



Broward County Public Schools

Parent/Community Involvement Task Force

Meeting Minutes

McFATTER TECHNICAL CENTER

CULINARY ARTS BUILDING - BISTRO

AUGUST 11, 2014 / 5:30 PM TO 8:00 PM

Members: Mary Fertig, Debbie Aleman, Janet Bravo, Colleen LaPlant, Lew Naylor, Laurie Rich Levinson, Phyllis Shaw, Cathie Starkey

Guest: Natalie Beasley (United Way), Wanda Robinson

- **Call to Order**

Ms. Fertig called the meeting to order.

- **Introductions & Welcome to New Members & Guests**

Phyllis Shaw, the new District Advisory Committee Chairperson has also joined the Parent / Community Involvement Task Force (PCITF). Natalie Beasley, the United Way's Director of Community Impact & Income Initiatives was a guest at tonight's meeting.

Ms. Fertig reviewed the history of the Task Force for the new members and guests. The previous forums and public hearings were highlighted.

- **Approval of Meeting Minutes**

The minutes for the June 9, 2014 PCITF were unanimously approved.

- **Committee Training**

School Board Policy 1.7, *School Board-Established Advisory Committees and Appointment of a School Board Member Representative(s) to Such Committee(s)*, states, "Each member of a School Board-Based Advisory Committee is required to complete the school district's annual training program..." (Section C.2.). Topics include: ethics standards for public officers, Sunshine Law, public records law, and Roberts Rules of Order.

On behalf of Jeffrey Moquin, Chief of Staff, Todd Sussman requested all members view the District's new Committee Training Brain Shark and provide their feedback prior to its official roll-out. Mr. Sussman emailed all members (those present as well as those not attending) a link to access the new Brain Shark. The members requested a deadline and agreed to email their feedback to Ms. Fertig and Mr. Sussman by August 19, 2014. Mr. Sussman informed the members this advance viewing (and answering the test questions featured in the Brain Shark) would count as completion of their annual committee training requirement.

- **High School Forum & Middle School Forum**

Although initial dates were previously chosen for the High School Forum (October 8, 2014) and Middle School Forum (October 29, 2014), it was determined that October 8 posed a conflict with the District Advisory Committee (DAC) meeting. The High School Forum will therefore be rescheduled for another date (more information to come). The Middle School Forum will remain on October 29, 2014.

Indian Ridge Middle School has been confirmed as the location for the Middle School Forum.

Recommendations for both forums were discussed:

Ms. LaPlant suggested having forum dates added to participants' email calendars electronically.

Ms. Rich Levinson recommended having an Exceptional Student Education (ESE) representative fill one of the Task Force's Community Representative positions.

Ms. Bravo suggested seeking forum volunteers at an ESE meeting.

Ms. Fertig stated sign-up forms will be distributed to principals earlier than in previous years. She asked *all* Task Force members to attend the forums as group facilitators. She also requested two (2) student volunteer note-takers for each group.

Ms. Robinson suggested creating a flier announcing the forums with a note, "If interested, contact your school principal."

Please email any additional ideas for the forums to Ms. Fertig and Mr. Sussman.

- **Non-Profit Forum**

In the previous Task Force meeting (June 9, 2014) a request for questions to research non-profit services in other school districts was presented. Ms. Aleman provided five (5) questions as follows:

1. Does your District have a Community Liaison?

2. Does each school within your District have its own Liaison responsible for working directly with the District?
3. Which Department within the District handles Non-Profit Partnerships?
4. Does each individual school website contain a link to the District site?
5. How does the District keep the individual schools informed about the procedures or changes to procedures?

Rather than hold a non-profit forum this school year, the members agreed holding a fair, where a variety of non-profit organizations can each have a booth or table, would be preferred. The fair was proposed for March or April 2015, to help principals prepare for the following school year,

Ms. Fertig suggested a G-mail email account to facilitate communications regarding non-profit services.

Mr. Naylor requested emails be sent to a group email for District department heads to make them aware of non-profit services available to the District. He suggested a clearinghouse for the non-profit groups that are already in place in the District.

Ms. Fertig recommended a District website with a bulletin board for non-profit organizations (already approved for district). Ms. Rich Levinson suggested a Task Force subcommittee be formed to complete this task.

Once a specific date for the fair is selected, Mr. Sussman will notify all members.

- **By-laws**

Draft revisions to the by-laws (developed by a by-laws subcommittee) were previously distributed. Mr. Naylor agreed to e-mail the members new revisions based on tonight's meeting.

The March 3, 2011 original Board item on Task Force goals and compositions was distributed and reviewed. The previous "goals" will now be called "objectives" for the new by-laws.

Ms. Fertig announced we have openings for new members. She will locate and distribute the application form.

We will vote on the final by-laws at the next meeting.

- **New Business**

Ms. Fertig announced the Municipal Forum is on hold for now.

Regarding the new appointment of a school principal to the Task Force, Ms. Fertig will discuss this issue with Ms. Rich Levinson.

- **Next meeting**

The date selected for the next PCITF meeting: **Monday, September 29, 2014.**

Update: Mr. Sussman has confirmed McFatter's Bistro for this meeting, to begin at 5:30 p.m.

- **Adjournment**

Ms. Fertig adjourned the meeting.