

Community Education Council District 32 Meeting

**PARENT ENGAGEMENT
MEETING MINUTES**

June 8, 2020

2:00 PM

CEC D32 Office
797 Bushwick Ave
Brooklyn, NY 11221

Type of Meeting

Parent Engagement Committee Meeting

Note Taker

Silvia Belmonte, Administrative Assistant

Attendees

Parent Engagement Committee Meeting

Martha Bayona

Present

Stacie Johnson

Present

Renisha Westbrooks

Present

Quorum

Bylaws Committee Meeting: 2:02 PM

1. Call to order and roll call: Present: Martha Bayona, Stacie Johnson, Renisha Westbrooks. Ms. Bayona had to leave at 2:46 PM.
2. Mission, vision, and how to accomplish the goal of the Parent Engagement Committee
 - a. The Committee's vision, mission, and goal can be summarized as "To engage parents and parent leaders and provide tools to empower them".
 - b. Goal:
 - i. To continue the parent and parent leader engagement over the Summer.
3. Brainstorming session
 - i. To find a way to connect with parents and get their information before they leave for the Summer.
 - ii. To make sure that parents have their parent coordinator's phone number.
 - iii. To backpack a flyer stating how parents can get in touch with their schools over the Summer.
 - iv. To post each school's method of communication, first making a list of whether each school has some form of communication. What platform are they using to communicate with families? This will help see which works best and recommend them to parents.
 - v. To work on a survey that can be sent to principals before the school year is over to ask if there is a way to get in contact with them over the Summer, how parents can get in touch with the school over the Summer if they have a question, and who will be the contact; and to ask if they will be communicating via the school's website and who will be updating it. Before this, the Committee will ask the Superintendent which staff is available so that the committee can ask for that specific staff's contact information.
 - vi. To have this information posted on the CEC website.
 - vii. To suggest a letter or flyer to "backpack" that the schools would send to their families before June 26th (the last day of school). This document would contain the Superintendent's Office contact information, the school's information, the Summer site contact information, and the CEC's contact information. Another similar flyer can be sent to parents in September.
 - viii. Will ask the District Office if parents will continue to have access to the remote learning platforms over the Summer. Will everything be removed? Parents should know so that they can archive they information they want to keep.
 - ix. To request to be added into the agenda of the Presidents' Council Meeting to ask which platforms work best for them to use. This request will first be sent to the CEC members to decide on how to proceed.
4. Public comment
 - a. Laraine DeAngelis, Community Member and Volunteer at the Office of the Council Member Antonio Reynoso: *The City Council is looking for donors (charitable organizations) to donate supplies to schools in need.*
5. Building of the agenda
 - a. The next meeting of the Parent Engagement Committee will be on Friday, June 12, 2020 at 2 PM.
 - b. Follow-up on items of the brainstorming session that need a follow-up.
6. Adjournment: 3:16 PM

**APPROVAL OF CALENDAR, AND
BUSINESS MEETING MINUTES**

April 23, 2020 and May 7, 2020 - **Approved** [Met Quorum]

NOTE: A draft of all meeting minutes are available within two weeks after the meeting and posted on the Council's website at CEC32.org.	
ADJOURNMENT	Meeting adjourned at 3:16 PM
SUBMITTED BY:	Silvia Belmonte, Administrative Assistant

Approved on:

_____Recording Secretary

DRAFT