

MINUTES
Community District Education Council 30
Business Meeting
July 9, 2019

The July Business Meeting of Community District Education Council 30 was held on Tuesday, July 9, 2019, in the 5th Floor Conference Room at QPN/DOE located at 28-11 Queens Plaza North, Long Island City, NY 11101.

Ms. Alexander called the meeting to order at 8:45PM.

Roll Call

Ms. Lee, Secretary, conducted roll call for the Calendar Meeting.

Present: Deborah Alexander
 Robert Cruz
 Jonathan Greenberg
 Ka-Trina Harris
 Fatima Lakraflī
 Shannon Lee
 Amina Maiza
 Nuala O'Doherty
 Scott Sharinn

Reading and Approval of Minutes

Ka-Trina Harris made a motion to dispense with the reading of the June 17, 2019 Calendar and Business meetings minutes and accept them as presented. Amina Maiza seconded. A show of hands vote was conducted. All in favor.

Treasurer's Year End Budget Report, 2018-2019

Ms. Lakraflī read the End of Year Budget Report for 2018-2019.

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

Proposed Budget Allocations for 2019-2020

Ms. Lakraflī read the proposed budget for 2019-2020. The Administrative Assistant explained the budget. Ms. Harris made a motion to accept the proposed budget. Mr. Sharinn seconded. Show of hands vote. All in favor. Budget approved.

COMMUNITY EDUCATION COUNCIL 30
FISCAL YEAR 2019-2020
INITIAL BUDGET SCHEDULE

EXPENDITURE CATEGORY	OBJECT CODE FOR BUDGETING PURPOSES	OBJECT CODE FOR EXPENDITURE PURPOSES	AMOUNT SCHEDULED
General Supplies	100	198	\$500
Procurement Card (supplies and meeting expenses)	100	179	\$4,100
CEC30 Member Reimbursements (& Parent Workshops)	400	496	\$14,500
CEC30 Meeting Expenses	451	451	\$900
TOTALS			\$20,000

CDEC Monthly Meeting Schedule 2019-2020

Members agreed to holding the meetings the second Tuesday of every month. The meeting schedule was discussed and finalized.

The Administrative Assistant will take over the website.

Member Reimbursements and Activity Reports

Member reimbursement up to \$125 a month. Any money not used can be used the next month.

Must be submitted 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

Absence

The Administrative Assistant and Secretary must be notified if a member cannot attend a meeting.

The Bylaws state: "It is incumbent upon all Council members to notify the Administrative Assistant and the Secretary to the Council, in writing, of the member's intent to be absent no later than (24) hours prior to the scheduled meeting time. In the event of an emergency occurring within twenty four (24) hours of a meeting, a phone call shall be made, or text message shall be sent, to the Administrative Assistant and/or the Secretary of the Council followed by a written explanation prior to the next meeting. If no such attempt is made, and a member misses a meeting with no prior notice, that absence shall be considered unexcused. If a member is more than one (1) hour late to a scheduled meeting, that absence shall be considered unexcused."

Deborah Alexander explained that the primary job of the Council is zoning.

Members will have assigned liaison schools. Visits should not start before October and members should make an appointment because visiting. A list a questions the visits will be shared.

Ka-Trina Harris and Scott Sharinn would like to host an informational meeting parents of children with an IEP.

In August, committees, liaisons and special events will be discussed.

Adjournment

There being no further business Ms. Haris made a motion to adjourn the meeting. Ms. Alexander seconded. All in favor. Motion was passed unanimously. The meeting was adjourned at 9:35PM.

Respectfully submitted,

Shannon Lee
Secretary