



# Broward County Public Schools

## Parent/Community Involvement Task Force

### Meeting Minutes

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**KC WRIGHT ADMINISTRATION BLDG.**

**10<sup>TH</sup> FLOOR CONFERENCE ROOM**

**JANUARY 10, 2012 / 5:30 PM – 7:30 PM**

Chair: Mary Fertig

Facilitator: Jeffrey Moquin

In-person: Janet Bravo, Karen Davis-Powers, Bernie Kemp, Jodi Klein, Andrea Lubell, Gloria Moschella, Lew Naylor, Scott Neely, Linda Nestor, Melodee Putt, Laurie Rich Levinson, Cathie Starkey, Elisa Wolfe

Phone Bridge: Zayra Climes-Lenchus

- [Call to Order](#)

Ms. Fertig called the meeting to order.

- [Meeting Minutes](#)

The minutes for the November 28, 2011 Task Force meeting were approved. There were no requested revisions.

- [Task Force Updates](#)

Ms. Fertig reviewed recommendations obtained from the District Chair Committee Forum held January 6, 2012. These recommendations will be included in the final report.

- [Subcommittee Reports](#)

#### Municipal Outreach

Ms. Moschella read some of the recommendations the Municipal subcommittee has gathered, including:

- Advisory Boards: the selection process should change. These boards should include parents and community members in addition to appointees.
- The District should have a more effective coalition of advisory boards.
- Develop mentoring and grant opportunities
- Include student representatives on Education Advisory Boards (EABs).

Mr. Naylor informed the group less than half of Broward's cities have EABs

Ms. Moschella indicated schools should enhance public relations efforts to show cities they want to have positive collaborations.

### School Outreach

Ms. Putt and Ms. Klein reviewed some of their subcommittee's recommendations:

- Parent / teacher relationship: we need to look at different factors that impact this relationship.
- Improve communication in every aspect.
- The principal and front office set the tone for welcoming volunteers. Specific training for different roles in the school is needed.

### Business Outreach

Ms. Lubell and Ms. Wolfe reported on the following recommendations:

- Create a clear definition of what it means to be a partner.
- Set clear parameters to define what is being asked of partners.

At the Business Forum, businesses expressed wanting to be involved without giving donations.

Ms. Wolfe suggested increasing awareness of the partnership program.

Ms. Fertig stated several participants at the Business Forum indicated it was difficult for businesses to get approved. Currently, a large amount of paperwork is often required. Ms. Wolfe added entry to the schools should be streamlined and consistent among schools.

Mr. Kemp indicated he is the business liaison for his school. He has a streamlined approach to finding out what businesses and schools want from each other. He uses that information to develop agreements.

Ms. Bravo shared a recommendation for mentorship (as well as internship) programs, to bring students to job sites.

Ms. Starkey stated hospitals offer other opportunities for work besides medical or clinical jobs – for example, food service workers – and schools may not be aware of these opportunities.

### Research

Mr. Kemp researched parent involvement models throughout the country and will bring forth 5 recommendations, including:

- School Parent Compact: An agreement between schools, parents, and students used in Title I schools should be applied to all schools.
- An app (application) for Smart Phones, iPhones, and Blackberries, for important communications and news from school. Students can adapt the app for their school days (conferences, etc).
- Parent University (not just a one-school event) to help parents become partners in their children’s education.
- Leadership Through Communication Award
- Project Appleseed, featuring six (6) “slices” of parental involvement including mobilizing parents

Ms. Putt suggested adding a training component (to the Parent University model) pertaining to parents becoming volunteers. Ms. Moschella recommended training for ways parents can help children after they arrive home from school each day. Ms. Climes-Lenchus suggested a refrigerator magnet featuring a checklist of helpful hints for parents.

### Communications

Ms. Davis-Powers indicated customer service and communication were the recurring themes.

Mrs. Rich Levinson stated it would be beneficial to utilize a wide range of communication methods, to be able to address parents through their preferred methods (text, phone, email, etc.)

## Community Outreach

Although the subcommittee co-chairs were not present to report on updates, Mrs. Rich-Levinson reminded the group of the recommendations gathered at the Non-Profit Forum and summarized by Superintendent Robert Runcie:

- Make the system more user-friendly for the non-profit organizations.
  - Be strategic with priorities. We cannot afford to waste resources. Develop a strategic plan, with the non-profit organizations participating in its development.
  - Measure the results. We need to constantly track that information (those being served and the outcomes).
  - Improve communications (messaging).
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- [Planning Task Force Work Schedule / Upcoming Meetings](#)

### Municipal Forum

Thursday, January 12, 2012 / KCW Board Room / 1 pm – 3 pm

### PCITF Meeting (Report & Recommendations)

Thursday, January 19, 2012 / McFatter Technical Center / 2 pm – 6 pm

### PCITF Meeting (Back-up Meeting)

Wednesday, February 1, 2012 / KCW 10<sup>th</sup> Floor Conference Room / 5:30 pm – 7:30 pm

- [Report Format](#)

The format (outline) for the written report was re-distributed and discussed.

At Mrs. Rich-Levinson's request, Mr. Neely commented on ways to increase buy-in from principals on all Task Force recommendations, including trainings. Mr. Neely suggested approaching principals from different levels (elementary, middle, and high) and presenting the recommendations as new tools, to highlight their value.

Ms. Fertig asked all members to email Mr. Sussman and copy her on their subcommittee's recommendations, so they are available electronically for preparing the report.

- [Adjourn](#)

Ms. Fertig adjourned the meeting.