



# Broward County Public Schools

## Parent/Community Involvement Task Force

### Meeting Minutes

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**McFATTER TECHNICAL CENTER**

**CULINARY ARTS BUILDING - BISTRO**

**JUNE 9, 2014 / 5:30 PM TO 8:00 PM**

Members: Debbie Aleman, Janet Bravo, Colleen LaPlant, Esther Mizell, Gloria Moschella, Lew Naylor, Cathie Starkey, Elisa Wolfe

Guests: Christine Fris, Andrea Mathieu, Wanda Robinson

Facilitator: Todd Sussman (in Mary Fertig's absence)

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- **Call to order**

Mr. Sussman called the meeting to order.

- **Introductions**

All attendees introduced themselves, including Ms. Mizell, the Task Force's new member representing the Broward County Council Parent Teacher Association (PTA), and Ms. Fris, a guest and North Area Vice Chair.

- **Approval of meeting minutes**

The minutes from the previous three (3) meetings – January 21, 2014, February 24, 2014, and April 28, 2014 – were unanimously approved. Members had received drafts of these minutes prior to tonight's meeting.

- **Selection of dates for the upcoming forums**

Mr. Sussman distributed District calendars for September 2014 and October 2014. On behalf of Laurie Rich Levinson and Ms. Fertig, he asked members to choose two (2) proposed dates for each of three forums to be held this Fall.

The proposed dates were selected as follows:

- Business Forum                      Monday, September 29 or Wednesday, October 1

- High school Forum      Monday, October 6 or Wednesday, October 8
- Middle school Forum      Monday, October 20 or Wednesday, October 22

All members will be informed when the dates are finalized.

- **Recommendations for the forums**

Ms. Mathieu stated the previous forums ran smoothly. However, she said the recruitment of Exceptional Student Education (ESE) parents and English for Speakers of Other Languages (ESOL) parents, to participate in the forums, should be strengthened. Ms. Robinson offered to reach out to these groups for the upcoming forums.

Ms. Wolfe suggested every school send two (2) student volunteer note-takers, as it is difficult for facilitators to run the groups while also taking notes.

Several members agreed Indian Ridge Middle School, where the previous High School and Middle School Forums were held, is an easy-to-access location.

- **Open item for discussion (Non-Profit partnerships with the District)**

Ms. Mathieu distributed a table she developed listing 13 school districts (some in Florida, some outside) with web links and comments, to compare their processes for partnering with non-profit organizations. Mr. Sussman accessed some of the links during the meeting to show participants the websites.

Ms. Mathieu will update the table and email it to Mr. Sussman to forward to all members. She proposed looking at objective feedback and best practices throughout the nation.

Ms. Wolfe stated schools need a more organized way to connect with non-profit partners as well as business partners. Ms. Mathieu agreed a unified process was needed.

Several members inquired about the process for non-profits to partner with schools – directly with the school or through the District’s Partners in Education (PIE) program?

Mr. Naylor suggested the organizations contact the principal and operational administrators.

Ms. Mathieu reminded the group of three (3) actions discussed at the previous Task Force meeting:

- Hold a Non-Profit fair
- Research other districts’ efforts (she began this task; distributed the table)

- Create a list of approved non-profit partners as well as those currently working in the District

Mr. Naylor recommended all partners currently providing services be listed on schools' websites.

Ms. Bravo suggested reaching out to non-profit organizations to support the District's new bond effort. She also indicated she will reach out to Ms. Rich Levinson regarding the best method to bring in non-profit partners, based on feedback from the previous Non-Profit forums.

Ms. Bravo also inquired if Code.org – a current partner helping students with computer programming – can also bring in computer hardware to further support students.

Five (5) attendees (Ms. Fris, Ms. LaPlant, Ms. Mathieu, Ms. Moschella, Ms. Wolfe) will each research four (4) school districts' non-profit partner processes for a total of 20 districts. Ms. Mathieu suggested developing a unified set of questions to pose to both non-profit organizations and staff in researching their processes. All members agreed to e-mail Ms. Fertig and Mr. Sussman their questions (in Word) for non-profit organizations and district staff **no later than Wednesday, June 18**. Mr. Sussman will collate the questions and forward to all members prior to the next Task Force meeting.

Mr. Naylor suggested talking to school-based staff for this research project because they are the ones dealing directly with the non-profit organizations. He recommended looking at “mid market” school districts for non-profit models. He also indicated he will ask Ms. Fertig to invite a District staff member to address the next step in the partnership process for Broward Schools.

- **By-laws**

Mr. Naylor reviewed additions to the by-laws template suggested at the May 29, 2014 by-laws subcommittee meeting. He will incorporate all changes suggested at tonight's meeting and send a mark-up version to Ms. Fertig and Mr. Sussman to email to the entire group.

- **Next task force meeting**

Monday, August 11, 2014, 5:30 pm at McFatter's Bistro.

- **Adjournment**

Mr. Sussman adjourned the meeting.