

## **Community Education Council District 26**

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### **MINUTES OF BUSINESS & CALENDAR PUBLIC MEETINGS**

**Date:** Thursday, July 27, 2006

**Time:** Business Meeting, 7:00 P.M.; Calendar Meeting, 8:00 P.M.

**Location:** MS 74, 61-15 Oceania Street, Bayside, NY 11364

The meeting of the Community District Education Council of District 26 (CDEC26) was called to order and chaired by newly elected officer, Rob Caloras, President following the voting of new officers for the year 2006-2007.

Rob Caloras announced all the newly elected officers: Robert Caloras, President; Susan Shiroma, 1<sup>st</sup> Vice President; Melissa Dorfman, 2<sup>nd</sup> Vice President; Edward Fallacaro, Treasurer & Carol Gomez, Recording Secretary.

#### ***Roll Call:***

Robert Caloras; Melissa Dorfman; Edward Fallacaro; Jacqueline Montgomery; Susan Shiroma; Jodi Nath; Dr. Lana Zinger; Carol Gomez

Excused - Yen Shia Chou & Bona Sun

Anita Saunders, Community Superintendent & Walter O'Brien Local, Superintendent were on vacation; Lori Stein-Butera, Parent Support Officer attended and was present for the main discussion of the Business meeting.

Carol Gomez the newly elected Recording Secretary asked if everyone had a chance to review the June 29<sup>th</sup> minutes for any corrections, changes or additions.

Changes to: Page 3 – should be Co-Chairs - Jodi Nath & Susan Shiroma.

Page 4 – Self-Sustaining Summer Program – (add) Due to budget constraints, only those mandated will be able to attend summer school. Last year enrollment was extended to none mandated children as well.

Melissa made a motion to accept the June 29<sup>th</sup> minutes and Rob seconded. Council voted unanimously to accept the minutes with the necessary changes.

#### ***Bylaws reviewed:***

*Article I – ok*

*Article II –remove officers' names – leave blank*

*Article III, Section 2 – (delete-**third**) should be - **first** Thursday in July.*

*Article III, Section 3 – (delete-**third**) should be - **last** Thursday of the month.*

*Article IV, V, VI, VII, VIII & IX - ok*

Rob made a motion to accept & adopt changes passed unanimously.

***Business Session - Topics Discussed:***

1. Setting up of September agenda to celebrate the Principals.
  - a. Susan & Jodi will discuss sending out a press release regarding grant writing. Information will be sent to reporters.
2. The CDEC discussed setting up an October agenda to involving the Empowerment Zones/programs and the effect of empowerment zones on district lines and the quality of education in District 26. If a principal from an empowerment school could not be identified to give a presentation, then it was suggested we invite the PTA President of an empowerment school to participate
  - a. Will have representatives from the Principal's Union, UFT & DOE.
3. Rob brought up the topic of religious holidays and the unfairness of scheduling tests during specific holidays. Will research it further.
4. Public school study between public and private schools.
5. Questions sent to Debra Perry (SCA) – Tom Huser (Tweed) needed more input as to why the CDEC requested her at a meeting. Questions answered and e-mailed back to the CDEC. Advised by Tom Huser to call Sharon Greenberger who is the President of the SCA.
6. Administrative Assistant to set up school visits with Principals and informs the Council of available date.
7. Council discussed valid excuses for not attending the CDEC meetings and it being acceptable: death of a relative or attendance at a relative's funeral; serious illness or injury of a family member; mandatory court attendance including jury duty, military or job related conflict which makes absence from a council meeting unavoidable and other reasons the CDEC deems appropriate. After the third unexcused absence, the President with approval of the Council shall notify in writing the absent and unexcused member that the council shall declare a vacancy.

***Treasurer's Report*** – Ed informed the committee of how much money was left from the previous budget and the new budget amount has not yet been announced/published.

- a. Council will discuss how funds for the year 2006-2007 will be distributed at the August meeting.

***Committees***

1. Grants Information Committee – Co-chairs - Jodi Nath & Susan Shiroma
2. Zoning & Outreach – Edward Fallacaro
3. Curriculum – Co-chairs - Melissa Dorfman & Dr. Lana Zinger

***Discussion***

1. School Visits - will go back to the original way.
  - a. Administrative Assistant will work with the principal to arrange a school visit.
  - b. Notify Superintendent & CDEC Council of the meeting date.
2. CDEC to contact Principals regarding their attendance at the September meeting.

***Superintendent's Report*** – none

***Business meeting adjourned 8:05 and proceeded directly into the Calendar meeting.***

***Calendar Meeting – started 8:06***

Rob started off by recognizing some of the visitors:

Mary Vaccaro – UFT Representative; Jeanette Grasso, Regional Network Support & Gina Grasso, Region 3 representative.

There were no speakers.

