



Chancellor's Parent Advisory Council

Tweed Courthouse, 52 Chambers Street, New York, NY 10007 | Email: infocpacnyc@gmail.com

CPAC Parent Advisory Council Board

Co-Chairperson – Shirley Aubin

Co-Chairperson – Randi Garay

1st Vice Chairperson – Jazzy Rivera

2nd Vice Chairperson – Jimmie Brown

Recording Secretary – Adriana Alicea

Treasurer – Rebecca Staley

Corresponding Secretary – Erika Newsome-Rodriguez

Parliamentarian – TBD

Livestream Coordinator – Charlene Dawson

Website: <https://cpacnyc.com> | Twitter: @CPACNYC

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CPAC Virtual Monthly Meeting

May 09, 2024

Meeting was held via Zoom and live streamed on YouTube. CPAC YouTube Channel (<https://www.youtube.com/@cpacnyc4556>)

May 09th meeting link: <https://youtube.com/live/LiQ2QWytTs>

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, D14, D20, D21, D22, D23, D25, D26, D30, D31, Manhattan HS, Queens HS, Staten Island HS, Recording Secretary Adriana Alicea, Livestream Coordinator Charlene Dawson

Review Minutes:

April Meeting Minutes tabled to June

May's theme: Continuing to plant seeds of empowerment!

CPAC Business:

Announcements:

- Chancellor Banks is testifying in front of Congress and thus is unable to join today's meeting so his updates will be shared by DC Weisberg and members of the Chancellor's cabinet
- CPAC continues to strongly oppose the Citywide Leadership Team (CLT)
- It is school election season! PA/PTA's and Presidents' Councils are autonomous and governed by Chancellor's Regulations and bylaws

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 (**June 4th**)
- Communications – First Tuesday each month @ 10AM (**June 4th**)
- High School – First Monday each month @ 10:30AM
- Legislative – January 30th and April 30th @ 3:30PM
- Multilingual Language Learners (Bilingual; English Language Learners) – May @ TBC
- Special Education – April 18th @ 6pm
- Title I – First Tuesday each month @ 11AM (**June 4th**)
- Wellness (Health & Safety) – Second Wednesday each month @ 10:30AM (**May 8th**)
- Alumni – Quarterly meetings, June 11th @ 10:30AM

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

FACE Updates

Cristina Melendez, EdD, Executive Director FACE cmelendez15@schools.nyc.gov

Joined by Jesse Mojica, Deputy Executive Director FACE jmojica@schools.nyc.gov

- Melendez greeted CPAC and offered words of appreciation and well wishes in advance of Mother's Day
- Melendez noted that FACE is finalizing the draft updates to CR A-655
Once complete, the process of updating CR A-660 will begin
- Melendez shared that FACE is going to assemble an election working group – additional information will be shared at another time
- As mentioned last month, FACE will host NYCReads events – the next Big Book Party will be in Queens on May 19th
- Mojica shared information about upcoming workshops and highlighted their continued work with the Commission on Human Rights – upcoming workshop schedule:
 - May 13th: Rights and protections under the law for Transgender and Gender Non-Conforming people
 - May 21st: Bias awareness
 - May 22nd: Parliamentary procedures
 - June 5th: Bias awareness
 - June 11th: Parliamentary procedures
- Mojica also shared information about upcoming year-end Town Halls with Chancellor Banks
 - May 20th: CC D75
 - May 30th: CEC 23
 - June 11th: CEC 11

Division of Instructional & Information Technology (DIIT)

Helen Barahal, Chief of Staff, DIIT hbarahal@schools.nyc.gov

Joined by AnnMarie Dull, Senior Advisor, DIIT adull@schools.nyc.gov

- Barahal shared greetings from DIIT with CPAC and explained that her partner, Dull, would share updates
- Dull shared information about resources and supports that should be shared with parents and families via parent leader email including:
 - Public-facing two-part webpage on InfoHub for all parent leaders
 - #1 is account overview, details, and provided resources
 - #2 is WIP “how-to” page
 - As of right now, only basic information has been posted
- Dull noted that DIIT plans to conduct thorough training for district Family Leadership Coordinators (FLC) and Family Support Coordinators (FSC)
Note: All training sessions will be recorded
- Dull shared that DIIT has welcomed and received tons of feedback and instead of putting together a series of FAQs they responded by creating scenario specific micro-guides
- Dull shared InfoHub links in the chat and explained that these will be treated as “living resources” that will be updated frequently by DIIT
- Co-Chair Garay asked a question regarding disclosure of personally identifiable information (PII) and noted that any *requirement* of PII may violate CR A-660
Note: Garay noted that this question was first asked a month ago and there has yet to be any resolution
- Garay requested an update on the status of specific requests made by CPAC multiple times throughout SY 2023-24, including:

- Shared inboxes for parent leadership associations, councils, etc.
- Zoom accounts tied to shared inboxes
- Separation of accounts for parents in leadership positions across multiple associations
- Creation of email accounts for Title I parent leaders
- Shared inboxes for Title I parent leaders
- Given the general lack of movement on any of these requests, Garay reiterated CPACs request that DIIT pause their roll out until next year as doing so in a piecemeal fashion will create unnecessary confusion
- Barahal thanked Garay and CPAC for the feedback and continued partnership and explained that they would circle back internally
- Barahal explained that shared inboxes are still WIP and on the timeline for Fall 2024
- Barahal addressed the Zoom-related requests and noted that DIIT is working with Zoom’s technical teams to find a solution
- Co-Chair Aubin asked two related questions and a question from the chat regarding the latest data breach
- CPAC engaged in discussion about cybersecurity

How Does the SCA Get Their Numbers for the Blue Book?

