



Broward County Public Schools

Parent/Community Involvement Task Force

Meeting Minutes

KC WRIGHT ADMINISTRATION BLDG.

10TH FLOOR CONFERENCE ROOM

NOVEMBER 28, 2011 / 5:30 PM TO 7:00 PM

Chair: Mary Fertig

Facilitator: Jeffrey Moquin

In-person: Janet Bravo, Wayne Johnson, Jodi Klein, Andrea Lubell, Gloria Moschella, Lew Naylor, Scott Neely, Linda Nestor, Laurie Rich Levinson, Elisa Wolfe

Phone Bridge: Zayra Climes-Lenchus, Bernie Kemp, Melodee Putt

- [Call to Order](#)

Ms. Fertig called the meeting to order.

- [Minutes](#)

Following two requested revisions, the October 25, 2011 meeting minutes were approved.

- [Task Force Updates](#)

Ms. Fertig reported all November 2011 Task Force events were very successful. These include the Middle School Forum at Indian Ridge Middle School on November 2, the Parent Forum at Coconut Creek High School on November 10, and the Non-Profit Forum on November 14.

- [Subcommittee Reports](#)

Business Outreach

Ms. Lubell discussed the upcoming Business Forum at Pier 66 (December 7, 2011). Todd Sussman emailed all task force members the invitation during the

meeting for members to forward to business partners. There is space for 110 business representatives.

It is estimated ten (10) facilitators will be needed to lead the break-out groups at this forum, and five (5) have been confirmed. Ms. Fertig requested all volunteers for this event be present prior to the 6:30 p.m. start time.

Communications

Co-chairs for this subcommittee were not present at tonight's meeting.

Community Outreach

Ms. Fertig discussed the Non Profit forum that occurred on November 14, 2011. She stated it was very successful, with 70 participants. The organizations received their invitation by email.

Ms. Fertig reported on common threads discussed in the various break-out groups. One example: the long length of time for volunteers to be processed through security (background checks).

Mr. Sussman reviewed the four (4) "buckets" as categorized by Superintendent Robert Runcie at the forum's conclusion:

1. Make the system more user-friendly for the non-profit organizations.
2. Be strategic with priorities. We cannot afford to waste resources. Develop a strategic plan, with the non-profit organizations participating in its development.
3. Measure the results. We need to constantly track that information (those being served and the outcomes).
4. Improve communications (messaging). An example he offered: Students who overcame challenges can be an inspiration to those who are struggling.

Mrs. Rich Levinson stated the Community Outreach committee is developing a directory of services to be posted online. Although hard copies will also be made available to schools, the information sometimes becomes quickly outdated.

Municipal

Mr. Naylor recommended holding a forum to invite cities' elected officials to provide their input into this process. Ms. Fertig, Ms. Moschella, and Mr. Naylor attended Broward's League of Cities meeting on Nov 3, 2011 to provide an overview of the Task Force and request their assistance and feedback regarding the Task Force's activities.

Research

Mr. Kemp reported the Research subcommittee will meet next week to focus on parent involvement models used nationally. In addition, his subcommittee is reviewing the notion of contracts and agreements between parents and schools, currently implemented in Title I schools (as required by law).

He also listed additional considerations:

- An app program for downloading to cell phones
- A project on leadership
- A Parent University program

Ms. Klein recommended recruiting Robert Mayersohn to participate on the Research subcommittee, as he has been very helpful in this area.

School Outreach

Ms. Putt reported on the school visits members of her subcommittee completed in November 2011 to administer parent surveys in-person. For these in-person visits, three discussion questions were included:

1. Under what circumstances would you get involved?
2. What would it take to get others involved?
3. What are the greatest barriers to parent involvement in the schools?

She listed the barriers to involvement frequently cited by parents: work, child care, language, and past arrest records. In addition, some parents reported not being called back by schools after they signed up to volunteer.

Ms. Climes-Lenchus stated some of the schools she visited (including elementary and middle schools) informed her that the survey was already sent by email to parents.

Mr. Moquin reminded the Task Force of the two memorandums (one to elementary schools, one to middle and high schools) sent by Superintendent Runcie on November 14, 2011, directing schools to distribute the surveys, with a December 2, 2011 due date.

Ms. Klein will arrange for high school students to input the survey data as part of their community service hours. Mr. Sussman will arrange for the surveys to be counted prior to submission to Ms. Klein.

Ms. Putt has received feedback from non-instructional school staff (i.e. clerical and custodial staff) that the Teacher Survey does not encompass their viewpoint. Ms. Fertig suggested circulating a non-instructional staff survey through their employee groups, including Confidential Office Personnel Association (COPA). Ms. Putt will draft a survey prior to her next subcommittee meeting, December 8, 2011.

Mrs. Rich Levinson inquired if hard copies of surveys were sent home with middle and high school students. Mr. Neely will look into this at the next principals' meeting. Mr. Johnson stated survey distribution was encouraged at the school where he teaches, Plantation High School. Mrs. Climes-Lenchus reported middle schools she visited sent home hard copies of the surveys with report cards, adding that the memo from Superintendent Runcie helped.

- [Planning Work Schedule](#)

Business Forum

- Wednesday, December 7, 2011

Hyatt Regency Pier 66, Crystal Ballroom, 6:30 pm – 8:00 pm. Volunteers and participating Task Force members were asked to arrive early.

Municipal Forum

A forum for elected officials was recommended. Update: Following tonight's meeting:

- Thursday, January 12, 2012 was chosen for this forum (KCW Board Room, 1 pm – 4 pm).

Faith-based Forum:

Ms. Fertig indicated a faith-based forum will be planned for January 2012. Laurie Rich Levinson added that School Board Member Ben Williams would attend this forum.

Chairs of District Committees Meeting:

Ms. Fertig and Ms. Klein will co-lead. Date and location to be determined.

Future Task Force meetings:

- January 2012 – Meeting #1 - Date and location to be determined.

At this meeting, subcommittees will provide (1) summaries of their research initiatives and (2) preliminary recommendations.

- Thursday January 19, 2012 – Meeting # 2 – Location to be determined.

At this meeting, subcommittees will provide (1) a summary of their research and findings, and (2) their recommendations.

- Wednesday, February 1, 2012 – Back-up date if needed.

Dates will be finalized and emailed by Ms. Fertig, who asked all Task Force members to attend these meetings for voting purposes.

Other important dates:

- Tuesday, February 7, 2012

Deadline for Final Draft of Subcommittee and Task Force Report

- Friday, February 17, 2012

Deadline for written Report to be delivered to the District for posting on e-Agenda.

- Tuesday, February 28, 2012

Board Workshop Presentation by the Task Force

- [Report Format](#)

The written report format (in outline form) was reviewed. Ms. Fertig stated all research findings should be catalogued and explained in the report.

Mr. Moquin stated District staff will develop a mechanism to pull data out of the surveys. He asked Task Force members to let him know what information they would like to see included (for example, the top five barriers to parental involvement). Comments included on surveys will be included, separately, in the final report.

- [Adjourn](#)

Ms. Fertig adjourned the meeting.