Rob Caloras announced all the newly elected officers: Robert Caloras, President; Susan Shiroma, 1<sup>st</sup> Vice President; Melissa Dorfman, 2<sup>nd</sup> Vice President; Edward Fallacaro, Treasurer & Carol Gomez, Recording Secretary.

Rob also announced the committees:

Jodi Nath & Susan Shiroma, Co-chairs of the Grants Information Committee

Melissa Dorfman & Dr. Lana Zinger – Co-chairs of Curriculum Committee

Ed Fallacaro – Chair of the Zoning/Outreach Committee

Jeanette Grasso, Regional Network Support representative stated that the new LTS list (Local Instructional Superintendent) was announced. Ms. Grasso summarized the number of schools she would be responsible for taking into consideration that some schools will be moving over into the Empowerment Program.

Lori Butera informed the council that Janet Won will replace Walter O'Brien.

- a. Summer programs going well
- b. Hawthorne Program going well – numbers going down – 1200 participants compared to last year.
- c. PS 46 picked up a lot of students due to its academic program. They also have a sports program from 1 p.m.-3 p.m.
- d. PS 213 – academic program – numbers low.

Rob stated that he had a conversation with Bonnie Song of the President's Council who would like to come together and do a fundraising project throughout the district.

***New Business***

**Fundraising**

Susan Shiroma distributed the following & spoke on the particulars:

- a. Each member, Parent Support Officer and Superintendents were provided copies of the NYC Charter Schools Fundraising Guidebook (March 2006, 103 pages). The fundraising guidebook is also available online from the NYC Charter School Center for Excellence at.

[http://www.nycchartercenter.org/2006\\_Fundraising\\_Guidebook.pdf](http://www.nycchartercenter.org/2006_Fundraising_Guidebook.pdf)

Susan stated that the Guidebook was prepared for charter school boards and school leaders (who do not have experience in fundraising) to help them establish and manage an ongoing fundraising program. She thought it might be instructional for the members to review this material as the Grants Information Committee begins its work.

She stressed that the city's charter schools (which are part of the public school system) were being asked to do much more fundraising than the 1,500 other public schools. However, it seems that many public school principals are facing the need to become more knowledgeable in fundraising. She reminded the CDEC that the DOE has a Fundraising Toolkit for principals and school leaders on the Fund for Public School's web site at <http://www.nycenet.edu/FundForPublicSchools/ToolsforSchools/default.htm> and advised board members to review both fundraising guidebooks.

- b. Template on "The Case of Philanthropy" from the NYC Charter School Center for Excellence at <http://www.nycchartercenter.org/philanthropy.pdf>. She asked the Council to consider if we wanted to work on tailoring this template for use by our District 26 public schools. The document is a case statement providing reasons why the public and private sectors should provide financial support to schools. The District 26 case statement would be an advisory document for our school fundraisers stating the reasons why private and public support of District 26 is so vital.
- c. A sample vision and mission statement outlining the purpose of the Grants Information Committee of the CDEC was provided for review and comment. The document also listed some initial ideas as to what the Grants Information Committee could work on this upcoming year, such as the provision of training opportunities in fundraising for teachers and parents.

The document identified:

1. Nonprofit organizations in Queens with professional development staffs. Susan suggested that we ask their Directors of Development to volunteer to participate in a workshop where they would give presentations on how to write proposals or other aspects of fundraising. The CDEC could also invite the professional fundraisers to volunteer to participate in a clinic where parent leaders could bring in proposals for critique and review.
2. Susan identified several consulting firms that had contracts with the NYC Dept. of Education to do evaluation and proposal writing. Could we ask them to volunteer or perhaps pay them to do a training class?
3. A short list of Web site that provide free listings of grant opportunities.

Rob feels that the CDEC should do some of the leg work in identifying grant opportunities. Mary Vaccaro, UFT Representative stated that she can get teachers to work with the principals in grant writing. Ms. Vaccaro also stated that she has successfully obtained grant money for her schools.

Susan stated that there are some simple grants out now that beginners might want to apply for (Center for Arts Education Parents as Partners \$3,000 grants, \$500 Exxon Mobile service stations and Independence Community Foundation has a small grants program that has a one-page application form).

Ed Fallacaro mentioned that he would put the grant information on the website also.

Susan will contact Region 3's Ina Werbelow & Sr. Grants Officer Paul Nolan on behalf of the CDEC & ask them if they can recommend any foundations.

Jackie feels that the committee needs to meet and hammer out details for the website.

Susan asked the council members to comment on the Vision/Mission statement and get back to her at the next meeting. She also said she and Jodi would schedule a meeting of the Grants Information Committee prior to the August 31<sup>st</sup> CDEC meeting. All members were invited to participate.

Next meeting scheduled for August 31<sup>st</sup>.

Rob motioned to adjourn and Jackie seconded. Council voted unanimously.

Calendar meeting ended at 9:10 p.m.

Respectfully submitted by Marian Mason, Administrative Assistant, CDEC 26.



