

 **CEC 5 Calendar Meeting Minutes**

 **Wednesday, August 31, 2022**

Pamela Stewart

**President**

Schadell Barnhill

**Vice President**

Gina Williams

**Recording Secretary**

Ayishah Irvin

**Treasurer**

**Members**

Fanta Brown

Anna Minsky

Brian Peters

Denise Randolph

**Borough Appointee**

Pamela Stewart

**Student Member**

Vacant

**Admin. Assistant**

Lisa Kinsey

**Superintendent**

Dr. Sean Davenport

Meeting called to order President Stewart at 7:00 PM. Roll call taken by Lisa Kinsey, which resulted in the following:

**Present:** Schadell Barnhill, Fanta Brown (late 7:18pm), Ayishah Irvin, Anna Minsky, Brian Peters, Pamela Stewart and

 Gina Williams

**Absent:** Denise Randolph (Excused)

**Acknowledgement of Minutes**

June 22, 2022 and July 27, 2022

**Election of Recording Secretary: Nominee Member Gina Williams**

**Nominated by:** Member Anna Minsky **Motion by**: Member Brian Peters **Second by:** Member Anna Minsky

**Voice vote for the record**: **Yes: 6 No: 0 Abstain: 0 Absent: 1**

**CEC5 2022-2023 Budget Discussion and Vote**

Treasurer Irvin explained the budget to the council. Council will accept budget as is and will modify budget if necessary.

**Motion by:** Vice President Barnhill **Second by:** Secretary Williams **Voice vote for the record: Yes; 6 No: 1 Abstain: 0 Absent: 1**

**eChalk CEC5 Website Discussion and Vote**

Tabled until communication committee meets.

**President Stewart** reminded the council that eChalk invoice requires payment for prior months.

**Secretary Williams** ask if the council could use another platform. If the council is into a contract with eChalk for a set amount of time. eChalk was not used effectively the way it should have been used, and thinks it was a waste. Is there something that the council can find that is less expensive? Ask the council for suggestions, and if they could use a website similar to the DOE. Is there a basic website? eChalk was not updated, pricey, and money can be used in other ways; such as helping students and parents.

**Task Force**

**Member Minsky** purposed a CEC5 Task Force that would handle general public communications for the website and any other basic CEC5 communications with families in the district. Charge of the task force would be to present a budget on how to spend money on the website or other materials for outreach.

**President Stewart** states the charge of the task force would be to handle the website and executing whatever they decide to do with the approval of the council. The council decides the entire budget not a portion of the budget.

**Member Minsky** states the job of the task force would be to bring the proposal to the council on how to spend money from the budget for communications and outreach and discuss as a council. Preparatory work would need to happen in advance of the meeting in order for the council to have all of the information to discuss at the next meeting. The task force would do the groundwork and coming with a concreate proposal for the council to discuss not making any decisions.

**Vice President Barnhill** states she thinks it should be a committee and not a task force. Put the information together. Come together monthly, weekly however you want to meet. Decide on a certain time weekly or monthly for updates. Vice President Barnhill states for her the name task force is negative. A committee is a body of people who come together.

**Member Minsky** states why choosing a task force for two reasons. One believes a committee would be a change in our bylaws, which is complicated. Two, Member Minsky does not think we need a standing committee as President Barnhill is proposing. This just needs to happen once to prepare for next month’s meeting.

**Vice President Barnhill thinks** a committee is better if it just needs to happen one time. Task force whatever the name may be agree to disagree.

**Member Minsky** will look at the bylaws.

**Secretary Williams** would like to know if the council could revisit and have a proposed outline of a task force opposed to a committee pros and cons for a formative executive decision that will be appropriate for our district. We have to move forward. A task force can handle many things with the web design, outreach, etc. Committees are broken down to specialties as well. We had some sub-committees, but Secretary Williams thinks that a task force holds more accountability. We have enough to do with the present committee. Moving forward let us have a proposal and revisit the pros and cons of both and how effective it will be for the district and the kids.

**Member Peters** states hearing two or three different things. One a task force to investigate the budget for communications, and we need that to decide this actual invoice. Two Committee sounds like that is actually going to be the communications piece that is ongoing for the year. Which sounds like two different things that we need to actually properly function? One is to make sure there is money and the other is actually execute. It doesn’t sound like it’s either or the other, it sounds like we need a task force now or at least immediately to figure out what we like to do with the invoice or investigate to see if there are any other options.

**Member Brown** thinks a task force would be good and in agreement, agrees so much going on that would be the key.

**Member Minsky** read the bylaws and there is no reason not to use the word committee in this case particularly in this case. If the committee is formed for communications and charged with the budget for next month. Member Minsky is amending the proposal for a task force requesting for a committee. Bylaws state the public be aware of the committee meeting.

President Stewart states the communication committee needs a chair. Member Minsky and Secretary Williams will decide who will chair the communications committee at the next calendar meeting. President Stewart states all councilmembers are welcome join the communications committee.

