



Broward County Public Schools

Parent/Community Involvement Task Force

Meeting Minutes

McFATTER TECHNICAL CENTER

CULINARY ARTS BUILDING - BISTRO

NOVEMBER 13, 2014 / 5:30 PM TO 7:30 PM

Present Members: Mary Fertig (Chair), Debbie Aleman, Janet Bravo, Wayne Johnson, Esther Mizell, Janet Bravo, Lew Naylor, Laurie Rich Levinson, Phyllis Shaw, Cathie Starkey

Guests: Natalie Beasley, Dana Beharry, Russell Clement, Wanda Robinson

- **Call to Order**

Ms. Fertig called the meeting to order.

- **Welcome and Introductions**

The members and guests introduced themselves.

- **Approval of Meeting Minutes from September 2014**

The minutes for the September 29, 2014 meeting were unanimously approved with no changes.

- **Annual Customer Survey**

Russell Clement, Research Specialist from the District's Student Assessment and Research Department presented on a new customer service survey required for accreditation. Although the survey will be officially administered next year, the District is able to distribute it this year to see how the results compare to our District survey.

Traditionally, the response rate for students and teachers is high; they are a captive audience. However parent participation is usually low, and the accrediting body requires a minimum 20% participation rate.

Task Force members suggested ideas to increase the number of parents completing the survey.

Mr. Naylor suggested posting the survey to Pinnacle (online) for parents of middle and high school students.

Mr. Johnson recommended making the survey available at welcome centers in the high schools.

Ms. Fertig suggested having computers at school for parents to use (if they don't have computers at home) to complete the surveys. She also invited Mr. Clement to distribute the survey at the upcoming High School Forum (November 17, 2014) at Indian Ridge Middle School.

Ms. Shaw suggested sending the survey to parents' email addresses or smart phones, and also to present it at the next District Advisory Council meeting. Ms. Rich Levinson reminded us the Student Emergency Contact Card contains parents' preferred method of communication, which was originally recommended by the Parent / Community Involvement Task Force (PCITF).

Ms. Aleman suggested distributing the survey at open house (for next fall).

Ms. Beasley recommended offering the survey to parents waiting to pick up their children from After Care.

- **Student Support Locator**

Ms. Robinson presented on the new Broward County Schools Student Support Locator, which was projected on screen for all to see. This locator, made available through Safe Schools Healthy Students funding, will allow District staff as well as the public to do a quick search for District and community-based resources.

The locator is available on the District's Diversity, Cultural, Outreach & Prevention website at the following link:

<http://www.browardprevention.org/agency/>

Links to various services include case management services, crisis counseling, general health care, social skills development, and much more.

Ms. Rich Levinson said the challenge now is to get the word out; let everyone know the locator is available.

Mr. Naylor recommended adding a link for the locator to each school's website.

- **Parent & Community Engagement Conference Winter 2015**

PCITF volunteers will plan a day-long conference (for parents as well as District staff) for next Spring (2015).

Ms. Robinson and Michaelle Pope will provide guidance for planning the conference, but task force will do the work.

Two (2) subcommittees were formed:

1. Conference subcommittee – to plan the conference.
2. Data gathering & compilation subcommittee – to prepare a report with overarching themes and then share it the schools.

Once the list of subcommittee members is finalized, it will be forwarded to all PCITF members and additional individuals on the subcommittees.

Ms. Fertig stated she wants to also form a 3rd subcommittee – for the Non-Profit Fair (for principals to attend). This event will be separate from the conference.

Ms. Rich Levinson announced the keynote speaker for the conference will be Dione Christy, Senior Director, Office of Family and Student Engagement, from Boston Public Schools. She also reported on her participation at the Council of Great City Schools conference and a great breakout session for parent engagement.

Subcommittees for the conference and data gathering will meet in December (either December 3 or December 8...date to come). *Update:* The finalized date for the first subcommittee meeting is **Wednesday, December 3, 2014, 6:00 p.m. to 9:00 p.m.** at Indian Ridge Middle School. Todd Sussman sent PCITF members and guests a “save the date” email on November 18, 2014.

- **Middle School Forum**

Ms. Fertig announced participation was exceptional at the October 29, 2014 Middle School Forum. We will discuss that forum at a future PCITF meeting.

- **High School Forum**

The forum will take place November 17, 2014 at Indian Ridge Middle School.

Questions for the various groups were distributed.

Ms. Fertig reviewed and updated the facilitators’ list.

- **By-laws**

Mr. Naylor presented the by-laws document with the latest revisions. This was previously emailed to all members. We will vote on the by-laws at the next PCITF meeting.

Task Force composition was discussed. Membership is by appointment, in addition to at-large reps. Non-members are welcome to attend the meetings but may not vote when decisions are determined by a vote.

- **Update on Task Force Recommendations**

Ms. Rich Levinson and Ms. Fertig will review the original recommendations from 2012 to determine which have been implemented. This information will then be posted on the District's PCITF website, at the following link:

<http://www.broward.k12.fl.us/pctf/>

- **Next Meeting**

Monday, January 12, 2015 at McFatter, 6 p.m. – 8 p.m.

Update: This meeting will take place in McFatter's Cafeteria, next door to the Bistro (our usual meeting place).

- **Adjournment**

Ms. Fertig adjourned the meeting.