

# Citywide Council for District 75

## BUSINESS MEETING MINUTES

**Date:** November 4, 2020 **Time:** 6:30 PM – 9:00PM **Location:** Virtual Meeting: Zoom

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| <b>MEETING CALLED BY</b>           | <b>Shamel Lawrence and C.E. Spencer</b> , Co-Presidents  |
| <b>FACILITATOR</b>                 | <b>Shamel Lawrence and C.E. Spencer</b> , Co-Presidents  |
| <b>ROLL CALL &amp; NOTE TAKER</b>  | <b>Patricia Jewett</b> , Recording Secretary   |
| <b>TIMEKEEPER</b>                  | <b>Tiesha Groover</b> , Council Member   |
| <b>ATTENDEES</b>                   | <b>Shamel Lawrence</b> , Co-President-Present, <b>Craig E. Spencer</b> , Co-President-Present, <b>Grisel Cardona</b> , Vice President- Present, <b>Debra Altman</b> , Treasurer- Present, <b>Patricia Jewett</b> , Recording Secretary & Public Advocate Appointee- Present, <b>Amy Ming Tsai</b> , Parliamentarian – Present, <b>Andrea Daniels</b> , Council Member-Present, <b>Constance Asiedu</b> , Public Advocate Appointee, N/A and <b>Tiesha Groover</b> , Council Member-Present |
| <b>MEETING START &amp; ADJOURN</b> | Start: 6:39pm Adjourn: 9 pm  |

1. **Call to Order:** S. Lawrence, Co-President opened the meeting by informing the attendees the meeting is open to the Open Meeting Law. This meeting is being recorded. Please also note everyone is visible during the meeting and is subject to the council’s discretion. This is a business meeting and during the meeting comments are not permitted but are permitted during the Calendar Meeting.
2. - **Roll Call:** P. Jewett, Recording Secretary
3. - **Timekeeper:** T. Groover, Council Member
4. - **Moment of Silence:** C.E. Spencer called for a moment of silence for those who may be suffering from covid-19 and the loss due to the pandemic.
5. - **Review of Meetings Dates:** C.E. Spencer reminded the members they determined their meeting dates in August through February 3<sup>rd</sup> the members are going to review the council’s calendar.
  - November 18<sup>th</sup> Calendar Meeting
  - December 2<sup>nd</sup> Business Meeting
  - December 16<sup>th</sup> Calendar Meeting
  - January 27<sup>th</sup> Calendar Meeting
  - February 3<sup>rd</sup> combined Business and Calendar Meeting.

Business Meeting Dates:

  - March 3<sup>rd</sup>
  - April 7<sup>th</sup>
  - May 5<sup>th</sup>

Calendar Meeting Dates:

  - March 24<sup>th</sup>
  - April 28<sup>th</sup>
  - March 24<sup>th</sup>

Joint Business and Calendar Meeting

  - June 16<sup>th</sup>

**6. - Rapid Response Team Review:** The rapid response team is something being worked on by the superintendents borough liaison. Council members who represent the boroughs will work closely with them. If something needs immediate attention the members will be able to respond with someone from the superintendent's office. Each borough will also have their own townhall and they are doing this on a borough level and the superintendent will address it at a later date.

**7. - Review of Agendas for Upcoming Meetings:** A.M. Tsai suggest inviting Christina Foti and the Special Education Department to the December Calendar Meeting to address the last phase for the opting in for blended learning. S. Lawrence mentioned if she is not able to attend the council should request someone from her office attend on her behalf to address the councils concerns.

P. Jewett suggested to invite Dr. Long of the Department of Health to a Business Meeting.

A.M.Tsai suggested the members invite Deputy Chancellor L. Robinson of Social Emotional & Wellness. D. Altman mentioned she would like to have someone from the DOE who talks about extra counseling different resources families can go to who can explore different resources. C. Asiedu mentioned the Deputy also run the Safety Department as well.

C.E. Spencer mentioned Meeting with the SCA for the yearly presentation.

S . Lawrence

**8. - Meeting Minutes Review/Update:** The A.A. emailed S. Lawrence and C. E. Spencer the meeting minutes are not fully completed the August 21<sup>st</sup> meeting minutes and the September 13<sup>th</sup> meeting minutes. There are minutes on the website posted as a draft. S. Lawrence will print out and send the minutes to the members. T. Groover inquired if C. Asiedu contacted Ms. Green regarding the minutes to the bylaws. C.E. Spencer informed the members he would follow up with the A.A. to ensure the minutes are emailed to the council and he will keep the council up to par.

