



Parent / Community Involvement Task Force (PCITF)

Meeting Minutes

McFatter Technical College (Chef Table Room, 602)

October 16, 2017 / 6:00 p.m. - 8:00 p.m.

Present: Mary Fertig (Chair), Debbie Aleman, Joseph Balchunas, Natalie Beasley, Janet Bravo, Andrea Cavanagh, Melanie Hemphill, Sheri Johnson, Lew Naylor, Veronica Newmeyer, Laurie Rich Levinson

Guests: Scott Jarvis, Christine Semisch

I. Call to Order

Ms. Fertig called the meeting to order.

II. Welcome

All members were welcomed.

III. Survey Regarding the Recommendation

Mr. Naylor and Ms. Bravo will finalize the survey, to be distributed at the Forum.

IV. Parent Engagement Update

Todd Sussman read the following note from Nadia Clarke, Office of Family Engagement: Lauderdale Manors Early Learning Center has opened our Welcome Center for families displaced by hurricane Maria. Families receive support registering children in Broward Schools including access to vaccinations and physicals. An intake is completed with our school social workers and families receive additional services such as school supplies, uniforms and clothes, food from the pantry, and information on additional local resources.

Mr. Sussman emailed English and Spanish versions of the Welcome Center flier provided by Ms. Clarke to all members and guests, and asked them to share within their networks.

Ms. Beasley thanked Ms. Aleman for her contribution of school supplies, uniforms, and back packs for the children of Hurricane Maria evacuees.

V. Approval of Minutes – September 25, 2017 Meeting

The minutes were unanimously approved with no changes.

VI. Secondary Schools Forum – November 1, 2017

➤ Group facilitators – 3 facilitators requested for all groups, except for SAC and Teachers...for which 4 are requested). The list below included names of confirmed facilitators or those who will be asked.

1. Booster Club – Veronica will reach out to Sean Cerra & Jen Hamilton -- 3 rooms
2. Business / Community Partner – Lew Naylor -- 3 rooms
3. ESE -- 3 rooms
4. Gifted Parent – Natalie Beasley -- 3 rooms
5. Marketing Your School to the Public – Janet Bravo -- 3 rooms
6. Multicultural / English Language Learner (ELL) -- Yvette Fernandez will be asked -- 3 rooms
7. Parent Not Affiliated with another Program - 3 rooms
8. Parent Teacher Association (PTA /PTSA /PTO) -- Sheri, Debbie -- 3 rooms
9. School Advisory Council (SAC) – Linda Ferrara -- 4 rooms
10. School Advisory Forum (SAF) -- 3 rooms
11. Teacher – Melanie, Todd -- 4 rooms
12. Principal (impromptu) – 2 rooms

➤ Schedule

6:15 pm Media Center ... Facilitators meet for brief orientation, packet distribution

6:30 pm School entrance ... Registration

- We are requesting **4 rectangular tables here plus 2 chairs for each.**

7:00 pm Cafeteria ... Opening remarks by Task Force Chair, Mary Fertig (and) Board Member, Laurie Rich Levinson

7:15 pm Breakout sessions

- We are requesting **37 rooms.** (35 rooms...plus 2 more for principal groups.)
- May we please have a **map with the room numbers?**
- May we please have a **list of the room numbers you are designating?** We need it soon to assign each group to a room -- for example, Booster Club, Room XYZ - - and to produce a program/handout and a registration list.
- Natalie on the Task Force will produce signs to post outside each room with the name of the each group...and bring for taping outside each room the night of the event.

9:00 pm Media Center ... Facilitators meet to debrief; collection of notes

Update (10-17-17):

Mr. Sussman sent the above logistics to Indian Ridge Middle School. He also emailed Ms. Fertig's Office Manager, Johanna Fields, requests for sign-in sheets for facilitators, Task Force members and student volunteers, in addition to the Forum participants. Name tags were also requested.

Ms. Rich Levinson will reach out to school administrators for 35 student volunteers to take notes at each breakout session. Ms. Bravo indicated good note takers were needed, e.g. high school journalism students.

Ms. Rich Levinson suggested the Office of Family Engagement take notes, too, as staff in that department would also benefit from hearing what the participants have to say.

VI. Innovation Zone Project

Mr. Balchunas invited Task Force members on the I-zone subcommittee to attend the November 6, 2017(Monday) meeting at Deerfield Beach Middle School, Media Center, 6 pm - 8 pm.

Attending: Mr. Naylor, Ms. Aleman, Ms. Fertig, Mr. Balchunas, Ms. Hemphill, and (pending) Ms. Johnson.

Mr. Balchunas requested a formal agenda. Mr. Naylor asked what the zone is doing now.

Ms. Fertig also suggested focusing on what the zone could do – and sharing the Task Force recommendations. She would like goals to come out of the meeting.

Ms. Fertig also shared an easy-to-measure sample goal -- a representative from every school shall attend the zone meeting. Mr. Balchunas offered “digitalizing schools” as a good goal.

VII. Future Meeting & Event Dates

November 1, 2017 Secondary Schools Forum Indian Ridge Middle
6:15 pm ... Facilitators meet
6:30 pm ... Registration starts
7:00 pm ... Forum begins

November 6, 2017 I-zone Meeting Deerfield Beach Middle (Media Center) 6:00 pm

December 4, 2017* Regular Task Force meeting McFatter (Rm. 602) 6:00 pm

*Note: There will not be a November 2017 Regular Task Force meeting

January 17, 2018 Spring Conference planning meeting 6:00 pm
Southwest Regional Library
16835 Sheridan St, Pembroke Pines, FL 33331
Attending: Ms. Beasley (will reserve room), Ms. Aleman, Ms. Johnson

January 22, 2018 Regular Task Force meeting McFatter (Rm. 602) 6:00 pm
February 12, 2018 “ “ “
March 5, 2018 “ “ “

March 10, 2018 Spring Conference Piper High School 8:00 am

VIII. Adjournment

Ms. Fertig adjourned the meeting.