

Citywide Council for District 75

CALENDAR MEETING MINUTES

Date: September 30, 2020 **Time:** 6:30 PM – 9:00PM

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, Debra Altman, Treasurer- Present , Patricia Jewett, Recording Secretary & Public Advocate Appointee- Present, Amy Ming Tsai, Parliamentarian – Present, Andrea Daniels, Council Member-Present, Constance Asiedu, Public Advocate Appointee, Absent and Tiesha Groover, Council Member-Present
MEETING START & ADJOURN	Start: 6:42pm Adjourn: 9 pm

- **Call to Order:** S. Lawrence, Co-President informed the attendees he and C.E. Spencer, Co-President will co-host the Calendar Meeting. S. Lawrence introduce the members and boroughs they serve.
- **Roll Call:** P. Jewett, Recording Secretary
- **Moment of Silence:**
- **Vote Budget:** D. Altman reviewed the budget with the members. She also mentioned A.M. Tsai provided the council members with a price range for owning a Zoom License. There is a Business Zoom license will cost 199.00 per year, for 300 participants, includes speech-to-text (transcripts) for cloud recordings. S. Lawrence would like to save it for next week. See vote below.

OTHER THAN PERSONAL SERVICE (OTPS)		Object Code	Activity Code	Allocated	Committed	Balance	Comments
Description							
Printing		101		\$ -	\$ -	\$ -	
Postage		117		\$ -	\$ -	\$ -	
Instructional Materials		130		\$ -	\$ -	\$ -	
Office Supplies		198	84yc	\$ 1,000	\$ -	\$ 1,000	
P-Card		198	84yc	\$ 4,000	\$ -	\$ 4,000	
Equipment		315		\$ -	\$ -	\$ -	
Equipment		332		\$ -	\$ -	\$ -	Add 5,550. to this line
Courier Services		403		\$ -	\$ -	\$ -	
Classified Advertising		417		\$ -	\$ -	\$ -	
Copier Lease		433		\$ -	\$ -	\$ -	
Local Travel and Meeting Expenses (Refreshments)		452	84ye	\$ 1,000	\$ -	\$ 1,000	
Parent Involvement		489	84yf	\$ 2,000	\$ -	\$ 2,000	
Member Reimbursements		496	DIOM	\$ 17,000	\$ -	\$ 17,000	Transfer 5,550. to line 18
Speaker Honoraria		689		\$ -	\$ -	\$ -	
Total OTPS				\$ 25,000	\$ -	\$ 25,000	

- **Vote on Laptop and Case:** D. Altman mentioned the members voted unanimously (Business Meeting) to purchase computers for the members. She sent via email to the members the three options sent by the A.A. She also proposed the council purchase eleven even though the council has nine members. The reasoning is for future members who may be elected on to the council. The three laptop options are:
 - Acer C733 Chromebook for 342.00 - 11inch
 - Acer C733T Touch Chromebook for 353.00 - 11inch
 - Acer C993 Touch Chromebooks for 353.00 - 14inch

The difference with the options is a larger touchscreen vs. a smaller non-touch screen and pricing of \$16. which is insignificant amount of money. D. Altman proposes the council purchases eleven 14-inch Acer C933 for \$358.38 and eleven laptop bags for \$17.67 for the total cost of \$4,509.00 before tax.

The members agreed to transfer over \$4,500. into equipment/object code 332 from member reimbursement code 496 we have exactly enough to purchase the items. D. Altman proposes to amend the motion to transfer over an additional \$500. to bring the total amount to 5,000. and place into equipment-code332 from member reimbursement 496 to cover current and future members.

Members inquired about the following:

- A.M. Tsai is there a cost to hardware coverage for the laptops? Reply: the laptops come with a three-year full coverage warranty including accidentally damage.
- P. Jewett wanted to inquire about the warranty and wanted to know if the information can be emailed to the council. Reply: the information was previously emailed to the council.
- C.E. Spencer asked if the members need to call for a motion to move the money followed by a motion to purchase the items. S. Lawrence replied yes D. Altman will need to call the motion.

Note: C. Asiedu informed the members officially there are twelve members on the council not eleven. There is a Student Member, who too receives member reimbursements, and the purchase of the laptop and cover should be provided to them as well. Also, she informed the council the votes are not amended since the votes did not take place during a previous Calendar Meeting. The vote (see below) will recognize the correct term and action versus what was shared during the agenda's segment: Vote on Laptop and Case presented prior to the official vote.

Note: C.E. Spencer informed the members as a point of clarification D. Altman email the members the information Wednesday, September 30, 2020 at 1:11pm. C. Asiedu didn't receive the email and wants to make sure that she receives information regarding the laptop and bags. D. Altman is aware and made it point to provide detailed information to the members.

• **Vote on Agreed Protocol and Procedures for Committees:** Tabled, S. Lawrence informed the attendees there were last minute changes to the agenda. This topic will be revisited at their next business meeting.