**Note:** G. Cardona joined the meeting and C.E. Spencer asked the members to allow for him to bring G. Cardona up to speed regarding the meeting.

**9. - Business and Calendar Meeting Dates from March through June 2021 (from 8/24/20) - 10/29/20:**

**10.- Review Policies & Procedures into the By-Laws:** A.M.Tsai asked if the members could table the by-laws until February. G. Cardona informed the council she's unable to find the file that was under the Adobe program on her laptop. She inquired if Ms. Green (President of CCHS) could send her the zoom meeting recording this way she can type out the bylaws and send to the council. C. Asiedu will reach out to Ms. Green for the minutes.

**Note:** in contention is the meeting minutes for August 17<sup>th</sup> . C. Asiedu stated the bylaws were vote on and S. Lawrence is in agreement but its not within the minutes. FACE will need to be contacted to supply the council with the meeting recording/Transcript for the 17<sup>TH</sup> and 24<sup>TH</sup> OF Aug. so the members can review them.

A.M. Tsai suggested the council hold a special meeting to review the bylaws and vote on them.

**11.- Review of Policies & Procedures for Committees:** see vote below

**12. - Review Policies & Procedures for Social Media Accounts:** see vote below

**13. - Review Members Reimbursement Protocols:** see votes below

**14. - Remarks from Council Members:** The council discussed an array of issues, concerns they have encountered or become aware of.

**15. - Remarks from Co-President:** Ran out of time

**16. - Motion to Adjourn**

♦ ACTIONS:

| VOTES  | Motion made   | Voice –Vote Tally   |
|--|---|---|
| <p>C.E.Spencer called for a motion to move next month’s calendar meeting from the 16<sup>th</sup> to the 21<sup>st</sup> from Wednesday the 16<sup>th</sup> to the 21<sup>st</sup> from Wednesday the 16<sup>th</sup> at 6:30 pm to Monday the 21<sup>st</sup> Of Dec.</p> | <p>A. Daniels made a motion and P. Jewett second</p>                          | <p>S. Lawrence-Yes<br/>C.E. Spencer-Yes<br/>G. Cardona-N/A<br/>D. Altman- Yes<br/>P. Jewett-Yes<br/>C. Asiedu-Yes<br/>T. Groover-Yes<br/>A. Daniels-Yes<br/>A.M. Tsai-Yes<br/>8- Yes Votes<br/>1-Absent</p> |
| <p>C.E. Spencer called for a motion to move the 20<sup>th</sup> of January ‘s Calendar Meeting to the 27<sup>th</sup> of January and in turn move our joint Business/Calendar Meeting from February 3<sup>rd</sup> to February 10<sup>th</sup> both at 6:30 to 9pm</p>     | <p>A. Daniels made a motion P. Jewett second</p>                              | <p>S. Lawrence-N/A<br/>C.E. Spencer-Yes<br/>G. Cardona-N/A<br/>D. Altman- Yes<br/>P. Jewett-Yes<br/>C. Asiedu-Yes<br/>T. Groover-Yes<br/>A. Daniels-Yes<br/>A.M. Tsai-Yes<br/>7- Yes Votes<br/>1-Absent</p> |
| <p>C.E. Spencer called for a motion to hold the Business Meeting on March 3<sup>rd</sup> , April 7<sup>th</sup> and May 5<sup>th</sup> from 6:30 to 9pm virtually</p>  | <p>A.M.Tsai made a motion and A. Daniels second</p>                           | <p>S. Lawrence-Yes<br/>C.E. Spencer-Yes<br/>G. Cardona-N/A<br/>D. Altman- Yes<br/>P. Jewett-Yes<br/>C. Asiedu-Yes<br/>T. Groover-Yes<br/>A. Daniels-Yes<br/>A.M. Tsai-Yes<br/>8- Yes Votes<br/>1-Absent</p> |
| <p>C.E. Spencer made a motion to hold the Calendar Meetings for C.E. Spencer called for a motion to hold the council’s Calendar’s Meeting on March 24<sup>th</sup>, April 28<sup>th</sup> and May 26<sup>th</sup> virtual meeting 6:30 to 9pm virtually</p>                | <p>A. M. Tsai made the A.M. A.M. Tsai made a motion and A. Daniels second</p> | <p>S. Lawrence-N/A<br/>C.E. Spencer-Yes<br/>G. Cardona-N/A<br/>D. Altman- Yes</p>   |

