

# Eagle Academy For Young Men II (Ocean Hill)

*PTA Meeting*  
*February 6<sup>th</sup> 2021*  
*9:30am*

***You can still make  
something **beautiful** and  
something **powerful** out  
of a **really bad situation.*****

- GABE GRUNEWALD

## ***PTA/PAC MEETING AGENDA***

***February 6, 2021 9:30 a.m.***

***BRIEF, RELEVANT AND FUN***

### **CALL TO ORDER**

### **PRINCIPAL'S ADDRESS**

### **PRESIDENT'S REPORT**

- MINUTES FROM 12.12.21 MEETING
- VOLUNTARY DONATION OF \$25.00 STILL COLLECTING

### • SENIORS

- PICTURE DAY HAS BEEN RESCHEDULED FOR MARCH 24<sup>TH</sup> (ONLY THOSE SENIOR WHO DID NOT TAKE PHOTO). RETAKE DAY WILL BE IN APRIL

### • UPCOMING FUNDRAISERS

- Family and Friend Bingo Night (March)
- Krispy Kreme (April)

### • BYLAW CHANGE FOR VIRTUAL MEETINGS

### • NYC SCHOOL ACCOUNT (***PLEASE CREATE AN ACCOUNT***)

CLICK HERE TO CREATE AN ACCOUNT: [HTTPS://MYSTUDENT.NYC](https://mystudent.nyc)

***IF YOU REQUIRE AN ACCOUNT CREATION CODE, PLEASE EMAIL MS. LUCY AT LCIVILETTI@EAGLEACADEMYBK.ORG.***

### **TREASURER'S REPORT/DISTRIBUTION AND APPROVAL**

- DECEMBER 2020 THROUGH JANUARY 2021 REPORT

### **TITLE 1 WORKSHOP**

- FUNDING YOUR CHILD'S COLLEGE EDUCATION

### **Q & A**

### **ADJOURNMENT**

# VIRTUAL MEETING GUIDANCE BY DOE

## Guidelines for Holding a Virtual Meeting

Whichever virtual meeting platform a PA/PTA chooses to use, it must be one that allows the meeting to resemble an in-person meeting as closely as possible. These guidelines have been developed to help PA/PTAs conduct a successful virtual general membership meeting.

Please note that meetings at which an election will be held have additional requirements for candidate and voter verification, distribution of ballots and vote count; guidance on those topics will be issued separately.

- A-660 explicitly requires voter verification only for elections.
- Requirements for convening meetings (10-day notice, sent by means reasonably calculated to reach all parents) are unchanged. Since back-packing is not available, PA/PTAs should work with the parent coordinator and/or principal to take advantage of systems the school uses to send electronic communications to all parents.
- The procedures described below are suggested best practices that will work in most cases. The variety of platforms and technology available, combined with different PA/PTA needs, make it impossible to set uniform standards or cover all permutations. A small meeting of members who already know one another may follow a different protocol than a large meeting. Also, these guidelines have been formulated specifically for video; adjustments will have to be made for members who join by phone. Finally, interpretation may require a specific platform or other adjustments.
  - Two members should run the meeting: the meeting chair (usually the president), and the meeting “host” (ideally, an executive board member) who can attend to the technical aspects of the meeting. Having a host allows the chair to focus on keeping the agenda moving, presenting, recognizing members who want to speak, etc.

## Functioning in the Virtual Environment: Guidance for PA/PTAs and Presidents' Councils

- It is important for the host to be comfortable with the platform and know how to effectively control the meeting (e.g., enable a waiting room until the start of the meeting; ensure that participants are muted upon entry and unmuted only when recognized by the chair; disable screen sharing except for the chair (to show the agenda) and any presenters).
  - ◆ State law requires PA/PTA general membership meetings to be open to the public. (see A-660.I.J.6.a) Waiting room should be enabled to allow for an orderly start to the meeting but not to screen participants.
- The chair should open the meeting with introductions and share the agenda on screen.
- The chair or the host should explain the ground rules for the platform, especially muting one's microphone unless speaking, being mindful of what will show on the video, and minimizing side conversations on chat, especially with a large audience.
- Participants should join the meeting using their full name (not "Johnny's iPad" or "Galaxy 9") so they can be easily identified as PA/PTA members if they wish to speak or vote. If the platform allows it, they should be asked to rename themselves if necessary.
  - ◆ Non-members may attend PTA meetings but cannot participate unless allowed by the chair.
- The chair must confirm that quorum is met.
  - ◆ Quorum is specified in the bylaws but cannot be less than 8 members, including 2 from the executive board.
- The voting mechanism must be explained: raise hand, reaction buttons or write in the

# VIRTUAL MEETING GUIDANCE BY DOE

- The voting mechanism must be explained: raise hand, reaction buttons or write in the chat.
  - ◆ If there is no way to capture “no” votes and abstentions by using hand icons, voting must be done by writing in the chat.
  - ◆ Participants must write their name in the chat when voting unless the participants’ list already displays their full name. If the PA/PTA cannot verify a name as belonging to a member, that vote must be invalidated.
  - ◆ If there is a large number of voters, the recording secretary or other member of the executive board may be called upon to assist with tracking votes in the chat.
  - ◆ Ideally, the platform used should allow the chat to be visible to participants (for transparency) and save it automatically so that it becomes a record of the vote.
- Minutes of the meeting must be taken and kept on file. Whenever possible, it is advisable to also have the video and/or audio of the meeting.
  - ◆ All platforms allow recording; the host must check where the recording is saved (cloud or local computer) and ensure it is transmitted to the recording secretary.

