

**Citizen Advisory Committee (CAC)
Executive Committee Meeting
Monday, September 9, 2019
6:30-8:30pm**

MEETING ATTENDEES				
CLUSTER	ELEMENTARY	STATUS	SECONDARY	STATUS
Annapolis	Courtney Sharp	Present	Cara McCandless	Present
Arundel	Amy Ziegler	Present	Jason Scott	Present
Broadneck	Morgan Van Arsdall	Present	Christian Buchleitner	Not Present
Chesapeake	Shawn McAteer	Present	Michael Maresca	Present
Glen Burnie	Nathan Drye	Present	Chad Jones	Present
Meade	Laura Boone	Present	Vanessa Dodo Seriki	Present
North County	Joy Lawson	Present	Amy Baker	Present
Northeast	Tanisha Howard	Present	Karen Broseker	Present
Old Mill	Maggie Cerria	Present	Trynita Moore	Present
Severna Park	Michele Comer	Present	Donna Marie Day	Present
South River	Diana Carpenter	Present	Susan Franklin	Present
Southern	Julia Howes	Present	Jessica Greer	Present
At Large	James Knipple	Excused	Carrie Cleveland	Not Present
Military	Turmel Kindred	Present		
AACPS Board Member	Michelle Corkadel & Dana Schallheim			
AA County Council of PTAs	TBD Vanessa Rivera	Present		
Superintendent's Parent Involvement Advisory Council	Courtney Sharp	Present		
Special Education Citizens' Advisory Committee (SECAC)	Leanne Carmona	Present		
Superintendent's Representative	Jenn Lombardi	Present		

1. Opening

1.01 Call To Order: meeting called to order at 6:33pm

Welcomed to Board Members Vice President, Michelle Corkadel and Dana Schallheim, introduced Jenn Lombardi, Staff Liaison, acknowledged new members to the CAC

1.02 Pledge of Allegiance

1.03 Approval of Minutes

Approved with no modifications, motioned by Morgan Van Arsdall and Julia Howes

1.04 Agenda Order

Reordered and established agenda with these changes:

1. 2.01.01 & 2.01.02 moved to resources and will not review during meeting

2. 2.01 and 2.02 are the only updates as other committees have not met; future agendas to feature these committees
3. 5.01.02 2018-2019 Final Board Reports moved to 2.01.03 for Mrs. Corkadel to directly address

1.05 Announcements

- Back to school events
- Unity Day October 23rd with three additional events this year - information will be disseminated to CAC members to distribute to their clusters
- Review Aug 21st Board Meeting for department heads' school readiness reports
- Review MABE August 2019 meeting minutes relates to our current subcommittees and actions taken/to be taken legislatively by State
- Superintendent to present capital budget recommendations at Sept 11th board meeting

1.06 Members In Action Highlights

New agenda feature for the CAC meetings allowing members to communicate with the CAC members about good things you have done or have occurred within each individual cluster

- Northeast Elementary: attended Kickoff with Kindness at Crofton Middle School Aug 22nd and was a successful event; attended High Point Elementary ribbon cutting ceremony Aug 28th and was an amazing new building

2. Updates

2.01 Board of Education Update: Vice President, Michelle Corkadel

Michelle thanked everyone for their time and effort in the CAC. CAC provides independent advisement to the Board in ensuring decisions are made based from actual and factual data and information.:

1. Transportation has been an issue across the board. The board hired an outside consultant to assist with transportation needs
2. Operational Audit will be occurring within the county to help in assisting to determine needs
3. Board recognized recess as a top priority and requires more substantive information to take necessary actions. The subcommittee report from last year was presented to the board, which supported the further need to compile more data to be able to accurately determine a policy that works for the county. The Board likewise desires an independent review. As such, President Gilleland has authorized the CAC to research recess comprehensively (see attached letter of instruction) and provide a final report including resulting recommendations for an April 2020 presentation to the Board. The data could then be discussed further among the Board substantively during the May 2020 meeting.
4. Notified policy meetings have moved to 4pm to allow more opportunity for public attendance. Items on policy agenda this year include:
 - Bullying
 - Bias Behavior
 - Compulsory Attendance
 - Social Media Use of Students and Employees

