

Citywide Council for District 75

BUSINESS MEETING MINUTES

Date: September 16, 2020 **Time:** 6:30 PM – 8:30PM

Location: Virtual Meeting: Zoom

MEETING CALLED BY	Shamel Lawrence and C.E. Spencer, Co-Presidents
FACILITATOR	Shamel Lawrence and C.E. Spencer, Co-Presidents
ROLL CALL & NOTE TAKER	Patricia Jewett, Recording Secretary
TIMEKEEPER	Shamel Lawrence, President
ATTENDEES	Shamel Lawrence, Co-President-Present, Craig E. Spencer, Co-President-Present, Grisel Cardona, Vice President- Present, Patricia Jewett, Recording Secretary & Public Advocate Appointee- Present, Debra Altman, Treasurer- Present, Andrea Daniels, Council Member-Present, Constance Asiedu, Public Advocate Appointee, Present Tiesha Groover, Council Member-Present and Amy Ming Tsai, Parliamentarian – Present
MEETING START & ADJOURN	Start: 6:39pm Adjourn:

- **Call to Order:** S. Lawrence informed the attendees the meeting is subject to the Open Meetings Law and is being recorded and asked G. Cardona to translate into Spanish. He asked the attendees to mute themselves and P. Jewett to begin the roll call.
- **Roll Call:** P. Jewett, Recording Secretary
- **Moment of Silence:** S. Lawrence called for a moment of silence for all of those who passed from COVID-19 and to those all around the world due to the unfortune act of police brutality and honor our first responders. Our responders and central workers who have been working during the pandemic who are out there working on behalf its citizens. Also S. Lawrence thanked Co-President C.E. Spencer and D. Altman, Treasurer for their hard work.
- **Budget Review and Vote:** S. Lawrence asked D. Altman to share with the members the email she sent to Roberto Tillman, Executive Director Field Service Center, D75 regarding the CCD75 Budget.

D. Altman informed the members she reached out to Mr. Tillman inquiring about procedures, protocols, and clarification with the 2020-2021 budget due to the Covid-19 pandemic.

- Last year member reimbursement was frozen and is reinstated for 2020-2021-SY as per Mr. Tillman.
- The email from Mr. Tillman was shared with the executive members that member reimbursement (including childcare) is restored.
- Member reimbursement will need to be approved by the President and/or Treasurer.
- Ms. Altman asked if members could take a picture and text their member reimbursement (member reimbursement form, childcare form, and copies of the business/calendar meeting flyer) and she will virtually sign them for the A.A. to process.
- S. Lawrence informed D. Altman the Co-Presidents will approve the member reimbursements and she will approve the Co-Presidents reimbursements form.
- S. Lawrence mentioned District 75 office will reopen and there will be access to the office to receive submitted member reimbursement form.
- D. Altman asked if the Co-Presidents could send pictures of their member reimbursement forms, she can virtually sign it and send to the A.A. to process.
- A member does not have a computer or internet access and the other members are using old/ out of date devices. She inquired if the council could purchase computers and/or electronic device and Mr. Tillman said yes. D. Altman will follow up with the A.A. to send 3-4 examples of different devices for purchase and how much to allocate towards the purchase.
- The purchase will be through FAMIS, the A.A. will provided 3-4 options (computers) which are located in SHOP DOE, providing how much to allocate towards the purchase and delivery of said items will be discussed at a later date. Purchase for electronic devices: item line 18 object code 332
- February 2020 member reimbursements was postponed to donate 15 thousand towards students in temporary housing. Under current item line member reimbursement for February 2020 can be submitted for processing by the A.A. Member reimbursement: item line 24 currently has 17 thousand- object code 496/activity code DIOM.
- D. Altman inquired about an official license for the council that will go under code 403- courier services so the A.A. can purchase an official Zoom license for the council.

D. Altman concluded with her update with Mr. Tillman and the process on how the council can get some of the items taken care of within the council's budget they can be a functioning council this year.

