



## Chancellor's Parent Advisory Council

Tweed Courthouse, 52 Chambers Street, New York, NY 10007 | Email: [infocpacnyc@gmail.com](mailto:infocpacnyc@gmail.com)

### **CPAC Parent Advisory Council Board**

Co-Chairperson – Shirley Aubin

Co-Chairperson – Randi Garay

1<sup>st</sup> Vice Chairperson – Jazzy Rivera

2<sup>nd</sup> Vice Chairperson – Jimmie Brown

Recording Secretary – Adriana Alicea

Treasurer – Rebecca Staley

Corresponding Secretary – Erika Newsome-Rodriguez

Parliamentarian – TBD

Livestream Coordinator – Charlene Dawson

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### **CPAC Virtual Monthly Meeting**

**January 11, 2024**

Meeting was held via Zoom and live streamed on YouTube. CPAC YouTube Channel

(<https://www.youtube.com/channel/UCidrkVTelRgYjBs93Mmd7vQ>)

January 11<sup>th</sup> meeting link: <https://youtube.com/live/uclu8O8jZew>

### **Call to Order:**

Meeting was called to order at 09:30 AM

CPAC's Meeting Procedures and Standing Rules were reviewed; attendance sheet was placed in the chat.

### **Roll Call – Districts / Boroughs in Attendance:**

D02, D03, D04, D05, D06, D08, D09, D15, D16, D17, D20, D21, D22, D25, D26, D28, D29, D30, D31, D32, D75, Bronx HS, Manhattan HS, Queens HS, and Staten Island HS.

## **Review Minutes:**

### **Adoption of December 14<sup>th</sup>'s Meeting Minutes**

MHS - Motion to Adopt December 14, 2023 minutes.

D03 - Second the Motion to Adopt December's minutes.

Minutes Adopted.

*January's theme: Mid-year Check-up: How are we doing?*

## **CPAC Business:**

### **Announcements:**

- Equity Council voting opens on Wednesday, January 10<sup>th</sup>  
*CPAC members encouraged to review vacancy application and vote for candidates.*

### **Working Groups / Task Force:**

- A-655 Working Group
- Equity Working Group
- Digital Learning & Dyslexia Task Force
- Citywide CEP Template and iPlan Meeting
- CCEC Elections Working Group
- Special Education Advisory Council  
Report: [Overview of the Special Education Advisory Council Final Report](#)
- NYC Class Size Working Group  
Report: [Class Size Working Group: Final Report](#)

## **CPAC Updates:**

### **CPAC Committees: Meeting Schedules / Dates:**

- Capacity Building & Support – First Tuesday each month @ 11:30AM
- Communications – First Tuesday each month @ 10AM
- High School – First Monday each month @ 10:30AM
- Legislative – January 30<sup>th</sup> and April 30<sup>th</sup> @ 3:30PM
- Multilingual Language Learners (Bilingual; English Language Learners) – February 6<sup>th</sup> @ TBC
- Special Education – Schedule TBC
- Title I – First Tuesday each month @ 11AM
- Wellness (Health & Safety) – Second Wednesday each month @ 10:30AM
- Alumni – Quarterly meetings, March 18<sup>th</sup> @ 10:30AM

*Reminder! Check the website for news, info, events, resources, and sign-up for CPAC's committees.*

## **FACE Updates**

Jesse Mojica, Deputy Executive Director FACE [jmojica@schools.nyc.gov](mailto:jmojica@schools.nyc.gov)

- Mojica clarified that the Election Council voting period ends Wednesday, January 17<sup>th</sup>.
- Upcoming Town Halls with Chancellor Banks:
  - Tuesday, January 23<sup>rd</sup> in D20 in Brooklyn
  - Monday, February 5<sup>th</sup> in D04 in Manhattan
- Mojica acknowledged and uplifted the successful Town Hall held in D26 and thanked all involved for their representation on behalf of families in their district.
- Mojica noted for CPAC that following a restructuring, FACE is now reaching out to and working more closely with a variety of institutions and city agencies.
- Mojica noted that FACE has partnerships with cultural institutions – these are leveraged for *Parent Coordinator Experiences*
  - Next Parent Coordinator Experience is scheduled for January 31<sup>st</sup> at the Jackie Robinson Museum
- FACE has begun convening meetings with city agencies – at each, a city agency is spotlighted.
  - Next convened meeting is scheduled for Wednesday, January 17<sup>th</sup> and the spotlighted agency is the Department of Youth and Community Development (DYCD)
- Upcoming Citywide professional development session for Parent Coordinators on January 17<sup>th</sup>  
Topic: Responding to unique needs.
- Upcoming Parent Coordinator conference on February 21<sup>st</sup>
- Mojica explained the NYC Reads Family Ambassador Program and shared links in the chat.
- Mojica noted that additional information will be shared in forthcoming emails.
- Mojica answered a question regarding monthly training for a variety of parent leadership roles.
- Mojica noted that training is ongoing, and FACE is happy to work with particular councils, etc. who are interested in specific training or refresher courses, etc.
- Mojica answered a question and provided additional context regarding the half-hour that was previously reserved for parent leaders and local elected officials to meet the Chancellor in advance of Town Halls
- Mojica answered a question regarding parents of students with special needs and reaffirmed FACEs commitment to inclusivity.