- CAC
- Fundraising
- Field Trips
- Healthy School Environments
- Redistricting--Transparency and Parent Involvement
- Human Relations and School Culture

2.01.01 Board Meeting Agenda

Moved to resources going forward

2.01.02 Board Meeting Link

Moved to resources going forward

2.02 CAC Board Report Update

CAC Board Report August 21, 2019 included introducing new chair (Tanisha Howard) and secretary (Amy Ziegler), conducted a new member orientation on August 13, 2019 to provide some extra insight into the CAC responsibilities, share resources, establish communication channels and share May 2019 information for review, express our desire to continue advisement to the Board and in particular the area of recess. Highlighted:

- Social Emotional Learning Committee
 - report was discussed and it already has movement within the county
 - referred to the Mental Health Task Force
- College and Career Readiness
 - also made movement this year
 - Some of the recommendations were applied through graduation requirements
- Equity
 - A never ending conversation
 - Every concern has an equity component
- Communication
 - How we all communicate among each other is so important in how we are able to properly function as an entire entity
 - Bob Mosier is an integral part in assisting us in how to utilize our facebook page more readily
 - Take pictures, share updates on successes and parent input

2.03 Policy Committee Update

Julia Howes was nominated in May 2019 as the new policy committee member from CAC and will be presenting at the next meeting on policy updates

2.04 SECAC Update

No updates, recessed for summer, updates at the next meeting

2.05 PIAC Update

No updates, recessed for summer, updates at the next meeting

2.06 Other Committees

No updates, recessed for summer, updates at the next meeting

3. Comment

3.01 Public

No public participation this evening

3.02 Cluster

- North County Cluster shared information on their approach to communication with cluster schools. Joy Nicole Lawson extended her time to all of the principals and received 90% response in meeting with principals and discussing needs within the schools. Notes will be sent to the principal from the CAC, but individual notes from the meetings at the schools were not approved for sharing as they contained sensitive information. The meetings were successful to open a line of communication, marketing ourselves to the schools to ensure they feel comfortable communicating with the CAC.
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- Members wanting to view the information can contact North County Cluster for further insights.
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- Chair appreciates the new insights new members bring forth particularly in collaboration between the two cluster reps as we endeavor further engage CAC members and the community

4. Guest Speaker & Presentation

4.01 Robert Mosier, Chief Communications Officer, AACPS

AACPS communication with the community overview. The communication office is in charge of media response, school support, web services, and online communication. A separate division handles design and print services involves tv, print, etc. In general, delivery of communication includes newspapers, tv, website, email, social media, blackboard (ConnectEd) the latter of which can reach 98,895 in English and Spanish

- Based off of school to school in how to communicate
- Some schools have more email access, some phone numbers for text
- Multiples should not occur with the system:ex: you have multiple children, you will not get multiple calls
- AACPS website has multiple languages to meet the needs throughout the community in translation of the information disseminated
- Social Media
 - One Facebook page, no schools should have an individual FB page
 - Twitter
 - Instagram
- Data shows most individuals receive information through social media access on the computer or phone
- AACPS has 57,000+ people who follow us on our FB page
- Twitter: 63,000+ twitter followers, younger parents and students follow
- Instagram: 5000+ followers, mainly kids
- CAC only has 167 followers on FB
- Issues and Challenges include:
 - Language Translation
 - Overload: how much is too much?
- It's important to send information, ensure we have everyone's email and numbers to be able to communicate with all parents within the community
- A communication advisory board is being established to ensure information is being disseminated properly and CAC will have membership seat in the committee