- S. Lawrence called for the members to put in motions as well as a roll call vote for the items D. Altman presented to the council during Budget Review and Vote segment of the agenda (see below). He also informed the members these laptops are not belongs to the D75 council it does not belong to the members. When you leave, they are returned to the Council.

Note: During the vote A.M. Tsai informed the members she did not vote for the zoom licensing and state the following: She knows the allocations of \$500 for the platform for licensing, but there's no clarity on exactly what that licensing will be particularly because if you look at the categories in zoom there's multiple plans. She thinks there needs to be further discussion on the specifics, because the pricing plans are very varied. The plans are also bi-monthly, there needs to be some details and assessing in the area before the members decide on a specific dollar amount to allocation (see below).

- D. Altman asked if A.M. Tsai is looking at the prices could she provide her with the maximum price range per month. A.M. Tsai stated it depends on how many hosts and how many participants you want. The price range is \$500 to \$1000 depending on the number of participants and if you want it as a general meeting or webinars. The price is higher and is a monthly payment taken out of an account. I do support that the council needs the platform however, the cost of the plan needs to be discussed it.
- S. Lawrence suggested since they are in the middle of voting on motions maybe D. Altman can put it out to agree to purchase the license and follow up with details at our next meeting. He asked D. Altman if she wanted to change her motion.
- D. Altman stated she can amend the motion (see below).

➤ **Review Committee Chairs/ Boroughs Rep:**

- S. Lawrence and C.E. Spencer appointed chairs to the council's committees during their last meeting. A. Daniels was not present during the Aug. 24th meeting and S. Lawrence suggested to C.E. Spencer to appoint A. Daniels to a committee.
- C.E. Spencer repeated the appointed chairs to the committees. Outreach was tabled during the last meeting and will be addressed tonight. He also mentioned the Co-Presidents were going to ask A. Daniels to Co-Chair Transition once she submitted her oath of office to FACE.
- S. Lawrence stated the two committees busing and capacity are a massive entity. He suggested A. Daniels be appointed to the committee on compacity to free A.M.Tsai to focus on Busing. C.E. Spencer and S. Lawrence agreed that A. Daniels and A.M.Tsai Co-Chair the committee on compacity.
- A. Daniels inquired about her appointment to the committee on transition and S. Lawrence and C.E. Spencer agreed T. Groover and A. Daniels are appointed to Co-Chair the committee on Transition.
- C.E. Spencer as the previous chair of Capacity and Utilization he will gather his notes and send to A.M. Tsai and A. Daniels.
- C.E. Spencer repeated the appointments as follows:
Committee on Safety – T. Groover, Chair
Committee on Busing- A.M. Tsai, Chair
Committee on Capacity and Utilization –A.M. Tsai and A. Daniels, Co-Chairs
Committee on Transition- T. Groover and A. Daniels, Co-Chairs
Committee on Legislation –D. Altman- Chair
Committee on Bylaws and Curriculum -P. Jewett, Chair
Committee on Outreach-G. Cardona, Chair

S. Lawrence mentioned the Boroughs appointee:

D. Altman – Staten Island

S. Lawrence- Queens

T. Groover-Brooklyn

A.M. Tsai-Manhattan

G. Cardona-Bronx

C. Asiedu- Bronx

A. Daniel-Manhattan

P. Jewett- Special Rep.

C.E. Spencer- Special Rep.

• **Committee Protocols:** S. Lawrence informed the members he and C.E. Spencer have formatted protocols for committee chairs. This will help the chairs to better advocate for the families of D75 in the future and keep everyone on the same page.

- Chairs can schedule their own meetings. The information or anything you the chair may need must be shared with the Co-Presidents and sent to the D75Council's email. Don't send to the A.A.'s personal email's address it will not be officially recognized, and she doesn't need to respond to it.
- Publishing documents, resolutions, schedule forums/meetings, inviting guests or politicians that must be checked with the council and receive the council approval. As the committee Chair you are using the name of the council and are an extension of the council you. You must get approval through a vote.
- C.E. Spencer asked to elaborate on the protocols. He explained they are not trying to handcuff the Chairs but committees as they see it the information shared, the meetings held for the

parents to receive information from experts before the Chairs act, they have to first inform the Council. The committee is doing that extension of work because the Council meets twice a month. The committee could meet as they see fit, and taking the information, but before they act, they need to come to the Council present the Council with that information so that way the Council can have their back in terms of their actions. It also makes members look stronger to the constituents.

