



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

Facebook: <https://facebook.com/cpacny>



infocpacnyc@gmail.com

CPAC Special Hybrid Meeting

June 27, 2024

Meeting was held via Zoom and In-Person at Tweed Courthouse, 2nd Flr. Conference Room

Call to Order:

Meeting was called to order at 06:10 PM

CPAC's Meeting Procedures and Standing Rules were reviewed; attendance sheet was placed in the chat and In-Person sign-in sheet was given to members at Tweed.

Roll Call – Districts / Boroughs in Attendance:

D03, D04, D05, D08, D20, D21, D25, D26, D30, Manhattan HS, Queens HS, Staten Island HS, Recording Secretary Adriana Alicea

Review Minutes:

June's Meeting Minutes will be reviewed at the August Monthly Meet.

June's theme: Strengthening the Parent / Family Voice!

CPAC Business:

- Reviewed the High-Level Timeline for 2024-25 DCEP Development, Submission and Review (highlighted the summer dates)
- Reviewed the High-Level Timeline for 2024-2025 CEP Development, Submission and Review (highlighted the summer dates)
- Reviewed the Presidents' Council Election Certification and stressed that the section states Chancellor's Parent Advisory Council must filled out when
 1. There are Co-Presidents
 2. If different than the President

CPAC Committee Updates:

CPAC Committees: Meeting Schedules / Dates:

- Capacity Building & Support – Quarterly First Tuesday each month @ 11:30AM (**June 4th**)
- Communications – Quarterly First Tuesday each month @ 10AM (**June 4th**)
- High School – First Monday each month @ 10:30AM (**June 3rd**)
- Legislative – January 30th and April 30th @ 3:30PM
- Multilingual Language Learners (Bilingual; English Language Learners) – Quarterly (**May 13th**)
- Special Education – **June 18th** @ 10 AM
- Title I – Quarterly First Tuesday each month @ 11AM (**June 4th**)
- Wellness (Health & Safety) – Second Wednesday each month @ 10:30AM (**June 12th**)
- Alumni – Quarterly meetings, **June 11th** @ 10:30AM

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

Preparing for the 2024-2025 School Year – Randi Garay

Co-Chair Randi Garay reviewed what Presidents' Councils should be doing during the summer break to prepare for the next school year. Remember the new term starts July 1st!

- Everyone should have held their June transfer of records meeting. It's important that these things happen so that the incoming board can start familiarizing themselves with what they have and what they will need to prepare for the start of school.
- Use the summer to train your PA/PTAs for September, these meetings can take place virtually.
- Connect with parent leaders as a whole and offer one-to-one training for anyone who needs it
- Create templates to help support your PA/PTAs to function (agendas, meeting minutes, financial reports, disbursement forms, etc. or refer them to the NYCPS Family Website [Parent and Parent Teacher Associations \(nyc.gov\)](https://www.nyc.gov/family)).

- Encourage parent leaders to meet with their principals and executive board members over the summer to plan events/dates and to discuss expectations. (When PA/PTA documents need to go out 10 days prior, when should it be given to the principal / parent coordinator / school designee to meet that requirement).
- As per Presidents' Council & PA/PTA Bylaws and using the NYCPS school calendar plan the Presidents' Council and PA/PTA meetings for the entire school year and share those dates in September schoolwide.
- If you as Presidents' Council ask for membership donations, make sure your PA/PTAs know that they can only give the donation if it was approved in their working budget.
- In order for PA/PTAs to fundraise, they must have at least three signatories on the bank account, approve the fundraisers with the principal, propose and adopt a working budget by your membership.
- Bank accounts: Do not spend down the funds. Do NOT close the account. Do NOT change signatories until July 1st.
- PTA debit card - cannot use unless you get approval from the membership, only one PTA member can use the card. Any debit card transaction that exceeds \$5K, a disbursement form must be filled out and signed by the principal and FACE.
- A welcome letter should be sent to all Presidents/representatives to Presidents' Council, please make sure you have correct email addresses and you respond to emails timely. Communication is the key to having a successful school year.
- Any vacant positions stated in your bylaws must be filled. Please have it on the agenda for every PA/PTA general meeting until the positions are filled.
- Review with membership the PA/PTA President's roles and responsibilities – Attend Presidents' Council, School Safety, SLT and any other meetings deemed necessary. PA/PTAs host monthly PA/PTA meetings. Turnkey information to and from all meetings. Hold monthly executive boards meetings to discuss and plan. Meet quarterly with your principal and executive board to discuss and plan. The entire executive board discusses all topics and decides whether something is feasible to do. Once the executive board decides; it's brought to the membership for approval. You are the voice of the parents, if you don't discuss information and ask what their needs are, how will you know how to best represent them.
- Term: begins July 1st and ends June 30th. If elections were not held by June 30th your term is over. You do not continue through the summer.
- We don't know what's going to happen with our emails but you can work with your FLC to get your membership election certification forms so you can create your own distribution list. As Presidents' Council, we should be creating what we need to function with the support of the FLC. The FLC should not be doing it for us.

American Debate League – Richard Connolly

American Debate League - americandebateleague@gmail.com

Richard Connolly - rconnelly@americandebateleague.org

Summer Programming and Other Works

- Summer Camp
 - June through August
 - Grades 3 - 12
- Year Round American Debate League (ADL)
- Tournaments

A Saving Jane Workshop: Human Trafficking – Thomas Estler

Saving Jane Vendor ID: SAV975267

Contact Info: workshops@savingjane.org

- Human Trafficking Workshop Presentation tailored for youths
 - A slide presentation
 - A comic book on human trafficking for youths

D03 - Motion to adjourn the meeting.

D08 - Second the motion to adjourn.

Meeting adjourned 7:25 PM.

The next Chancellor's Parent Advisory Council Virtual Monthly Meeting is Thursday, August 08, 2024 at 10:00 AM.