



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 1, 2026

Originating Department: Library
Presentation, Discussion & Direction - Town of Lake Park Education

Agenda Title: Advisory Board

Agenda Category (i.e., Consent, New Business, etc.): New Business

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$0.00 **Funding Source:** _____

Account Number: _____ **Finance Signature:** _____

Advertised:

Date: _____ **Newspaper:** _____

Attachments: Ordinance X 2026
Information for Education Advisory Board

Please initial one:

_____ Yes I have notified everyone

JKC Not applicable in this case

Summary Explanation/Background:

During the July 2, 2025, Regular Commission Meeting, Commissioner Judith Thomas expressed an interest in creating an Education Advisory Board. During the meeting discussion, Town Clerk Vivian Mendez provided information that the Town had previously created an Education Committee (Resolution 3-1993) that was later renamed to the Education Advisory Board (Ordinance 9-2001).

Additionally, during the Town Commission's Meeting on October 22, 2025, the Education Advisory Board was again discussed with the direction that staff review attend other communities Education Board meetings, review various Education Board ordinances to develop a proposed ordinance to be considered by the Town Commission and communicate with various education professionals/retirees to assist in the development of this new Board.

Following this meeting, the Library Director met with various individuals within the education community as well as other municipalities/communities that have implemented and/or developing Education Boards,

Education Advisory Boards, Education Committees and/or Education Task Forces. Further, interviews/discussions were held with Commissioner Thomas and Vice-Mayor Hensley to identify potential areas of need and scope of work to be completed by this new Board, if approved.

A summary of the information found includes:

- **Village of Royal Palm Beach:** This five-member Board (plus one alternate) meets monthly to advise the Village Council on local educational matters. Their primary operational focus is the coordination of the Village-supported high school graduating senior scholarship program.
- **City of Westlake:** Meet bi-monthly and serves as a bridge between the City, local public schools, and the Palm Beach County School District. Their mission is to enhance community partnerships, monitor School District activities, and advocate for student success within their jurisdictional boundaries.
- **City of Boynton Beach:** Established by City Ordinance, includes seven regular members, two alternates, and three students. Although it aims to meet monthly, it has recently struggled with meeting attendance (quorum). The Board focuses on child advocacy and securing professional and financial resources from local businesses to support students from Pre-K through vocational levels.
- **City of Greenacres:** Comprised of seven residents and three non-voting liaisons (including a Councilmember and two students), this Board focuses on public awareness and school recognition. They are specifically responsible for recommending up to ten educational scholarship awards annually
- **City of West Palm Beach:** This 16-member Committee is the largest and most diverse, requiring representation from business, neighborhood associations, and student juniors. Their extensive duties range from legislative advocacy and grant acquisition to coordinating with police and leisure services to ensure student safety and improved park facilities.
- **City of Riviera Beach:** This nine-member Education Advisory Committee includes two high school student members and meets monthly to address educational issues. Its extensive mandate covers monitoring School District activities, identifying grants, coordinating with local businesses and organizations for support, assessing funding equity, and recruiting volunteers.
- **Village of Wellington:** The seven-member Education Committee meets quarterly to monitor legislation, gather input from stakeholders (parents, teachers, students), assist with scholarships and grants, and coordinate cooperative use of parks/recreation facilities and local vocational training programs with businesses.
- **City of Lake Worth Beach:** This seven-member Education Task Force is composed of residents who act as liaisons to specific local schools. They meet monthly to study issues impacting local learners and report their findings to the City Commission, serving as informed advocates for the schools.
- **City of Delray Beach:** This eleven-member Board (plus two student members) meets monthly. Members are selected for their background in business, real estate, and education. Duties include attending monthly school advisory council meetings, advocating for education-related goals in the City's comprehensive plan, and supporting the Campaign for Grade Level Reading Initiative.

