

**MINUTES**  
**Community District Education Council 30**  
**Business Meeting**  
**July 10, 2017**

The July Business Meeting of Community District Education Council 30 was held on Monday, July 10, 2017, in the 5<sup>th</sup> Floor Conference Room at QPN/DOE located at 28-11 Queens Plaza North, Long Island City, NY 11101.

Ms. Valarie Lamour, Co-President, called the Business Meeting to order at 7:47PM.

**Roll Call**

Adriana Lynch, Secretary, conducted roll call for the Business Meeting.

Present:

- Deborah Alexander
- Robert Cruz
- Ka-Trina Harris
- Valarie Lamour
- Adriana Lynch
- Amina Maiza
- Nuala O'Doherty
- Sabina Omerhodzic
- Myrna Palacios
- Amie Ravitz
- Diane Walcott

**Reading and Approval of Minutes**

Deborah Alexander made a motion to dispense with the reading of the June 5, 2017 Calendar and Business meetings minutes and accept them as presented. Ms. Maiza seconded. A show of hands vote was conducted.

In Favor: Deborah Alexander, Ka-Trina Harris, Valarie Lamour, Adriana Lynch, Amina Maiza, Nuala O'Doherty, Sabina Omerhodzic, Myrna Palacios, Diane Walcott

Abstain: Robert Cruz, Amie Ravitz

Motion was passed. Copies of the minutes were made available in the back of the room.

**Treasurer's Year End Budget Report, 2016 – 2017**

Ms. Lynch read the End of Year Budget Report for 2016-2017.

Ms. Lamour gave some background about reimbursements for the new members, explaining that they can be reimbursed up to \$125 a month. Receipts must be provided. Members can be reimbursed for childcare, supplies, subscriptions such as the NY Times, ink cartridges, car service, etc.

Ms. Lamour made a motion to accept the report. Ms. Lynch seconded. Show of hand vote. All in favor.

**COMMUNITY EDUCATION COUNCIL 30**  
**FISCAL YEAR 2016-2017**  
**END OF YEAR BUDGET REPORT JUNE 2017**

<b>EXPENDITURE CATEGORY</b>	<b>QUICK CODE</b>	<b>AMOUNT SCHEDULED</b>	<b>AMOUNT EXPENDED</b>
General Supplies	062641	\$0	\$0
Procurement Card (supplies and meeting expenses)	062641	\$6,200	\$6,197
CEC30 Member Reimbursements (& Parent Workshops)	062641	\$13,600	\$13,430
CEC30 Meeting Expenses	062641	\$200	\$200
<b>TOTALS</b>		<b>\$20,000</b>	<b>\$19,827</b>
		<b>Balance</b>	<b>173</b>

**Proposed Budget Allocations for 2017-2018**

Ms. Lamour discussed the Council joining the Long Island City Partnership for \$175. She stated that it would give the Council a voice in the community. Charter Schools are members asking about possible locations to open a Charter School. The Council should be able to do the same. Ms. Alexander asked why they wanted money. Ms. Lamour said they use it for networking events. Ms. Omerhodzic was at the last event. They charged over \$200 just to get in. Large developers and businesses are members. Officials from City agencies attend their events. Ms. Omerhodzic supports membership for the Council. Ms. Lamour told Ms. Omerhodzic she should get reimbursed. If the Council votes and approves a member’s attendance at an event, they get reimbursed out of the general fund. Ms. Lamour suggested the Council seek sponsorships for members to attend.

Ms. O’Doherty made a motion to allocate \$175 for membership to LIC Partnership. Amie Ravitz seconded. Ms. Palacios questioned how this organization will help. Ms. Lamour stated that the Council will know where they are building, where charter schools are looking and have our voices heard. Show of hand vote. All in favor.

Ms. O’Doherty suggested that Council members also attend Community Board meetings. Ms. O’Doherty will attend CB3. Ms. Omerhodzic will attend CB2 meetings. Ms. O’Doherty stated that members should be liaisons with Borough President Katz and Assemblymember Nolan. Ms. Alexander will work with Assemblymember Nolan and the Borough President appointees will liaise with Melinda Katz.

Ms. Lamour asked Ms. Harris to read the proposed budget for 2017-2018. Ms. Maiza made a motion to accept the proposed budget. Ms. Omerhodzic seconded. Show of hands vote. All in favor. Budget approved.

