



Broward County Public Schools

Parent/Community Involvement Task Force (PCITF)

Meeting Minutes

INDIAN RIDGE MIDDLE SCHOOL

MEDIA CENTER

MARCH 18, 2015 / 6:00 PM – 8:30 PM

Members: Mary Fertig (Chair), Debbie Aleman, Natalie Beasley, Janet Bravo, Ana Corujo, Sheri Johnson, Colleen LaPlant, Esther Mizell, Lew Naylor, Laurie Rich Levinson, Cathie Starkey, Elisa Wolfe

Guests: Andrea Cavanaugh (Parent Engagement subcommittee), Scott Jarvis (Office of Service Quality), Wanda Robinson

- **Call to Order**

Ms. Fertig called the meeting to order.

- **Welcome & Introductions**

Each attendee introduced herself/himself, including new members and guests.

- **Approval of Minutes**

The meeting minutes from February 9, 2015 were unanimously approved.

- **Forums Subcommittee**

Mr. Naylor reported the Forums subcommittee reviewed data from the two forums held last fall (Middle and High School forums) for best practices. It was determined the questions at the forums were not developed to gather information on best practices. The subcommittee is proposing a new survey utilizing Survey Monkey (online survey software) to send to school stakeholders to gather current and updated best practices.

Mr. Naylor wrote a sample survey (four questions) and sent to Todd Sussman to share with PCITF members via email. (*Update:* Mr. Sussman forwarded the sample survey on March 19, 2015.)

- **PCITF Website**

Ms. Fertig recommended the PCITF website be updated to reflect current activities and to add:

- List of current members
- Meeting dates
- Parent Engagement Conference flyer
- PCITF mission
- Photos, flyers and invitation letters from past events, including the forums
- Final By-laws

In addition:

- Feature the Task Force Report from 2012 more prominently.
- Add 2012 report to “Documents” section (also leave link on main page)
- Move information on current webpage under a new heading, “Our History.”

Mr. Sussman will relay this request to Theresa Coleman in Risk Management – she maintains and updates the site.

Ms. Rich Levinson will communicate with Tracy Clark, Chief Public Information Officer, as needed, for requests pertaining to the District’s main page.

- **Parent Engagement Conference – April 11, 2015**

Update: Shortly after tonight’s meeting, Debbie Aleman emailed a detailed recap of the Conference discussion -- including times, breakout sessions, updates, and task assignments – to all attendees.

Here are some additional points:

Mr. Jarvis will post descriptions of the Conference workshops (breakout sessions) to the Principal Memo Finder.

Ms. Rich Levinson will review the time frames for all sessions, so students can do theirs consecutively.

Ms. Mizell recommended labels and wristbands for the children in child care.

Ms. Bravo suggested principals inviting the Booster Clubs to the event. Ms. Fertig added that PTAs and DAC should be invited. Ms. Bravo also recommended signs indicating where to park and student volunteers to greet the attendees. The event begins when they pull into the parking lot.

Mr. Sussman will ask Piper High administration if tables for the Non-Profit Fair can be set up on April 10, the night before the event. 65 tables were requested (6ft. each, with 2 chairs for each).

Ms. Johnson indicated the keynote speaker, Dione Christy, should have ample time to talk with the principals in attendance.

Ms. Wolfe will format the programs in Publisher; Ms. Fertig will print them.

- **Next meetings**

Conference subcommittee:

- Thursday, April 2, 2015...Indian Ridge Middle (Media Center), 6:00 p.m.

Regular meeting (all members):

- Monday, April 20, 2015...McFatter Technical College (Bistro), 6:00 p.m.

- **Adjournment**

Ms. Fertig adjourned the meeting.