• **Vote on Agreed Protocol and Procedures for Virtual Meetings:** Tabled, S. Lawrence informed the attendees there were last minute changes to the agenda. This topic will be revisited at their next business meeting.

• **Superintendent Report:**

- Superintendent Louissant reminded the members every time they meet, it's an opportunity for us to you know get together and engage in the business of the week regarding the children of D75.

- His team with the support of the council the District was the first to open and reopen schools in NYC and they had a great first week.
- Fortunately, the city was able to manage and negotiate busing contracts. So, OPT was in place, its not perfect and we are continuously learning knowing we can do better next time.
- We are still in the middle of a pandemic. We are providing parents with varieties of learning opportunities. We have parents who want to keep their children at home, and we are providing remote learning. Other parents want in person instruction and the student back in school in the presences of their teachers, para's and related services staff.
- All schools had to choose a program model for what their schedule will look like. Different schools in D75 have selected different programming models.
- The Family Support Team is present during the meeting to ensure they are providing assistance and support parents may need.
- Health and Safety is priority and before schools opened up, we ensured that PPD was in place, the ventilation was checked and we did our due diligence to ensure the students and staff are safe. There might be places to improve, we are very willing to learn and receive feedback to know what else we need to do. His team is still reviewing the practices to ensure they are improving the system.
- They are aware some parents had student's placement issues and the placement office is working on ensuring parents are welcomed and can meet with the parent coordinators to receive the appropriate information.
- The Superintendent wanted to remind the members parents can always reach out to the Ray Velez or Sacha Inglis to assist families.
- DLT meetings will begin in October 2020 with the same members form the previous year until the elections are held.
- The District is offering parent workshops doing remote learning. The information will be sent to the schools for distribution. Other parent workshops for the 20-21 school year will include: reducing stress during remote learning, positive behavior support in the home, trauma informed workshop and supporting early learners. The meetings mentioned will be virtual from the Fall to December workshops topics that will be added to the website. Also, the District will be parting with other community agencies to provide workshops for our families.
- Elections for PA's/PTA's will take place in October 2020. Guidance was just released for elections. There will be a training for Family Lead Coordinators to ensure the procedures for election and protocols are adhered to.
- The District has Remind App to communicate with the parents and they have extended access to the parent coordinators.
- Since they began their tenure. They create new policies were any parent escalation will be addressed within 24 to 48 hours turnaround. They recognize there are some issues that will need more time to address this is why the entire team is involved in addressing an array of parent issues.

• **Council Members / Committees Reports:**

- G. Cardona, Chair of Outreach. She is dealing with a lot of parent's complaints regarding devices, 3K students not having device, placement, not able to contact office staff due to the pandemic and it is being taken care of. She is posted council members request/items to the CCD75 social media accounts including T. Groovers Safety Committee. If members want her to add anything let her know. She is tweeting and sharing posts. FACE is planning a Parent Association Training

because there's new guidance on elections. She will post that information to allow for PA/PTA Presidents to share.

- D. Altman, Chair of Legislation. She has been trying to follow changes in the law. Education budgets are being cut, special needs services and things are changing drastically. She wanted to discuss the executive order did state if the total amount of COVID positive cases hits 3 percent on a rolling seven days that would cause the schools to shut down for two weeks. Cases were at 1.96 percent as of today the cases rose to 3 percent threshold. If it continues for the seven days rolling average the schools can and will shut down for two weeks. Students went back to blended learning as many complications as they were at least our children were back in school. They were receiving their in-person services, helping with regression that occurred over the summer. Let us keep watching the numbers and hoping it stays below 3 percent. If it goes longer than seven days, the executive order goes into effect and it will be remote learning for everyone for the full two weeks before schools will open again.
- P. Jewett, Chair of Bylaws: She finally got everything printed that was emailed to her. She is still waiting for ECC to send her their draft on bylaws. She believes it will help the council member prepare for bylaws committee meeting especially their code of conduct. She will be meeting with C. Asiedu, previous Chair and anyone else who would like to be involved with the committee. She is also working in the information C.E. Spencer sent her.
- T. Groover, Chair of Safety shared on the screen during the meeting the survey she produced to gather information on what parents knew prior to having the schools reopen whether they chose remote virtual learning, remotely learning or blended. As an example, the first question on the survey was: Did your child or children attend a virtual townhall meeting prior to the first day of school? She received 142 response and as of today the number of responses increased to 167. From out of the 167 responses she has gathered 142 yes and 25 no. Within the survey she left a lot of open-ended questions to provide the parents the opportunity to express themselves as well as multiple choices. The results will be shared on the committees Facebook account. Another option to receive the responses to the survey please email the council at D75council@schools.gov attention Ms. Tiesha Groover and she will respond to your email request.
- A.M. Tsai, Chair of Busing informed the members everything is being done according to the CDC and also working with everyone to make the improvements. There are a lot of flaws that has not been publicly announce. She is hoping parents are checking on their new schools account and make sure the routes are accurate. The routes provided are routes that were formatted in March. There are new students and students transferred to other schools which caused chaos. Inclusions students were not arriving the same day D75 was. They are arriving in phases throughout this week and next week. There are digital issues, and some boroughs have negative issues with busing. A.M. Tsai would like to hear from the parents what their issues are whether if it is positive or negative. Parents are not having good experiences with contacting OPT or 311. She mentioned there will be a forum and she is working out the logistics.