- Pictures taken in the CAC role are okay, but not as a parent
- Expectation of privacy is of utmost importance. Mind who you are taking pictures of and ask who or what is allowed
- In regard to individual schools, in disseminating information to parents and the community. Sometimes information is limited due to the broadness of the incident at a school ie: pencil attack would be documented as a weapon, but that would be perceived as worse than the actual incident that occurred. Communication speaking, information is selective in delivery due to this exact situation
- Should CAC have twitter or instagram? It needs to be utilized by CAC to be relevant and utilized or it won't be something people want to follow
- Can we use polls, surveys, etc. Twitter poles are not reliable because anyone outside of our immediate community can participate and skew results ...better avenues are survey monkey
- When CAC is conducting a survey, could we use the communication department to send out information? A conversation needs to occur with the board and approval given to utilize communications office toolsets
- A question was proposed to have teachers able to tutor students through the tv station or via social media video i.e., an 8th grade math lesson on expressions which is where most kids are in the county at that time - suggestion was made to connect with Anne Arundel County Public Library which offers tutoring and homework help and potentially collaborate as pilot
- Legislative policy counsel is involved with policy and regulation, etc.

5. Consent/Action Items

5.01 Old Business

5.01.01 Election - Vice Chair

Nomination Tyrnita Moore, Old Mill Secondary. Motion made to table the election until our October meeting to see if another member (1st or 2nd year) would consider position

5.01.02 2018-2019 Final Report Feedback

Moved to Item 2.02

5.02 New Business

5.02.01 Committee Assignments

Volunteers approved for upcoming Motion made to table the permanent assignments until our October meeting to allow time to review committees and meeting times and dates. CAC members should email Secretary with interest.

1. Calendar Committee: Leanne Carmona
2. Health Education MOI Committee: TBD
3. Mental Health Task Force: Joy Nicole Lawson
4. PTA: TBD
5. SECAC: Leanne Carmona
6. Security Council: Shawn McAteer and Donna Marie Day
7. Communication Advisory Board: Michele Comer
8. Wellness Committee: TBD

5.02.02 Board Workshop Assignments

Tabled to October meeting

5.03 Policy/Guidelines Review

5.03.01 KBA CAC Policy 01/07/2015

5.03.02 KBA-RA CAC Regulation

Introduced and outline policy up for modification. CAC should review and present ideas for collection and collation to final document. CAC Policy Committee member will present CAC views when item makes Board Policy Committee agenda. October meeting to start work group on draft modification suggestions.

5.03.04 Recess Guidelines

Introduced and outline guideline. CAC should review and prepare to present ideas to focus our research. October meeting to start work group.

5.04 Subcommittee Session

5.04.01 Subcommittee Assignments

Motion to defer subcommittee assignments until the next meeting was approved

6. Closing

6.01 For The Good Of The Order

1. Comments on new format, suggestions and critiques
2. CAC Facebook page: she needs help! Anyone want to be involved? More information needs to be shared that we are having within the CAC meetings as well as the community communication
3. Board would like to host us for a reception on October 14th from 6:00-6:30pm
4. Upcoming Events:
 - Family Involvement Conference - see emails
 - Unity Day is October 23rd, everyone wears orange
 - Host 4 Harvest- food drive, Oct 1-31
 - FIC November 16th 830-1
5. SECAC Resource Fair is October 22nd 530pm-730pm Ear to the ground item: Elementary Clubs - use of facilities and clarification of rules and regulations versus interpretation of policy by school administrators causing cancelation of activities

6.02 Adjourn

Meeting was adjourned at 8:45pm

Next Meeting	October 14, 2019 6:30PM - 8:30PM	Location	Conference Room 2A Carol Sheffy Parham Building 2644 Riva Road Annapolis, MD 21401
Officers	Tanisha Howard, Chair	TBD, Vice Chair	Amy Ziegler, Secretary
Staff Liaison	Jennifer Lombardi, Senior Manager, Office of School & Family Partnerships		