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|   |  | <p>P. Jewett-Yes<br/> C. Asiedu-Yes<br/> T. Groover-Yes<br/> A. Daniels-Yes<br/> A.M. Tsai-Yes<br/> 8- Yes Votes<br/> 1-Absent</p>  |
| <p>C. E. Spencer called for a motion to hold the council’s joint meeting on June 16<sup>th</sup> from 6 to 9 pm</p>   | <p>A.M. Tsai made a motion and A. Daniels second</p> | <p>S. Lawrence-Yes<br/> C.E. Spencer-Yes<br/> G. Cardona-N/A<br/> D. Altman- Yes<br/> P. Jewett-Yes<br/> C. Asiedu-Yes<br/> T. Groover-Yes<br/> A. Daniels-Yes<br/> A.M. Tsai-Yes<br/> 8- Yes Votes<br/> 1-Absent</p> |
| <p>S. Lawrence called for a motion to invite Christina Foti and the Special Education Department attend the council’s December Calendar Meeting.</p>  | <p>A.M.Tsai made a motion and A. Daniels second</p>  | <p>S. Lawrence-Yes<br/> C.E. Spencer-Yes<br/> G. Cardona-N/A<br/> D. Altman- Yes<br/> P. Jewett-Yes<br/> C. Asiedu-Yes<br/> T. Groover-Yes<br/> A. Daniels-Yes<br/> A.M. Tsai-Yes<br/> 8- Yes Votes<br/> 1-Absent</p> |
| <p>C.E. Spencer made a motion the calendar meeting agenda for this month to be a review of the Manhattan school site visits with Superintendent Louissant, Shelly Kleinberg, the principals S. Lawrence met with in November.</p> | <p>A.M.Tsai and P. Jewett second the motion</p>      | <p>S. Lawrence-Yes<br/> C.E. Spencer-Yes<br/> G. Cardona-N/A<br/> D. Altman- Yes<br/> P. Jewett-Yes<br/> C. Asiedu-Yes<br/> T. Groover-Yes<br/> A. Daniels-Yes<br/> A.M. Tsai-Yes<br/> 8- Yes Votes<br/> 1-Absent</p> |
| <p>C.E. Spencer called for a motion to put on the next agenda (Dec. 2<sup>nd</sup>) to format the agenda for the calendar meetings, (agendas for future calendar meetings).</p>   | <p>C. Asiedu made a motion and A.M. Tsai second</p>  | <p>S. Lawrence-Yes<br/> C.E. Spencer-Yes<br/> G. Cardona-N/A<br/> D. Altman- Yes<br/> P. Jewett-Yes<br/> C. Asiedu-Yes<br/> T. Groover-Yes</p>  |

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|   |   | A. Daniels-Yes<br>A.M. Tsai-Yes<br>8- Yes Votes<br>1-Absent  |
| C.E. Spencer made a motion the agenda for March 18 <sup>th</sup> will include on the agenda the meeting minutes submitted by the A.A. by the end of this week to so they can be voted by March 18 <sup>th</sup> .<br>(by mail- S. Lawrence and email-A.A.)<br>Note: G. Cardona, VP arrived to participate in the vote | T. Groover made a motion and C. Asiedu second | S. Lawrence-Yes<br>C.E. Spencer-Yes<br>G. Cardona-Yes<br>D. Altman- Yes<br>P. Jewett-Yes<br>C. Asiedu-Yes<br>T. Groover-Yes<br>A. Daniels-Yes<br>A.M. Tsai-Yes<br>9- Yes Votes<br>1-Absent |
| T. Groover made a motion to Obtain the July 20, 2020 Committee meeting minutes (bylaws)<br>Along with July 22nd Council minutes and August 17th and August 24th Council Minutes (the transcripts) by Dec.2nd  | T. Groover made a motion and C. Asiedu second | S. Lawrence-Yes<br>C.E. Spencer-Yes<br>G. Cardona-Yes<br>D. Altman- Yes<br>P. Jewett-Yes<br>C. Asiedu-Yes<br>T. Groover-Yes<br>A. Daniels-Yes<br>A.M. Tsai-Yes<br>9- Yes Votes<br>1-Absent |
| C.E. Spencer asked to get a motion to table the following agenda items to December 2nd meeting:<br>To review of policies and procedures for committees, a review of policies and Community procedures for social media accounts and member reimbursement protocols.   | A. Daniels made a motion and A.M.Tasi second  | S. Lawrence-Yes<br>C.E. Spencer-Yes<br>G. Cardona-Yes<br>D. Altman- Yes<br>P. Jewett-Yes<br>C. Asiedu-Yes<br>T. Groover-Yes<br>A. Daniels-Yes<br>A.M. Tsai-Yes<br>9- Yes Votes<br>1-Absent |
| C.E. Spencer called for a motion to adjourn   | P. Jewett made a motion and A. Daniels second |  |
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