## **Safety Updates**

Mark Rampersant, Chief of Safety and Prevention Partnerships [mramper@schools.nyc.gov](mailto:mramper@schools.nyc.gov)

- Rampersant noted that the question they have received most often is regarding Safer Access (door locking system) which is currently in phase one and on target to meet December 2024 deadline.
  - Phase 1 is 753 schools – 156 of those have already been completed – 377 in progress/ completed.
- School Safety Agents will have translation/ interpretation apps on their phones as well as direct phone numbers for translation/ interpretation services
- Rampersant noted that they are often asked about the shortages of school safety agents and are aware of the associated challenges
- NYCPS remains in partnership with NYPD and are aggressively pushing the city to address school safety shortage
- Every NYCPS has at least one school safety agent – the focus with upcoming graduating class of School Safety Agents is to have two agents at every elementary school
- Rampersant noted that school safety is also the responsibility of parents, community members, volunteers, local businesses, houses of worship, etc.

- Rampersant answered a question regarding the recording of students by staff, etc. and subsequent posting to social media.
- Rampersant noted that all adults in NYCPS are responsible to protect the students, not to cause them harm.
- Rampersant answered a question regarding emergency response plans, etc.
- Rampersant answered a question regarding the use of NYCPS as voting sites.

## **Special Education Updates**

Carolyne Quintana, DC of Teaching and Learning [cquintana@schools.nyc.gov](mailto:cquintana@schools.nyc.gov)

Joined by Christina Foti, Chief of Special Education [cfoti@schools.nyc.gov](mailto:cfoti@schools.nyc.gov) and other team members

- DC Quintana greeted CPAC, providing a few quick updates, and introduced Christina Foti
- Foti shared a resource in the chat and DC Quintana encouraged members to access the link.
- DC Quintana shared the questions submitted by CPAC membership in the chat and answered them with Foti.
- Foti noted that many of the questions shared a common thread of either technology or strategies to promote inclusion.
- Foti answered a question regarding AI, reaffirming the Chancellor's commitment to understanding what AI looks like in NYCPS and noted that they are actively examining the ways AI can be applied to assist students with IEPs and more information may be shared later.
- Foti explained that in order to be innovative, they must get the basics right and they are committed to getting the basics right.
- Foti explained that Inclusion begins with how we think and speak about disability and noted that it is critical that we're all using the same language when discussing disability and fostering anti-ableist culture.
- Foti noted that the move toward the Science of Reading will make a massive impact on the overall success of students with IEPs because it will increase their literacy skills.
- Foti shared that they are interested in bringing back the *Universal Design for Learning* which has been discussed extensively  
*Universal Design for Learning: How do we design teaching and learning in a way that creates access for all students?*
- Foti noted that special education has historically been the place children are sent when they are not having their core needs met – we can meet the core needs of our students and this can start by increasing support in general education classrooms.
- DC Quintana explained that they are also focusing on instructional technology as inclusive technology and shared an example from a recent school visit.
- DC Quintana answered a question regarding teacher training and noted that this had been touched on by Foti in a previous question.
- DC Quintana noted that digital learning and innovation training is available for teachers to learn about the tools that are available to them now.
- DC Quintana also shared that two math tools programs are currently being piloted – one in high school, and one across 11 elementary schools using AI and assistive technology to help students.
  - The pilot is small because they want to get it right before expansive implementation.
- Foti shared a resource specific to specialized program offerings in the chat.
- DC Quintana provided examples of the programs available to support students on the Autism spectrum like Nest, Horizon, Path, etc. that we may see in schools.
- Foti uplifted a partnership between NYCPS Special Education and St. Francis College where NYCPS is in conversation with them regarding the information that should be taught in a master's level Special Education program

- Foti noted that ongoing teacher training is essential and explained that provides this for Special Educators and D75 provides district-level training.
- DC Quintana answered a question from the chat regarding teachers and instructional technology.
- Foti answered a question regarding funding special education programming and noted that the intention is programming that is for the community, by the community.
- Foti noted that even with the shortages nationally, NYCPS is at 91% service provision.
- Co-Chair Aubin asked DC Quintana and Foti if they would be interested in returning to CPAC at a future meeting to continue the discussion – any additional details will be shared.

