

CAC DEI COMMITTEE MINUTES

January 4, 2024

In Attendance

Saba Alemayehu, Maura Chwastyk, Vanessa Cilento, Madeline Fortelka, Christina Garber, Betsy Gayner, Deborah Lawrence, Adrian Murray, Autumn Reely

By Zoom: Karen Mallah, CM

Absent: Jonathan Casey, David Pettigrew, Emily Rudy, Teresa Smith, Dan Serfass

Welcome

The meeting was called to order at 6:05 pm. Autumn announced that there were technical issues and that those joining the meeting online would be able to hear us but not see us.

Adrian welcomed everyone including the new members to our committee, Saba, Maura and Madeline.

Debbie read the FERPA statement.

Approval of Agenda

Adrian asked if there were any amendments to the agenda. Debbie asked that a discussion about National Night Out be added. Due to a full agenda, it was decided to add it to February's agenda. Item on the agenda "Result of the New Member Selection" was changed to "Result of the New Officers Selection". The agenda was approved.

Approval of November 29th Meeting Minutes

Adrian asked if there were any changes to the meeting minutes. Hearing none, the November 29th meeting minutes were approved.

Introduction of CAC for DEI Members for the New Term

We went around the room and all members introduced themselves.

Selection of Officers for the New Term

Adrian reviewed the positions and responsibilities of each officer position, Chair, Vice-Chair and Secretary.

Nominations for Chair were: David, Adrian

Nominations for Vice Chair were: David, Christina, Debbie

Secretary: Madeline, Betsy

Debbie declined her nomination for Vice Chair

Betsy declined her nomination for Secretary

Ballots were distributed for voting purposes and given to Autumn for tallying purposes

CAC for DEI Communication Plan

Adrian discussed our current use of SLACK as our committee communication tool. It is free and convenient but only allows us to save conversations or items for 9 months. In order to have access to prior information there is a fee. He discussed that most of the documents on SLACK are transferred to our Google drive.

After some discussion about other options for communication (Microsoft teams, Google, Discord, BAND) it was decided by vote to stay with SLACK as a free tool. Adrian will add new members to SLACK.

MLK Day 2024 Planning

Adrian reviewed what we did last year. After discussion, it was decided to do the same activities but donate to organizations that are Camp Hill based.

We will make cards for nursing home residents located within Camp Hill. Adrian will send link to last year's Amazon cart to Autumn by 1/9 so materials can be purchased. Debbie will deliver cards to the nursing homes.

We will collect toiletry supplies for the Earl Besch pantry. Maura will check with her contact at Earl Besch to get a list of supplies they would like.

Adrian to get information about our event to Autumn by tomorrow for Blackboard alert. The event will be held on January 15th from 10 to 1 in the MS/HS cafeteria.

Betsy will contact Jessica Regan to see if she still has the cards that we used last year with questions and facts about MLK to use again.

Black History Month Essay Contest

Further discussion and details were discussed. There will be 8 winners chosen, 2 from each school, 1 essay winner and 1 creative entry winner.

Discussion about the prompt being appropriate for MS/HS students but needs to be altered for elementary students. A more defined prompt that targets the main concept. Once finalized, a flyer will be made announcing the contest and be available at our MLK Day on January 15th. A blackboard alert will be sent out as well.

Autumn mentioned that teachers may want to do a classroom project so the more notice the better. Essay's will be submitted to a Google drive link and all creative entries will be dropped off to the administration building.

The detail and timetable decided was as follows:

- Finalize prompts and write up of contest (David and Emily)
- Create a flyer and submit to Autumn (David and Emily)
- Copies to be made by district and be available at our MLK day event
- All entries (essay and creative) are due February 21st to admin building. The creative entry will need student's name and their teacher's name attached.
- CAC members will judge items on February 22nd and 23rd
- Administration will pick winners on February 26th and 27th
- A form letter will be developed and filled out for the winners with an invitation to be recognized at a school board meeting in March. The principals will deliver the letters to the

students in their classrooms. Betsy will create the letter and share on SLACK for comments and suggestions.

Result of the New Officer Selection

Adrian was elected Chair

David was elected Vice-Chair

Madeline was elected Secretary

Items for Consideration by Community Engagement Committee

Debbie mentioned that she would like to have another Meet and Greet for the community. Debbie will submit a proposal for their consideration.

Autumn updated us that the CEC committee will be meeting bi-monthly. Their meeting dates are January 18, March 21, May 16. She encouraged us to look ahead and plan at least 3 months in advance in order to keep things moving in a timely manner.

Comments, Announcements, and Any Other Business

Adrian mentioned having another brainstorming session for new ideas and a review of our current initiatives.

Debbie would like discussion about National Night Out booth in August

To contact the CAC for DEI please email us at CAC4DEI@camphillsd.k12.pa.us

Adrian adjourned the meeting at 7:35 pm

Our next meeting is February 7th, 2024 at 6:00 pm