- Committee Chairs who have social media accounts and committee emails should submit their login and password information to the Co-Presidents and the Recording Secretary and the D75 account by Friday. The request for the said items is to ensure that the council will have access if you decide to step down or depart the council. This will allow for the committees to continue.
- S. Lawrence stated email correspondences should be sent to D75 Council email address. Members are not DOE Employees and the A.A. has can forward parent emails or emails addressed to members or Chairs directly providing them the opportunity to respond using the Chairs email address.
- C. Asiedu Reminded S. Lawrence the protocols he and C.E. Spencer presented during the meeting will need to be voted on during the calendar meeting. S. Lawrence mentioned the committee protocols will be added into the bylaws as well.

• **Bylaws and Code of Conduct:** C.E. Spencer in the interest of time he would prefer to postpone the bylaws and code of conduct portion of the agenda. P. Jewett is formatting the bylaws and is reviewing the notes she received. She will reach out to C. Asiedu former Chair to go over the bylaws.

Note: The Co-Presidents opened up the floor for attendees (parents) to ask questions.

• **Motion to Adjourn:** Meeting ended without a roll call.
See below.

◆ **ACTIONS:**

VOTES	Motion made	Voice –Vote Tally
<p>S. Lawrence asked for a member to put a motion on the floor. A motion was made to move 4500 dollars from line 24 -member reimbursement code 496 to move into line 17 equipment code 332 for council computers and protective cases.</p>	<p>D. Altman made a motion P. Jewett second</p>	<p>S. Lawrence-yes C.E. Spencer-yes G. Cardona-yes D. Altman- yes P. Jewett-yes C. Asiedu-N/A T. Groover-yes A. Daniels-yes A.M.Tsai-yes 8- yes votes 1-Absent</p>
<p>S. Lawrence asked for a member to put a motion on the floor. A motion was made to transfer funds from line 22 local travel and meeting expenses to remove 500 from code 452 and allocated into line 19 -courier services code 403 to allocate for an official zoom license for the council use as much as \$500 can purchase, at least a two year zoom license. *See note for explanation of the amendment. *C. Asiedu was not called during the vote</p>	<p>D. Altman made a motion and A. Daniels second</p>	<p>S. Lawrence-yes C.E. Spencer-yes G. Cardona-yes D. Altman- yes P. Jewett-yes T. Groover- Abstain A. Daniels-yes A.M.Tsai-N/A</p>

		6- yes votes 1-Abstain
D. Altman amend the motion to add under courier services object code 403 under comments zoom council license that will be allocated amount at a future business meeting.	D. Altman made a motion and A. Daniels second	S. Lawrence-yes C.E. Spencer-yes G. Cardona-yes D. Altman- yes P. Jewett-yes C. C. Asiedu-Absent T. Groover-Abstain A. Daniels-yes A.M.Tsai-yes 7-Yes votes 1-Abstain 1-Absent
D. Altman made a motion under line 16 / P-card object code 198 to allow whatever the total amount is out of the balance of 4000 to pay off for the New York City District 75 Council website. *Note: D. Altman added to the motion a dollar amount of 150.00	D. Altman made a motion and C.E. Spencer second	S. Lawrence-yes C.E. Spencer-yes G. Cardona-yes D. Altman- yes P. Jewett-yes C. C. Asiedu-Absent T. Groover-yes A. Daniels-yes A.M. Tsai-yes 8-Yes votes 1-Absent
A motion was called to open up the floor for attendees (parents) to speak to the council.	C. Asiedu made the motion and A.M.Tsai second	S. Lawrence-yes C.E. Spencer-yes G. Cardona-yes D. Altman- yes P. Jewett-yes C. C. Asiedu-yes T. Groover-yes A. Daniels-yes A.M. Tsai-yes 8- Yes votes 0-No 0-Abstain