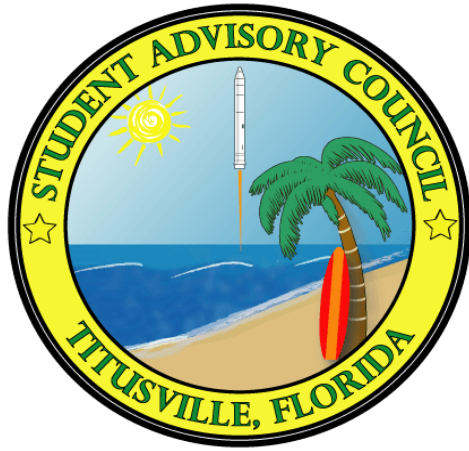
Teacher Signature: _____ Print: _____

School Administration Signature: _____ Print: _____

(School Principal or Vice-Principal)

Return your completed application and school permission slip no later than **Monday, January 19, 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, phone 321-507-3841**



Leadership Seminar

Thursday, March 12, 2026, 8:00 am to 2:30 pm

At Parrish Medical Center in Conference Rooms 2-5

951 North Washington Avenue, Titusville

Sponsored by the 2025/2026 City of Titusville Student Advisory Council

Learn leadership qualities by participating in interactive activities, as well as present and listen to creative ideas and solutions, and be inspired by our keynote speakers.

- ❖ Receive an excused absence from school.
- ❖ Attendees are responsible for their own transportation.
- ❖ All forms must be signed by required people.
- ❖ Attendees must remain on site for the entire event and lunch.
- ❖ Students must check-in the morning of the event as well as after lunch.
- ❖ Business casual attire recommended.
- ❖ Lunch and Snacks Provided. (For dietary restrictions please inform your school advisor listed below so proper accommodation can be made)

For Forms and More Information Please Contact:

Ms. Morgan Smith
321-264-3022

Ms. Missy Johnson
321-507-3841

Ms. Kathleen Rios
321-264-3100



Applications Due by Monday, JANUARY 19, 2026

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/Feeding the Homeless**
Department/Office: City Clerk

Recommended Action:

Continue planning the clothes drive/feeding the homeless. At the November 18, 2025 Student Advisory Council meeting Member Grace Barraza stated she reached out to Under the Bridge Ministries, who advised her they would be feeding the homeless or families in need at Sand Point Park on December 29, 2025. Members Christa Sims, Ava Sperr, Cadyn Fiebig, Grace Barraza and David Speeler advised that they were able to attend this and assist. Member Grace Barraza advised council that they could bring the clothes they want to donate to this event.

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 decided to try and aim to do this project in February because there was not enough time to coordinate the event in December. Get updates from Member Ava Sperr on Coquina Elementary 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: 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) was 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: **Attendance at a Meeting**
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

