



Parent / Community Involvement Task Force (PCITF)

Meeting Minutes

McFatter Technical College (Bistro)

McFatter Technical College

November 7, 2016 / 6:00 PM – 8:15 PM

Present: Mary Fertig (Chair), Debbie Aleman, Janet Bravo, Andrea Cavanagh, Ana Corujo, Colleen LaPlant, Esther Mizell, Lew Naylor, Veronica Newmeyer, Laurie Rich Levinson

Guests: Andrea Blackwood, Nadia Clarke, Cara Coletti, Scott Jarvis, Wendy King (President, BCCPTA), Christine Semisch

- **Call to Order**

Ms. Fertig called the meeting to order.

- **Welcome and Introductions**

All members and guests introduced themselves and discussed interesting stories from their past week as well as upcoming activities.

- **Approval of October 10, 2016 Minutes**

The minutes were unanimously approved – no changes.

- **Task Force Housekeeping Items**

- Conflict of Interest Form – all members were asked to sign and give to Todd Sussman.
- By-laws – will be brought forth to the Board for approval.
- Committee Member Information Sheet – distributed. This sheet contains information on Policy 1.7 (re: advisory committees), the annual training program, and the Conflict of Interest Form.

- Annual training – Mr. Sussman reminded members about the link (previously emailed) to the training videos. Members must complete the training each school year. However, after the first time, follow-up trainings are shorter (approximately 10 minutes). Here is the link again:
http://www.broward.k12.fl.us/talentdevelopment/html/committee_training.htm.

Completion is tracked through the District’s Talent Development Department. That department provides a report indicating members who completed the program.

Update: Mr. Sussman emailed members (on November 8, 2016) the updated list of those who completed the training requirement for this school year and those who turned in their signed Conflict of Interest Form. Those who did not complete the training this year are asked do so as soon as possible. Those who did not turn in the signed Conflict of Interest Form are asked to do so at the December 12, 2016 regular meeting.

- **Update on Parent / Community Engagement**

Ms. Clarke stated November is Family Engagement Month. She will send a live link with more information to principals, volunteers, and the community. Mr. Naylor requested this link also be sent to municipalities.

- **Update on Customer Service**

Mr. Jarvis informed the group about training modules developed for clerical staff.

- **Innovation Zone Support Update**

Ms. Fertig reported on her “incredible experience” at the Boyd Anderson zone meeting, held at Lauderdale Lakes Middle School.

Ms. Blackwood stated the Boyd Anderson zone is increasing their outreach to the community.

Ms. Fertig indicated the Miramar zone will be held this Wednesday (November 9, 2016) at Fairway Elementary.

At the December 12, 2016 regular Task Force meeting, pros and cons of the zones – feedback learned at the zone meetings -- will be discussed.

Ms. Fertig stated attendance at the Boyd Anderson zone meetings is excellent. Every school is doing something unique.

Ms. Moschella asked how the cadres are set up. Ms. Semisch replied there are 15 cadre directors who each serve a cadre of 12-19 schools. The goal is to align their work with the zones. The

effort has been re-designed this year so each cadre director serves specific geographic quadrants. They work hand-in-hand with the principals to address issues.

Ms. Fertig distributed the Plantation Innovation Zone interview questions.

- **Fall Parent Engagement Conference – November 19, 2016**

Ms. Fertig distributed the 4-page program listing all the workshops. Please email her any requested revisions as soon as possible.

Ms. Rich Levinson announced Superintendent Runcie was recently named the Superintendent of the Year by the National Alliance of Black School Educators (NABSE). Congratulations! His award will be presented on the same day as the Conference. Alternative speakers for the Conference introduction and moderators were discussed. In addition to current list of speakers, members requested adding Micki Pope, Executive Director, Student Support Initiatives, to offer her perspective.

Ms. Aleman mentioned a time constraint and recommended not adding extra speakers to the list of four.

Shernette Grant, Intern Director, is scheduled to appear in place of Dr. Valerie Wanza (who will attend the NABSE event with Superintendent Runcie). She was mentioned as a possible moderator for the panel.

Ms. Moschella stated the moderator should represent the audience – to open up a discussion.

Ms. Fertig stated there should be some lead-in. The two principals listed on the panel are going to give a synopsis of real-life experiences with their schools.

Ms. Rich-Levinson will meet with the panel in advance to discuss the best ways to engage the audience.

Ms. Corujo stated she was available to help with child care during the event. Mr. Jarvis reached out to McFatter as well as Plantation High for child care assistance at the event – he is awaiting a response. He secured the Ft. Lauderdale High gymnasium. A DVD player and TV will also be available during the child care time.

Mr. Jarvis, Ms. Aleman, Ms. Cavanagh and Ms. LaPlant will do a walk-through on Friday, November 18 (3:00 p.m.) at Ft. Lauderdale High.

Ms. Fertig thanked Ms. Clarke for putting much effort into obtaining food (produce) for the event. Mr. Jarvis arranged for the school to accept the food on Friday, November 18, in the morning. Members suggested having plastic bags this time, for people to carry out the food. Mr. Jarvis is arranging for additional student volunteers (from student government) for food distribution.

Mr. Jarvis stated the JROTC from Ft. Lauderdale High will present colors and the national anthem.

The north and south parking lots are available, along with the parking lot across the street.

Regarding a BECON TV crew to tape the event and interview participants, Ms. Clarke will follow up with Dr. Carolyn Stewart from the Public Information Office.

Ms. Fertig asked members to email her questions for a brief survey to be distributed during the conference.

Ms. Bravo asked if Wi-Fi was available for parents. Mr. Jarvis responded “BCPS Guest” should work.

Registration will take place at Building 21, first floor. Ms. Newmeyer recommended a separate table for those who did not pre-register, to keep lines moving.

Ms. Clarke sent out the conference notice in various languages and formats. Great job!

Ms. Semisch will arrange for coffee, water, cream, sugar, napkins and plates.

- **New Business**

Ms. Fertig announced that potential changes to the School Board meeting structure are being discussed.

- **Future Meeting Dates**

- Wednesday, Nov. 9, 2016 Miramar Innovation Zone - Fairway Elementary, 6 p.m.
- Saturday, Nov. 19, 2016 Fall Conference – Ft. Lauderdale High, 8 a.m.
- Monday, Dec. 12, 2016 PCITF Meeting – McFatter (Bistro), 6 p.m.
- Monday, Jan. 23, 2017 PCITF Meeting – McFatter (Bistro), 6 p.m.

- **Adjournment**

Ms. Fertig adjourned the meeting.