



# COMMUNITY EDUCATION COUNCIL DISTRICT 15

131 Livingston Street, Room 301, Brooklyn, New York 11201

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## Business Meeting

Approved on 05/09/2019 at a Business Meeting

**Date: 04/04/2019**

**Time: 6:30 p.m.**

**Location: P.S. 321, 180 7th Avenue - Cafeteria**

### Agenda (as publicly posted):

1. Call to Order and Roll Call
2. Approval of Minutes from Mar. 13 and Mar. 19
3. President's Report - Camille Casaretti, CEC15 President
4. Borough President Report - Elena Romero, CEC15 Co-Vice President 1/BP Appointee
5. Discussion of Logistics for the May 2nd Special Session Meeting on Diversity
6. Discussion to Amend CEC15 Bylaws to Include Transfer of Records Reference Guide
7. Review of Social Media Posting Protocol & Transfer of Social Media Accounts to CEC15 AA
8. New Business
9. Discussion of Superintendent's Evaluation  
*The Council is expected to go into Executive Session. Executive Sessions are not open to the public.*
10. Adjournment

**Call to Order at 6:37 p.m.**

### 1. Roll Call - Camille Casaretti

#### Present:

Camille Casaretti, President  
Kathy Park Price, Co-Vice President 1  
Antonia Ferraro, Secretary  
Lili Velez, Parliamentarian  
Nicole Brier, IEP Representative  
Mark Bisard, Member  
Leela Gebo, Student Member

#### Late:

Scott Powell, Member

#### Absent:

Elena Romero, Co-Vice President 1/BP Appointee  
Charles Star, Treasurer - Excused for Family Commitment  
Neal Zephyrin, BP Appointee  
Yanfeng Zhang, ELL Representative

### Invited Guests:

Anita Skop, D15 Superintendent with Ursula Koffer, D15 Teacher Development Evaluation Coach

### 2. Approval of Minutes from Mar. 13 and Mar. 19

- Approval of Minutes from [March 13](#) - No edits

**Motion to approve the minutes from March 13 - Antonia Ferraro**



**2nd motion to approve the minutes from March 13 - Lili Velez**

**Minutes from March 13 approved by 6 voting members present.**

- Approval of Minutes from [March 19](#) - No edits

**Motion to approve the minutes from March 19 - Lili Velez**

**2nd motion to approve the minutes from March 19 - Antonia Ferraro**

**Minutes from March 19 approved by 6 voting members present.**

**3. President's Report - Camille Casaretti, CEC15 President**

- P.S. 32 will be rezoned. District Planning will make the initial presentation on April 18 at P.S. 32. They will also present during the May and June calendar meetings in order to solicit feedback.
- D15 Science Fair will be on Saturday, May 4 at P.S. 32 from 2:00 p.m. to 4:00 p.m.
- CEC15 has received emails regarding space concerns at M.S. 442 and in regards to the size of the upcoming 6th grade class. CEC15 members Nicole Brier (M.S. 442 liaison) and Lili Velez (K280 liaison), along with CEC15 President Camille Casaretti and D15 Superintendent Anita Skop, have been in communication with everyone involved to hear their concerns. Superintendent Skop has met with both principals. Facilities inspected the space and Thom Taratko, Chief Executive of Space Management, visited the campus and reports there is adequate space for both schools to flourish. There will be no change in space allocations and as of now, there will be 4 incoming 6th grade classes for next school year.

**Discussion of Space Concerns at M.S. 442**

- There is adequate space for both schools. M.S. 442 was given a science lab for 7th and 8th grades. There is a lot of space behind the gym that Facilities will be finishing.
- Every child that applied to M.S. 442 will get in. The school will have 2 ICT classes and 2 NEST classes for the incoming 6th graders.
- Principals from M.S. 442 and K280 are working together. There are no plans to lessen the space for either school.

**4. Borough President Report - Elena Romero, CEC15 Co-Vice President 1/BP Appointee **TABLED until next meeting****

**5. Discussion of Logistics for the May 2nd Special Session Meeting on Diversity**

- CEC15 will hold a Special Session Meeting to provide an update on the D15 Diversity Plan in terms of progress made and how it all worked out with middle school placement in D15
- Meeting will be on Thursday, May 2nd at 6:00 p.m. at P.S. 24 in Sunset Park.

**6. Discussion to Amend CEC15 Bylaws to Include Transfer of Records Reference Guide**

- Camille Casaretti, CEC15 President made a proposition to amend the bylaws to include transfer of records. The records book will be a guide for the next CEC15 president. The book will remain in the possession of the president and then returned to the AA when their term is up.
- The amendment will need to go through the bylaws approval process. It needs to be presented during a calendar meeting and approved on the following calendar meeting.
- The Bylaws Committee will help with the amendment.