**Communications Committee Vote**

**Motion by:** Vice President Barnhill **Second by:** Treasurer Irvin **Voice vote for the record: Yes: 6 No: 1 Abstain: 0 Absent: 1**

**CEC5 Upcoming Meeting Location Discussion and Vote**

Council is in receipt of 22-23 meeting dates. There was conversation on the meeting location changing.

**Vice President** proposed if the OML (Open Meeting Law) extends would the council consider virtual meetings vs in person during the winter months.

**Secretary Williams** states virtual meetings is an option from the governor. The Mayor and Chancellor are onboard with people coming together in person. Maybe meetings can be half in person and half virtual. Hybrid meetings were a plan of action. Maybe the council can compromise hybrid for inclement weather.

**Member Brown** states we should change some of the meeting locations to accommodate parents.

**Member Minsky** would be in favor of virtual meetings particularly if they are not all virtual and there are in person opportunities for people to come. Member Minsky thinks there is a better virtual turnout, but not convinced that it is necessarily equitable for everybody. Virtual meetings are safer. The council does not have to answer to the Mayor or Chancellor. We do not have to hold meetings in person to be tough. It really shows caring to think about it as much as we can to be flexible. Whatever we can do to make people comfortable and safe. Sure, the chair of the communications committee will give it a lot of thought.

**Secretary Williams** states we have to remember we are here for the parents. A forum for parents, elected officials, and community based organizations, community boards, etc. to bring their ideas. We have to start inviting them to our meeting. There are three community boards in this district 9, 10 and 11. Secretary Williams states the council should start attending their youth and education meetings. Member Williams attends community board 11 youth and education meeting. Community Boards have a lot of money they can put into our schools.

**President Stewart** reminded the council that it is important to stay on topic, move forward, and introduce another topic.

**Member Peters** thinks in person, as a group is most productive for the council, getting to know each other in the same room. Hybrid gives us flexibility. Inclement weather virtual meetings make sense, but if we can have meetings in person, we should. We should definitely have flexibility.

**Treasurer Irvin:** Nocomment

**Vice President Barnhill:** No comment

**President Stewart** ask the council if they would like to try and vote now to have a hybrid meeting or change the bylaws to actually reflect inclement weather.

**Treasurer Irvin** how would inclement weather work in the bylaws, as there is not much advance notice?

**Vice President Barnhill** states *“in case of”* would be the word change in the bylaws.

**Secretary Williams** states would it be *“in case of”* because the DOE gives alerts. Usually the news report inclement weather. Parents need the alert right to their phone. Secretary Williams mentioned trying to bring someone in that gives free phones to those who qualify, so there is no reason why they do not get the alert letting them know what type of meeting is taking place. Of course, an email/voice blast could go out as well however, the council chooses. Principals do very well with information blast.

**President Stewart** ask the council if they would like to vote to have virtual meetings half of the year, in person or alternate months.

**Member Minsky** states it sounds like we are not ready to formulate a proposal to vote on. Suggested that the communications committee since this is a communications issue also hash out some of these details and bring back something voting ready at the next meeting. Member Minsky thinks as with the budget would it be possible to vote with the meeting times and then potentially next month vote to change some to virtual or hybrid.

**President Stewart** states we have councilmembers that want to change the location, virtual, and hybrid meetings, we have to address those concerns. It does not matter if we voted on the calendar last month. Councilmembers are bringing up these concerns now.

**Member Brown** thinks all meetings should be in person, unless DOE is closed and we cannot do anything about that. We should postpone meeting when schools are closed.

**Member Minsky** states we discussed this issue last month. Traveling around the district and struggling with AV equipment when we arrive at the school. We can put AV equipment in our communications budget. Now that we have in this communications budget proposal a venue to address that issue. Member Minsky feels hopeful that the council will be able to move some of these meetings even if we cannot vote today.

**Secretary Williams** the council is good on the dates. Secretary Williams thinks the council need to come back to the table to vote on in person maybe we could do a zoom, but believes in person is more effective and inclement weather do virtual.

**President Stewart** states there are two things on the table to take into consideration for the next meeting the location and hybrid. We will revisit this next month and at that point, we will decide whether we want to have hybrid and if we want to change the location.

**Member Peters** clarity on the communications committee whether the affect is a 24-hour notification with the public announcement or how that works thru a zoom.

**President Stewart** is going to send out an email to see how the 24-hour notification works.

**Secretary Williams** would like to know if it is possible to hand out meeting notices about the in person date and a caption saying on inclement weather via zoom.

**President Stewart** will send out an email to get guidance on Secretary Williams’s suggestion.

**CEC5 2022-2023 School Liaison List**

**Member Brown** suggested that councilmembers would receive a copy of councilmembers individual school visit forms after school visits instead of hearing the report; council can read the report. All councilmembers agreed.

**Member Minsky** suggested revisiting the school liaison list at the next meeting.

**Secretary Williams** shared having a new councilmember partner with a councilmember that has been on the council a little bit longer opposed to having two seasoned councilmembers together as a training process as well. Member Williams suggested a manual that would include a blank copy of the school visit form filled out as a dummy form, just as the council does with reimbursement forms, meeting calendar, and a list of D5 school numbers, principal, assistant principal, parent coordinator email addresses to build parent participation.