## **School Construction Authority (SCA) – Blue Book & 5-year Capital Plan**

Cora Liu, VP Capital Planning Management

Joined by Yvette Knight, Director External Affairs

- Liu presented an overview of the annual Enrollment, Capacity and Utilization Report (Blue Book)
- Liu briefly explained the formulas, tools, and processes used to determine capacity and utilization.
- Liu noted that room utilization is examined from two perspectives – function and size – and capacity calculations are dependent on school level (elementary, middle, 6-12, high, and D75)
- Liu explained that the Blue Book has been updated to observe class size limitations and explained adjustments to capacity are made where needed.
- Liu took CPAC through a Myths vs Truth exercise.
- Liu noted that the Blue Book is published and available to download on the SCA website.
- Liu answered a question regarding inflation and the effects on construction of new schools noting that their planning does include forecasting for variance in inflation rates.
- Knight presented an overview of the 5-year Capital Plan and noted that they have also begun presenting this information at CCECs.
- Co-Chair Aubin asked Knight to return to CPAC at a future meeting to discuss the 5-year Capital Plan specifically.

## **NYCPS Chancellor David C. Banks**

Joined by DC Ahmed, DC Lloyd, DC Rux, Angelica Jackson, Elaine Lindsey, Tamara Mair, Kevin Moran, Kiyara Smith, Christopher Tricarico, and Emma Vadehra

- D17 question regarding “meatless” cafeteria options and noted that for many students, the only consistent meals they have are at school and stressed that students should be provided options.
  - A detailed answer was provided and CPAC was reminded that all menu options are approved by the Test Kitchen
- Chancellor Banks shared that while the Mayor has set a tone regarding *healthy eating* it is a societal responsibility to teach children about healthier options.
- Moran answered a question regarding early voting and invited CPAC members to work with Moran in partnering with the Board of Elections
- Co-Chair Aubin noted that a link to the NYCPS school menu was shared in the chat.
- MHS raised a concern that the Test Kitchen is not accessible and that special education students are not included in the process of testing menu options.
- BXHS noted that students with disabilities should be included and that the processes be equitably accessible – specifically to those with food sensitivities – and asked that alternative inclusive options be explored.
- Tricarico explained how students are selected for participation in the Test Kitchen program.

- Tricarico noted that their team will visit specific schools to provide taste testing.
- Vadehra answered a question from the chat regarding the enrollment deadline of October 31<sup>st</sup> and explained the rationale for the date.
- Tricarico answered a question from the chat regarding menu reductions caused by budget cuts.
- Tricarico answered a question regarding parental and community exposure to NYCPS menu options.
- Tricarico answered a question regarding the removal of air conditioning in kitchens because of budget cuts.
- Chancellor Banks reaffirmed his commitment to CPAC and to engaging with parent leaders in this space.

### **Settle's Not so Secret Gems**

Anthony Settle, Governance Team Specialist, FACE Liaison [asettle@schools.nyc.gov](mailto:asettle@schools.nyc.gov)

*Topics: Meeting Norms, Team Building Exercises & forming stakeholder partnerships, committee formations, and communication.*

- Settle encouraged CPAC to explore their practices and identify their existing meeting norms, etc. and provided a number of examples and actionable items including starting and ending on time, creating and sharing a meeting agenda, sending a meeting notice 10-days in advance, etc.
- Settle noted that Relevance is critical – survey your parent members and make yourselves relevant by responding to the needs of your parent community.
- Be relevant, conscientious, deliberate, and intentional.
- Consider creating committees – these can be pipelines of leadership  
*Delegate responsibility and build capacity for leadership in the community.*
- Specific team-building exercises will be shared at a future meeting.
- Settle encouraged CPAC members to review or create mission and vision statements for their respective associations and allow these to act as guides for the goals of the association.
- Settle encouraged members to avoid limiting the focus of their associations to a single topic or event (e.g., graduation) and instead focus on leveraging human capital.
- Settle also encouraged members to share best practices with each other.
- Settle posed a question – what is the culture that you're helping to create in your schools?
- Co-Chair Aubin and Settle engaged in a learning session with CPAC membership inclusive of Q&A via the chat.
- Settle addressed additional questions regarding third-party financial applications and clarified exactly which types are disallowed.
- Settle answered a question regarding the notice period for committee and subcommittee meetings.

D25 - Motion to adjourn the meeting.

D05 - Second the motion to adjourn.

Meeting adjourned 12:32 PM.

**The next Chancellor's Parent Advisory Council Virtual Monthly Meeting is Thursday, February 8, 2024 at 09:30 AM.**