



COMMUNITY EDUCATION COUNCIL DISTRICT 15

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

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Special Session Business Meeting

Approved at the CEC15 Calendar Meeting, February 25th, 2019.

Date: Friday, Nov 1, 2019

Time: 8:30 a.m.

Location: P.S. 261 - Parent Coordinator's office

AGENDA (as posted)

1. Call to Order and Roll Call (2 min)
2. Discussion of Roles and Responsibilities of the District 15 CEC (20 min)
3. Election of CEC15 Secretary (10 min)
4. Establish Hiring Committee for Administrative Assistant (10 min)
5. Establish Communications Committee and Vote on Chair (15 min)
6. Create Meeting Logistics Team (15 min)
7. Adjournment

Call to order at 8:36 am

1. Roll Call

Present:

Camille Casaretti, President
Mark Bisard, Co-Vice President 1, IEP Rep.
Antonia Ferraro, Co-Vice President 2
Kimmerly Scott, Treasurer
Anna Nadal Burgues, ELL Rep

Late:

Francisca Montaña, BP Appointee
Kathy Park Price, Member
Bess Abrahams, Member

Absent:

Scott Powell, Member

Excused:

Krystal Cason, Parliamentarian

Guest: Steven Weisner, FACE

2. Discussion of Roles and Responsibilities of the District 15 CEC

President Casaretti discussed team functioning. With no AA for many months, the work has fallen on a small number of people, and we are behind in our responsibilities as a Council. There are a few things we can do to improve our meetings and output:

- Conducting Orderly Meetings - Co-VP Ferraro spoke about implementing Robert Rules of Order. We have a Parliamentarian now.
- Responsiveness to communications - If the Rezonings occur in 2 SubDistricts - more meetings, and more responsiveness to emails, more conversations about goals and how to make them happen. Everyone needs to reply to emails, as far as just saying



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“received.” Many things are time sensitive, replying 2 or 3 days later is not going to work. As the PAR process begins we are going to have to break down into smaller teams to cover both subdistricts at the same time.

- Volunteering to help - Everyone has to take on a large amount of responsibility in owning their role as a council member. Meetings take a long time to organize, permits, speakers, creating an agenda, ordering food, paying for food, arranging for childcare, paying for childcare, setting up the space, clean up, follow up after the meeting, etc. If you see that something is not being done, or needs to be done, bring it to the attention of the team and see who might be willing to do it.
- Standing Meetings hold every 2nd and 4th Friday?

3. Election of CEC15 Secretary

A description of the Recording Secretary was read aloud from the ByLaws. There were no nominations for Secretary. This will be added to an upcoming agenda.

4. Establish Hiring Committee for Administrative Assistant Position

- 3 to 4 people - Antonia, Kimmerly, Anna, Camille
- Review Resumes
- Phone interviews - not more than 10
- In Person Interviews - not more than 5
- Goal for completion is Resolution at Nov 19 meeting

5. Establish Communications Committee and Vote on Chair

Co-VP Mark Bisard wants to Chair and is gathering protocol documents to decide what information should go out through which channels. Reported that there is a confusion with people thinking that CEC15 is the DOE.

Create Social Media Policy

Decide who is doing what:

- Flyers
- Website
- Calendar Updates
- Social Media - Twitter has been down
- Draft of Outgoing Announcements

Antonia Ferraro made a Motion to Elect Mark Bisard as Chair of the Communications Committee.

Bess Abrahams seconded the Motion.

8 votes in favor of Mark Bisard Chairing the Communications Committee.

- Steve Weisner, FACE, said that all emails should go through the CEC15@schools.nyc.gov address due to the nature of the emails being subject to FOIL. Public announcements should be made through this email address.
- Facebook - Kathy Park Price is listed as a Team Member, Mark Bisard is an administrator. Francisca Andino is no longer on the Facebook account. On Dec 10, 2018 we decided to let the Administrative Assistant be the owner of the Facebook page. Ownership should be transferred to Mark until we hire a new AA.

6. Create Meeting Logistics Team

Camille proposed that this team would create the outline for all the meetings of the year. Until we have an AA, this team would:

- File for permits, work with custodians to get tables, chairs, av equipment
- Interpretation has to be arranged
- Create agenda and arrange for speakers
- Order food, get water, paper plates, napkins, etc, pay for food
- Arrange for childcare, pay for childcare,



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- Set up the space with table cloths and signage outside building, clean up
 - Do follow up after the meetings
 - Copies of member attendance sheets, guest sign in sheets, agenda, documents related to the meeting
- Bess suggested creating a signup genius for each meeting.
 - Anna said she would place the food orders
 - Francisca said she would work with the interpreters
 - Camille discussed ideas for planning agendas: Create a spreadsheet for the next 12 months, mandated topics will lead the speaker list, council members can add topics or secondary speakers, reach out to the public for third tier speakers or topics.
 - Mark said we don't all have the same interests. Schedule a dedicated meeting to discuss the agendas. If people don't show up, move on without them. Finalize the agendas the week of Dec 1 and have a firm plan by Jan 1.

7. Adjournment at 9:36 am

Minutes submitted by Camille Casaretti