**President Stewart** shared that the council will discuss Secretary Williams’s suggestions. The council is ok with the list as it is now.

**Report of President**

President Stewart tabled her report in lieu of time.

**Report of Superintendent**

Superintendent Davenport thanked everyone that participated and attended D5 Leadership Conference today. Your energy, interaction, and engagement received and well noticed. Dr. Davenport thanked the council for the community atmosphere they helped to inspire. Dr. Davenport apologies for not having the I. A. Principal list. Dr. Davenport was able to fill five vacant positions with interim acting principals that took place during July and August with interviews. Dr. Davenport reminded the council it is only interim acting. The process will be open for all of these I.A. Principals up to the end of September. It will be a process a couple of weeks for resumes to come in with collaboration and more interaction during the process for members especially being involved at the school level. Council will be able to participate in the process. I.A. Principals seating in the seat now does not mean they will be in that seat later there will be a process and recommendations. The only I.A. officially placed as permanent was Eagle Academy that took place sometime in August. We met with the SLT for a week and waited another week for that process to take place. All were onboard. Mr. Ahmed has been officially in place thru the process. Ms. Lenice Nelson is at Columbia Secondary she was the AP. Ms. Jeanne Rowe is at CS200 James M. Smith. Ms. Danica Ward is at TMA Lower School. Ms. Lasharn Ferroudj is at SEED. Miriam Nightengale (CSS) has resigned. Assistant Principals that is at a school level decision. Principals seek approval to open a position. Dr. Davenport will support however, and take recommendations from the SLT and C-30 Committees as the process goes on. Dr. Davenport wanted the council to be clear that he does not go into a school saying this is going to be your AP there is a process, and he adheres to that process wholeheartedly. Dr. Davenport ensures that there is engagement and everyone is aware of the process and can participate that is supposed to be participating. Dr. Davenport is happy and trying to ensure school staffing. Dr. Davenport is receiving notice of some vacancies. There is an ATR (absent teacher reserve) list. Dr. Davenport is trying to match accessed people that are still in the district so that licensed people are in seats the first day of school. Dr. Davenport’s hope is not to have any of those issues day one. Dr. Davenport will commit to giving the council an update via email prior to the first day of school where the vacancies exist. Dr. Davenport wants the council aware prior to school visits where some issues maybe.

Dr. Davenport is very pleased to have Deputy Superintendent Dr. Dawn DeCosta onboard and supporting the work of the district. Dr. Davenport is very confident with some of the people on the team. Dr. Davenport shared officially; Dr. DeCosta has been working as the Deputy for the last two months. Dr. Davenport had to ensure a replacement. Dr. DeCosta was official as of Monday.

Dr. Davenport addressed Member Brown’s comments earlier about the disrespect that parents are having and receiving especially from the district office. Dr. Davenport states that will not be tolerated, and suggested if it is encountered please bring it to his attention as soon as possible so it can be handled on the spot. Dr. Davenport does not want any parent coming to the district office feeling, as they were not service, as they should have been or the way they need to be as a parent in this district. Dr. Davenport asked for support helping him with that endeavor. We know it is a process and we are working on customer service. Bear with us a little longer as we start to get these workshops going. Monday, we had a good team-building workshop and we addressed some of those issues. Dr. Davenport apologies to anyone who may have recently experienced disrespect.

**Deputy Superintendent DeCosta**

Dr. DeCosta shared this was her first meeting, and thanked the council. Dr. DeCosta had no idea the CEC meeting was so organized and official. The council is doing such a great job doing your best supporting us in our schools. Dr. DeCosta does not think our schools understand what it is the council does. Schools hear about it, but do not think people are aware how official and how much the council is bringing to want to help the schools. Thank you so much. It is an absolute joy and pleasure to work in this district. Dr. DeCosta did not think this is something she would do, but she is here and feels called to do the job. Dr. DeCosta appreciates the council welcoming her.

**Member Brown** suggested Dr. Davenport share with the District 5 school community that he is the new Superintendent.

**Superintendent Davenport** Dr. Davenport is really hearing communications. Dr. Davenport wants to correct communications, and ensures a better job with communicating and getting information out. Dr. Davenport shared that a welcoming letter and video will go out the community hopefully before the first day of school.

**Secretary Williams** thinks the welcome video from Dr. Davenport is a wonderful idea. Secretary Williams shared State Senator Cordell Cleare’s Back to School Youth Resource Event Saturday, September 24, 2022 at the State Building, and would like to include CEC5’s logo on the flyer showing collaboration and possible volunteers to distribute backpacks.

**Add CEC5 Logo to State Senator Cordell Cleare Back to School Resource Event Saturday, September 24, 2022**

**Motion by** Member Minsky **second by** Member Peters **voice vote for the record** Yes: **7** No: **0** Abstain: **0** Absent; **1**

**Speaker’s List**

No one for the speaker’s list.

President Stewart adjourned calendar meeting at 8:20 pm.

Submitted by: Lisa Kinsey, Administrative Assistant