• **Co-President Report:**

- C.E. Spencer mentioned he was the Chair of Capacity and Utilization and the Chair was transferred to A. Daniels along with items and future scheduled meeting dates related to the committee.
- He is serving on a roundtable with other advocates, periodically the Chancellor is in attendance and the DOE receives feedback on a weekly basis form the participants.

- During the meeting busing and multi-language learners was mentioned. He asked the following:
- What are the walkthrough situations at our schools especially for our constituents. The Chancellor asked John Shea, Chief Executive Officer (facilities) answer the question in reference to the safety list being compiled hopefully by next month the safety list will be available for public consumption.
- In reference to devices will the DOE support coverage (internet service) payment.
- S. Lawrence will have an opportunity to ask the Chancellor questions this coming Saturday during the Education Council Consortium meeting (ECC). The ECC meets bi-monthly with the Chancellor and he will be able to report to the council the information he gathered.
- Letters are provided by CEC's during the ECC meetings addressed to elected officials and DOE Executives/Directors on an array of DOE items. For example, a letter of donations submitted by the CEC's during the last fiscal term was given to homeless shelters (D75 funds went directly to our students). The CEC's are following up by inquiring if the donation of funds did go to the homeless shelters as promised.
- During ECC meetings our council has an opportunity to work with other councils to ensure District 75 has a voice.
- In terms of elections we are working with D75 President's Council on the new guide provided to the PA and PTA's to ensure they are receiving the shared information.
- CCD75 is working on scheduling school visits in the future.

S. Lawrence informed the attendees of the following:

- C.E. Spencer and S. Lawrence will be conducting a D75 school walkthrough with the Superintendent organized by the Deputy Chancellor Austin.
- He and C.E. Spencer are attending meetings on behalf of the council.
- If parents would like for them to visit a particular school, please reach out to the Outreach or Safety Committee and they will inform us. You can also email the D75 council email account at D75council@schools.nyc.gov
- A.M.Tsai added we are looking into the month of capital planning not the end of October, early November. We are looking into the facilities in the buildings and we are COVID so it makes it a little bit difficult, but if there are parent leaders, principles or admins that are aware of certain issues in their buildings that needs to be proposed to the capital plans. Please reach out to the Council's Co- Presidents to make sure that they are in advance notice. I am sharing as the Co-Chair for the Committee on Capacity Utilization, so that we get a good hand on it. And, secondly, I just wanted to mention on the declarations for the proposals that were given for three sites.

• **Public Comments:** Parents were provided the opportunity to ask questions from the Superintendent or Council Members.

• **Adjournment:**

◆ **ACTIONS:**

VOTES	Motion made	Voice –Vote Tally
D. Altman made a motion to purchase to purchase 12 computers instead of 8.	D. Altman made a motion and G. Cardona second	S. Lawrence-Abstain C.E. Spencer-Yes G. Cardona-Yes D. Altman- Yes

		<p>P. Jewett-Yes C. Asiedu-Yes T. Groover-Yes A. Daniels-Yes A.M. Tsai-Yes 8- Yes Votes 1-Abstain</p>
<p>D. Altman called for a motion to move 5,500 from line 24 member reimbursement/ Object code 496 over to line 18 equipment / object code 332 for the purchase of laptops and bags for the council members.</p>	<p>D. Altman made a motion and A.M.Tsai second</p>	<p>S. Lawrence-Yes C.E. Spencer-Yes G. Cardona-Yes D. Altman- Yes P. Jewett-Yes C. Asiedu-Yes T. Groover-Yes A. Daniels-Yes A.M. Tsai-Yes 9- Yes Votes</p>
<p>D. Altman made a motion to purchase twelve of the Acer C933 14" Touch Chromebook for \$358.38 and Case Logic Laptop Attaché-note book caring case for \$17.67</p>	<p>D. Altman made the motion and A. Daniels, second</p>	<p>S. Lawrence-Yes C.E. Spencer-Yes G. Cardona-Yes D. Altman- Yes P. Jewett-Yes C. Asiedu-Yes T. Groover-Yes A. Daniels-Yes A.M. Tsai-Yes 9- Yes Votes</p>
<p>D. Altman made a motion to approve the line by line Treasures Report with the balance as stated and move the funds according.</p>	<p>D. Altman made the motion and A. Daniels second</p>	<p>S. Lawrence-Yes C.E. Spencer-Yes G. Cardona-Yes D. Altman- Yes P. Jewett-Yes C. Asiedu-Yes T. Groover-Yes A. Daniels-Yes A.M. Tsai-Yes 9- Yes Votes</p>