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- ◆ No permission is required to record the meeting. As a matter of courtesy, the host should inform the participants that the meeting is being recorded when announcing the ground rules.
- Bylaws should be available in case questions arise. If the PA/PTA's own bylaws cannot be found, the [Bylaws Template](#) may be used but only as a guide—a template is not a controlling document for any organization.
- Robert's Rules of Order Newly Revised (RONR) generally govern how meetings are conducted, particularly with respect to motions, speaking rules, and minutes. A searchable version of Robert's Rules is available at <http://www.rulesonline.com>; answers to many questions can be found in the FAQs, interpretation and forum sections of the official Robert's Rules website, <https://www.robertsrules.com>.
- However, A-660 and the PA/PTA's own bylaws must be consulted first and will always prevail in cases of conflict.

## EXAMPLES:

- ◆ Robert's Rules do not prescribe which officers an organization should have or describe their duties beyond that of chair and recording secretary. A-660 mandates at least 3 officers and assigns the president specific responsibilities; the bylaws often specify additional officers.
- ◆ Under Robert's Rule the president chairs meetings but does not vote except to break a tie. Under A-660, however, every PA/PTA member, including the president, has a right to vote on every matter presented.

# EAOYM- BYLAW Amendments For VIRTUAL MEETING

The meetings of the Eagle Academy for young men II Ocean Hill PTA and Executive Board may be conducted by telephone or other electronic means that permit simultaneous aural communication when so directed by the PTA president or when so directed by those calling the meeting.

At electronic meetings, any ballot votes required by these bylaws shall be conducted electronically, using an internet service that supports anonymous voting.

Electronic meetings of the Eagle Academy for young men II Ocean Hill PTA and Executive Board shall be subject to rules adopted the department of education document ***“Functioning in the virtual environment: Guidance for PA/PTA and President Council” issued 06/4/2020***



## NYC Schools Account

English ▾

### Welcome NYC Parent or Guardian!

**i** Sign in now and apply to run for an Education Council. Don't have an account? [Sign up](#) for your New York City Schools Account (NYCSA), add your student(s) and then apply.

Email

Password

I have read and agree to the [Privacy Policy](#).

**SIGN IN**

[Forgot your password?](#)

**CREATE ACCOUNT**

[Learn More](#)

Looking for admissions information for Fall 2020? Please visit [MySchools.nyc](#).



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## Parents!

Want to be a voice for change in your school district?  
Be a leader in your school community?

Find out about Community & Citywide Education Councils and how to get involved!  
Join one of our daily virtual information sessions in February

If you are a parent of a student in a NYC public school you are eligible to run for a seat and vote in the upcoming elections:

Apply **Feb 1-28** Vote **May 1-11**

### CLICK ON THE DAY TO REGISTER

<a href="#"><u>Monday 2/1</u></a>	6 PM	SPANISH
<a href="#"><u>Tuesday 2/2</u></a>	11 AM	ENGLISH
<a href="#"><u>Wednesday 2/3</u></a>	6 PM	ENGLISH
<a href="#"><u>Thursday 2/4</u></a>	12 PM	URDU
<a href="#"><u>Friday 2/5</u></a>	11 AM	SPANISH

**Run. Serve. Lead.**

2021 Education Council Elections



[schools.nyc.gov/elections2021](https://schools.nyc.gov/elections2021)

# 2021 CEC ELECTIONS

**Apply between February 1<sup>st</sup> through February 28<sup>th</sup>**  
**Vote from May 1<sup>st</sup> to May 11<sup>th</sup>**

**District CECs** is comprised of 11 Members that are not employed by the DOE.

**9 members** are voted in by parents and **1 must be a parent of a child receiving Special Education Services** and **1 must be a child enrolled in an English as a Second Language Program**. All candidates must have a child attending a district school in Kindergarten - 8th grade.

**2 members are appointed by the Borough President**. They must live or work within the community.

## **Citywide Community Education Councils:**

**Citywide Council of High Schools** - Consists of 13 Members. 10 members consists of 2 members from each borough (highest votes), 1 appointed from the Citywide Council of English Language Learners, 1 Citywide Council of Special Education and 1 appointed by the Public Advocates Office.

**Citywide Council of English Language Learners (CCELL)** - Consists of 11 parent members. 9 are parents of English Language Learner students currently in a bilingual or ESL program, or who were enrolled in such a program within the previous two years; These members are elected by parents of students who are current English Language Learners. 2 are appointed by the Public Advocate and must be individuals with extensive experience and knowledge in the education of English Language Learners. 2 parents are appointed by the Public Advocates Office who must be individuals with extensive experience and knowledge in educating, training, or employing individuals with disabilities.

**Citywide Council of Special Education (CCSE)** - Consists of 11 parent members. 9 are parents of students with an Individualized Education Program (IEP) who currently receive special education services. 2 parents are appointed by the Public Advocates Office who must be individuals with extensive experience and knowledge in educating, training, or employing individuals with disabilities.

**Citywide Council of District 75 (CCD75)** - is an advisory body concerned with the education of students receiving special education services in a District 75 school or program. The CCD75 is responsible for issuing an annual report on the effectiveness of the NYC Department of Education in providing services to District 75 students and making recommendations for improvements. The CCD75 must hold at least one public meeting per month during which the public may discuss issues facing District 75 students.

# **Title 1 Workshop**

## **Preparation for College Workshop**

### **Presented By:**

**Ms. London - Eagle Academy Ocean Hill College Advisor**

### **Intro to HBCU Presented By:**

**Ms. Nicole Barnell Graduate of Hampton University and Founder and President of the HBCU Hub Inc.**

**Thank you and have a Bless Month**

*Be fearless in the  
pursuit of what sets  
your soul on fire.*