Combining examples from other municipalities and the desires of the Commissioners, the former Education Advisory Board ordinance is proposed to be revised to include the following duties and responsibilities:

- (1) To gather input from parents, students, and the community to clearly understand their educational expectations and concerns so that the Board may actively address these issues.
- (2) To attend at least three (3) school events or School Advisory Council (SAC) meetings at an assigned school annually and provide a summary report at the Education Advisory Board meeting.
- (3) To provide the Town Commission with an annual “State of Education” report.
- (4) To provide a quarterly report to the Town Commission containing any recommendations, observations, concerns, or other information the Education Advisory Board deems to be in the best interest of the public for the Town Commission to receive regarding education and education facilities.
- (5) To contact local businesses, faith-based and non-profit organizations, and community groups within the township for professional skills, materials, financial, or educational support for schools. Any such solicitation shall first be approved by the Town Commission.
- (6) To coordinate the activities of the Town with the activities of the schools, colleges, and universities in order to enhance educational opportunities for the residents of the Town.
- (7) To coordinate with the Town’s Library and Special Events Departments for pre- and post-school activities.
- (8) To assist the Town and the schools within the Town in recruiting secondary students and retired educators to volunteer to assist students with reading, math, and other skills.
- (9) To support the initiatives of the local schools as they relate to educational activities and programs.
- (10) Bridge the gaps between what is accessible at the schools and what students have access to at home and create an equitable field for learning.
- (11) Offer an open platform at the Education Advisory Board meeting for community organizations to share education initiatives.
- (12) Other duties as may be assigned by the Town Commission.

The proposed membership of this Board would be determined by the Town Commission and they shall appoint an uneven number, but no more than five (5) members and up to two (2) alternate members, to the Town’s Education Advisory Board. Each of the members would be required to meet at least one of the following criteria by being either:

- (1) Town resident
- (2) B/or experience in the field of education; or be a member of a parent-teacher organization, parent teacher association, school advisory council, or any other similar organization with the Palm Beach School District, public, private, or charter school within the Town’s zoned attendance area; or be

a parent/legal guardian of a child currently enrolled in a town public, private, or charter school, or school where the resident student is zoned to attend

(3) The Town Commission may appoint up to (3) students of indefinite terms as “Student Members” of the Board. At least one (1) of the Student Board Members shall be an upper elementary or middle-school student, and at least one (1) of the Student Board Members shall be a high school student. The Upper Elementary or Middle School Students appointed pursuant to this section shall not be counted as board members for the purpose of meeting quorum requirements and shall not be entitled to make motions or cast votes; however, appointed students may participate in the discussion of matters being considered by the Board and may bring suggestions for action to the Board. When an appointee ceases to be a student, their membership on the Board shall terminate automatically. The High School Students appointed shall be counted as board members for the purpose of meeting quorum requirements and shall be entitled to make motions or cast vote

(4) One (1) Commissioner shall serve as liaison but shall have no voting power. The Library Director will serve as the Board Coordinator and shall not have voting power. The liaison and coordinator are not members of the Board and shall not be counted in determining if a quorum is present for Board Meetings.

The Library is proposing that the following local schools and preschools be represented, but not limited to, the following

:

- Lake Park Elementary
- The Conservatory School in North Palm Beach
- H.L. Watkins Middle School
- Suncoast High School
- Inlet Grove Middle and High School
- Palm Beach Gardens High School
- Coastal Middle and High School
- Palm Beach Christian Academy – Lake Park Campus
- Bethel Junior Academy
- Twiggs Academy
- Bright Child Academy
- Bright Futures Child Development
- Kidz Home Academy
- First Learning Academy

The proposed intent of the Town’s new Education Advisory Board, if approved, would be to promote awareness and participation of Lake Park citizens in the education of the children within Lake Park. Further, it would be encouraged to have the citizens of Lake Park volunteer with our local schools and within our community to enhance the schools' efforts in educating our children.

The proposed Town of Lake Park Education Advisory Board Ordinance was prepared by the Library Director and reviewed by the Assistant Library Director and the Town Attorney.

Recommendation:

The Town Commission consider, discuss and provide input/direction on the proposed Ordinance to re-establish the Town of Lake Park Education Advisory Board.