



# Broward County Public Schools

## Parent/Community Involvement Task Force

### Meeting Minutes

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**McFATTER TECHNICAL CENTER**

**CULINARY ARTS BUILDING - BISTRO**

**SEPTEMBER 29, 2014 / 5:30 PM TO 8:00 PM**

Members: Mary Fertig (Chair), Debbie Aleman, Janet Bravo, Colleen LaPlant, Esther Mizell (via telephone), Lew Naylor, Laurie Rich Levinson, Cathie Starkey, Eliza Wolfe

Guests: Natalie Beasley, Veronica Gordon-Brown, Sheri Johnson, Michaelle Pope, Wanda Robinson

#### **Call to Order**

Ms. Fertig called the meeting to order.

- **Introductions & Welcome**

Members introduced themselves. Guests included Ms. Johnson (National PTA Director of Programs), Ms. Gordon-Brown (Vice Chair of District Advisory Council), Ms. Beasley (United Way's Director of Community Impact & Income Initiatives), Ms. Robinson (Specialist in the Parents, Business and Community Partnerships program), and Ms. Pope (Executive Director of the District's Student Support Initiatives department).

- **Approval of Meeting Minutes**

The minutes for the August 11, 2014 PCITF were unanimously approved with the following correction: Delete the word "change" on Page 2, first paragraph in the "High School Forum & Middle School Forum" section.

- **Committee Training**

Todd Sussman distributed a table containing the feedback (not including names) received from Parent / Community Involvement Task Force (PCITF) members who viewed the Committee Training video in advance of the District's roll-out. Mr. Sussman had submitted this feedback to Jeffrey Moquin, Chief of Staff.

Ms. Pope confirmed that those who received a certificate for this training would not have to complete the training more than one time (in a given year), even if they participate on more than one committee.

- **Middle School Forum**

This event will take place Wednesday, October 29, 2014 at Indian Ridge Middle.

Ms. Fertig explained the history and purpose of the forums to newer members and guests. Materials from last year's forum were distributed.

Group facilitators were assigned. Mr. Sussman will invite Hyacinthe Lafontant (in his department, Risk Management) to lead the ELL group as she did at last year's forum.

Ms. Pope stated the forums are a good fit for the strategy document being developed for how schools can implement recommendations from the PCITF, PTA and DAC, to bring activities to fruition.

25 volunteer student note-takers were requested for the upcoming forums. Mr. Sussman will forward this request to Michael Roland. Ms. Fertig will provide notepads and pens for the students, who will receive community service hours.

In addition to the eight (8) groups who met and spoke at last year's forum, two additional groups would be held:

- (1) A group of parents from non-profit organizations. Ms. Fertig will reach out to non-profit organizations directly to invite these parents.
- (2) A group of parents from the District's Before & After School Child Care (BASCC) programs. Mr. Sussman will reach out to the BASCC coordinator first, then participating parents will be designated by the school principals.

Ms. Fertig suggested two representatives from the District's Audit Department speak to parents at the forum and be available to answer questions.

Ms. Johnson inquired about the non-profit role in extracurricular activities. Ms. Fertig will add a question on the surveys / discussion questions to address this topic.

Ms. Wolfe recommended remind.com, a text system to send out meeting and event reminders.

- **High School Forum**

Monday, November 17, 2014 is the proposed date for the forum. Mr. Sussman will secure the location, Indian Ridge Middle and email all members when the location is confirmed.

Ms. Fertig will send Mr. Sussman high school forum questions to email to all members.

Ms. Johnson asked how parents not affiliated with a group were identified (to be invited to the forum). Ms. Rich Levinson suggested adding this question to the survey / questionnaire. Ms. Fertig suggested asking non-profit organizations to suggest parents to send to the event (to form an additional group).

It was recommended that principals also forward the Task Force invitation (letter to principals) to the School Advisory Forum (SAF) chairs.

- **By-laws**

The new District template was distributed. Mr. Naylor will align the PCITF's draft by-laws to the new template. We will discuss and vote on the by-laws at the next meeting.

- **Non-Profit Event**

Ms. Fertig recommended developing a fact sheet for non-profit organizations to connect with the District – the process to get accepted and the appropriate District staff to contact. Ms. Pope agreed to assist.

A non-profit fair (rather than a forum) will be held next year (Spring 2015), to be advertised District-wide.

Ms. Pope announced a “resource locator” is being developed, which dovetails nicely with the non-profit fair. The goal is to develop a database both schools and the community can use.

Mr. Naylor suggested developing a county-wide bulletin board to include the various non-profit initiatives. Ms. Fertig added that an online database of approved non-profit organizations is needed.

A non-profit subcommittee was formed. Ms. Robinson, Ms. Johnson, and Ms. Beasley will work with Ms. Pope.

- **New Business**

The Business Forum was a successful PCITF-sponsored event in the past. The group likes the idea of doing this again. Winter dates will be considered.

Ms. Fertig distributed the 2012 PCITF recommendations to the Board. She stated the forums and hearings show that even successful schools have needs and can learn from these events.

- **PCITF Membership**

Ms. Fertig recommended a non-profit position for the task force composition.

Members requested a decision be made on the principal position (currently vacant). Ms. Fertig will discuss with Ms. Rich Levinson.

- **Next meeting**

Members narrowed the choices for the next PCITF meeting to Wednesday, November 5, 2014 or Thursday, November 13, 2014, same location (McFatter) and time (5:30 p.m.). Mr. Sussman will send an email survey tomorrow (September 30, 2014) to obtain a final count (majority rules).

*Update:* the meeting will occur on Thursday, November 13, 2014.

- **Adjournment**

Ms. Fertig adjourned the meeting.