Nina Kubota, President & CEO, NYC School Construction Authority (SCA) nkubota@nycsca.org

Joined by Cora Liu, Director of Operations, SCA

- Kubota thanked CPAC for inviting SCA back
- Kubota and Liu shared a presentation and explained how SCA gets the data published in the “Blue Book”
- Kubota noted the Blue Book is published annually and reports enrollment capacity and utilization of all NYCPS school buildings based on the “Principal Annual Space Survey” (PASS)
Note: PASS reports utilization of each classroom or each room in the building
- Kubota noted that the PASS is a longstanding process
- Kubota shared a number of changes in the last 10 years to SCAs formulas and reporting including:
 - Transportable classroom units (trailers)
 - Cluster rooms (specialty instruction rooms)
 - Room dimensions (square footage calculations)
- Kubota explained that additional considerations were taken in the 2021 report following the class size law, including:
 - Reissuance of the 2020 Blue Book (with 2019 data)
Note: Prior-year data was used because Covid-19 prevented SCAs annual survey of buildings
 - Lowering of class size targets
 - Discussion of “program efficiency” with Class Size Working Group (CSWG)
- Kubota noted that while the Blue Book is an evolving document, its purpose is to apply the same formula across all schools in the SCA portfolio
- Kubota explained that capacity formulas and calculations vary only by school level and remain consistent across all schools
- Kubota further explained that SCAs calculations are not intended to reflect actual programming and are used as a baseline for further analysis
- Kubota noted that this data is shared with district planning and others at NYCPS
- Liu took CPAC through an exercise illustrating how *capacity* is derived
See here: https://www.youtube.com/live/LiQ2QWYwTt?si=We5cG-et8_ADay9s&t=3881)
- Liu shared that this information is public and is published to SCAs website (<https://nycsca.org>)
- Liu answered a number of questions from the chat

- Kubota and Liu answered a question regarding the PASS and future working groups
- Co-Chair Aubin suggested SCA be in contact with other concerned stakeholders at the school level and reminded CPAC to begin engaging in these conversations with their SLTs to provide additional input for principals before they submit the PASS

NYS Class Size Mandates & NYCPS

Dan Weisberg, First Deputy Chancellor dweisberg2@schools.nyc.gov

- First Deputy Chancellor Weisberg provided a summary of updates (below) and will present this topic in June
 - NYS certified compliance of year-one mandated reduction in 20% of classes
 - NYCPS is confident they'll meet the 40% reduction in year-two
 - State budget and required funding commitments
- Vadehra shared state budget updates and details about current plans to reduce class size including a proposed 3% reduction at the district level

NYCPS Chancellor David C. Banks (updates presented by First Deputy Chancellor, Dan Weisberg)

Joined by members of the Chancellors cabinet

- Co-chair Aubin shared questions regarding space for D75 programs, special education, support services therapy spaces, etc.
Cora Liu from SCA returned to address these
- First Deputy Chancellor Weisberg answered a question regarding mounting tensions across parent leadership spaces
- Deputy Chancellor Lloyd shared well wishes in advance of Mother's Day and added to comments made by Weisberg
- Co-Chair Aubin noted that while this conversation is largely happening in the C/CEC space, CPAC represents PA/PTAs and Presidents' Councils that are not subject to Open Meetings Law (OML)
Note: This necessitates a different approach from FACE and NYCPS
- Melendez shared that all of the FACE team shares an awareness and understanding of what Aubin is alluding to
- Melendez noted that PA/PTAs and Presidents' Councils are autonomous

"The Sun Rise in the East" School Curriculum

Presented by Cynthia Gordy Giwa and Taiyo Giwa, Documentarians

- The Sun Rises in the East is a documentary about a pan-Africa organization called The East
See here: <https://www.sunrisesintheeast.com/watch-the-trailer>
- This documentary provides an opportunity for rich discussion in NYCPS about the triumphs and ongoing struggles faced by the Black community
- The Giwa's answered a question regarding streaming and encouraged anyone who is interested to stream the documentary where available (i.e., Amazon, YouTube TV) and noted that there is a discussion guide

Settle's Not so Secret Gems

Anthony Settle, Governance Team Specialist, FACE Liaison asettle@schools.nyc.gov

Topic: June Transfer of Records

- Settle shared Mother's Day wishes with CPAC
- Settle provided an in-depth presentation on the transfer of records process
- Settle encouraged PA/PTAs and Presidents' Councils to maintain updated copies of bylaws, meeting agendas, meeting minutes, meeting notices, templates, vendor contracts (e.g., picture day photography studio) etc.
- Settle noted that it is critical that sensitive account information like email passwords, login details, subscription details, etc. is shared
- Settle shared additional information regarding banking and account details
- Settle noted that the June Transfer of Records must take place by June 30th or the last day of the school year
- Settle and Co-Chair Aubin thoroughly answered questions from the chat and from membership

D31 - Motion to adjourn the meeting.

D06 - Second the motion to adjourn.

Meeting adjourned 12:41 PM.

The next Chancellor's Parent Advisory Council Virtual Monthly Meeting is Thursday, June 13, 2024 at 09:30 AM.