**7. Review of Social Media Posting Protocol & Transfer of Social Media Accounts to CEC15 AA**



- CEC15 reviewed the [Communications Committee Minutes from Nov. 5](#) where there was a discussion on suggested protocols to use when posting on social media.
- CEC15 should use extreme caution when posting on social media. There should be a process to follow and to help understand what topics should be posted on the CEC15 social media accounts.
- The social media accounts are supposed to represent the council. As individuals each member can post whatever they want but when posting as a council they need to be careful and they must take into consideration the whole district.
- It is appropriate for CEC15 to decide which issues the members are supporting. The focus should be on school events and articles that are relevant to D15 schools.
- CEC15 Administrative Assistant should be the owner of all social media accounts.

## 8. New Business

- PEP Meeting: Council Member Mark Bisard attending his first PEP meeting. Parents from PS 15 and BCS 448 were there to represent and support their schools. Parents were very disappointed with the letter they received telling them to transfer their kids out of their school because it was on the CSI list. PEP members were very dismissive of the parents and did not provide any answers to their questions.
- CEC15 Copier Contrat: TGI offered a downgrade from the printer currently in the CEC15 office for the same amount of money. CEC15 President Camille Casaretti and Treasurer Charles Star decided to let the contract expire and purchase a new printer and let the new members negotiate a new contract with TGI. The new printer must be purchased through the DOE. CEC15 need to vote to modify the budget. The money will be taken from the money previously set aside for the renewal of the copier contract. The printer costs \$756 but there is also a \$100 installation fee.

**Motion to move \$756 from Non-contractual Services to Equipment and \$100 from Non-contractual Services to Installation - Scott Powell**

**2nd motion to move \$756 from Non-contractual Services to Equipment and \$100 from Non-contractual Services to Installation - Nicole Brier**

**Motion passed unanimously by all 7 present voting members.**

- CEC15 Secretary Antonia Ferraro asked D15 Superintendent Skop if anyone was held accountable for sending the letters to parents telling them that they have the right to transfer their child because their school was on the CSI list. Superintendent Skop explained that there was a mistake made from Central. When asked if she can find out who made the decision to have the schools sent out those letters, Superintendent Skop responded that she will try to find out but most likely will not get an answer from Central.
- Council Member Mark Bisard thanked D15 Skop for hiring the principals who attended the March 19 meeting on Curriculum and Project Based Learning. The principals were amazing.
- There was a 6 alarm fire in the apartment building located in front of PS 169. Superintendent Skop went to the school today. The fire did not impact the school physically. The school was used overnight for the Red Cross staging area. Schools Facilities was amazing and made sure everything in the building was clean. A GoFundMe page has been set up to support the few D15 children who were impacted by the fire.

## 9. Discussion of Superintendent's Evaluation

Motion to go into Executive Session to discuss the Superintendent's Evaluation - Scott Powell

2nd motion to go into Executive Session to discuss the Superintendent's Evaluation - Lili Velez

Motion passed unanimously by all 7 present voting members.

**Executive Session began at 7:55 p.m.**



**Voting Members Present:**

Camille Casaretti  
Kathy Park Price  
Antonia Ferraro  
Lili Velez  
Mark Bisard  
Nicole Brier  
Scott Powell

Student Member Leela Gebo and Administrative Assistant Francisca Andino were invited to stay during the Executive Session.

**Motion to end Executive Session at 8:13 p.m. - Lili Velez**  
**2nd motion to end Executive Session at 8:13 p.m. - Mark Bisard**  
**Motion passed unanimously by all 7 present voting members**

The council voted on a "To Do List" during the Executive Session:

1. Adding an Executive Session at the end of the May Business Meeting agenda.
2. Create an executive summary to review priority objectives for the superintendent for the next council members to review.
3. Have comment cards to solicit feedback about the superintendent at the April and May calendar meeting.
4. Create a letter to the public soliciting feedback which will be due May 31 and will be sent to D15 Parent Coordinators. Council Members Mark Bisard and Scott Powell will draft the letter.
5. The council will fill out the Superintendent Evaluation by April 18.

**10. Adjournment**

**Motion to adjourn the meeting - Scott Powell**  
**2nd motion to adjourn the meeting - Lili Velez**  
**Meeting adjourned by unanimous consent at 8:15 p.m.**

- Minutes submitted by Francisca Andino, Administrative Assistant