**COMMUNITY EDUCATION COUNCIL 30  
FISCAL YEAR 2017-2018  
INITIAL BUDGET JULY 2017**

<b>EXPENDITURE CATEGORY</b>	<b>QUICK CODE</b>	<b>OBJECT CODE FOR BUDGETING PURPOSES</b>	<b>LOCATION CODE</b>	<b>AMOUNT SCHEDULED</b>
General Supplies	062641	100	QS30	\$500
Procurement Card (supplies and meeting expenses)	062641	100	QS30	\$4,100
CEC30 Member Reimbursements (& Parent Workshops)	062641	400	QS30	\$14,900
CEC30 Meeting Expenses	062641	451	QS30	\$500
<b>TOTALS</b>				<b>\$20,000</b>

Ms. O’Doherty asked how the money is spent. The administrative assistant stated that most is used for reimbursements. Money is also used for Sneak Peek and events such as the Legislative Breakfast, dinners for parent leaders, refreshments for meetings and supplies. Ms. O’Doherty told the members that money shouldn’t stop them doing things. The AA can get space in schools for free if they want to sponsor a meeting. The CEC can pay for refreshments for CBO meetings. Ms. Alexander said that they should not have to pay for anything education related.

**CDEC Monthly Meeting Schedule 2017-2018**

Ms. Lamour asked if Monday was an acceptable day for everyone. She would like to hold meetings in

schools that the Council has not yet visited. She also wants September's meeting to be held in a school. Ms. Lamour will suggest an amendment to the bylaws to remove the section that states that meetings will be held in handicapped accessible schools. Suggested schools: P.S./I.S. 111, I.S. 126, P.S. 92, P.S./I.S. 127, P.S. 148, P.S. 122, Baccalaureate, P.S. 280, I.S. 141. The DOE needs to be sure that if the Council has a meeting in a school that is not accessible, that a ramp is provided.

### **Liaison Assignments**

Members will review the district map and consider which schools they would like to be their liaison schools. Members are encouraged to visit their schools at least once a year. Ms. Alexander suggested that members present themselves as a point person to their schools and parent associations.

### **Member Reimbursements and Activity Reports**

Member reimbursement up to \$125 a month. Any money not used can be used the next month. Please submit receipts monthly. All receipts must be submitted along with proof of the meeting/event. Child care log must include contact info for sitter. Activity reports must be aligned with reimbursements. Activity reports are submitted monthly to the Panel for Education Priorities

Members should use their DOE ID.

Members are required to attend a minimum of 1 DOE training. Ms. O'Doherty suggested members attend budget, capital planning and conflict resolution.

The AA will email the members requesting a list of their activities for the month. The AA will put everyone's information on the form that gets submitted. Ms. Lamour stated that even if you do not do reimbursement, you should submit your activity report. For the activity report, include the monthly calendar and business meetings, community meetings, PTA meetings. You can put meetings at your own child's school because you are always in the role of a CEC member.

### **Committees**

Committee meetings are public meetings. Members will review the list of committees and discuss it next month.

Ms. Alexander told members that they can ask for items to be placed on the agenda and request speakers for the meetings.

Ms. O'Doherty would like someone to attend and explain how schools are utilized by the community. The role of the custodian and principal needs to be clarified. Dr. Composto said that anyone has the right to access schools. Fees vary according to room usage. Ms. O'Doherty said some schools are very active and others are not. Amie Ravitz said that custodians get a chunk of money to run their schools. They get extra money for activities. Ms. Ravitz would like to know how the activities money is used. Dr. Composto will ask someone to attend the August meeting to answer questions. Ms. O'Doherty asked for the fee chart for room usage. Members were encouraged to send questions in advance.

Ms. O'Doherty asked how after school programs use school buildings. Dr. Composto explained that up until 6:00pm they get space for free. After 6:00pm, they have to pay. The principal makes the decision as to what space is used. More detailed information will be given at the next meeting.

### **Adjournment**

There being no further business Ms. Harris made a motion to adjourn the meeting. Ms. Lynch seconded. All in favor. Motion was passed unanimously. The meeting was adjourned at 9:00PM.

Respectfully submitted,

Adriana Lynch  
Secretary