

**City of Hollywood
Education Advisory Committee
Meeting Minutes
July 19, 2021
6:00 pm
Hollywood City Hall, Room 215**

In Attendance: Mitch Anton, Chair Dan Derrico, Carol Fischer, Jacqueline Grant, Joel Levine, Vice Chair Cheree Liebowitz, Catherine Palmer, Kypps Poliard, Ellen Suppa, Roxana Tumbaco, Rod Velez

Absent: Ellen Davis, Sofia Mukamal, Larry Perez

Staff: Anthony Grisby, Liaison (attending via WebEx)
Peggy Eads, Administrative Assistant

Non-Members: Damaris Henlon, Deputy City Attorney

1. Call to Order

Vice Chair Cheree Liebowitz called the meeting to order. Roll was taken and is noted above. Noting that a quorum was present, Cheree asked the members to vote on allowing Chair Dan Derrico to attend the meeting virtually via WebEx. Mitch Anton motioned to allow Dan's virtual attendance. Jacqueline seconded the motion and it was approved unanimously.

2. Review of minutes from June 21, 2021 meeting

Ellen **motioned** to approve the June minutes. Joel seconded the motion and it was approved unanimously.

Since this meeting was the first of the new term, Cheree asked each member to introduce themselves and explain their motivation for being on the Committee and they did so.

3. Acknowledgement of BCPS personnel in attendance

No BCPS members were in attendance.

4. New Business

- **Presentation on the Legal Aspects of Advisory Committee Membership and the Florida Sunshine Law – Damaris Henlon, Deputy City Attorney**

Damaris spoke about the Sunshine Law relating to the EAC. She stressed that members of the committee should not have a conflict of interest, that all meetings are open and noticed to the public, and that members should not speak to each other about any item that might come before the committee. (No back and forth discussion.) After a question from Rod about members who are on more than one committee, she said that it's fine to make a statement at either committee, but there must not be back and forth discussion between members of the same committee. She also stressed that the City Attorney's office is available to help with any questions the committee members might have.

- **Update and Discussion on Hollywood School Web Pages**

Joel said that he is excited and happy to see the progress being made on the Schools Web Page and thanked Anthony and Peggy for the time they had given to the project. Joel recapped the process that had been followed for assigning schools to EAC members and asked if everyone was agreeable with their assigned schools and if they had any concerns or questions. Mitch asked what direction the schools had received regarding the new web page. Peggy said that a letter was sent to principals in June describing the project and asking for a liaison to be designated from their school. As of the meeting date, ten schools had responded. She then said the letter had been forwarded to all members recently and said she would forward it again after the meeting. Roxana asked if she could be reassigned a school that had responded with a liaison. Joel answered that he would like to give the schools more time to respond. Catherine said that schools are being inundated with questions about Covid and some may not have time to respond until September or October. Cheree asked Peggy to re-send the list of principals with their school phone numbers.

Anthony referred to the block under the “City Spotlight” section on the City’s website and said that what is there currently will not be the finished product. He then presented a PowerPoint with proposed wording for the landing page and proposed “buttons” that will appear for types of schools. The Principal’s message (50 words) and school narrative (150 words) will appear. The principal’s message should be geared toward the audience, especially parents who are considering a move to the area, and the narrative will include school updates including accomplishments, improvements and achievements.

Mitch said that there should be a map of schools on the web page. Anthony answered that there will be an interactive map of Hollywood schools and also a link to the Broward County map of schools. Joel mentioned the frequency of updates for the schools. Anthony said initially semi-annual updates will be requested; however, he would like for the EAC members to ask the school liaisons for quarterly updates so that there will be a constant connection to the schools. Catherine mentioned that monthly updates might be better with all the activities going on. Anthony said that school or student achievements might be publicized in other City venues, such as the New Horizons newsletter, depending on the timing. Ellen said that it’s important for the EAC members stay in close contact with the schools so that when there is an accomplishment, it can be publicized in a timely and appropriate manner. At this point Anthony had to leave the meeting.

Joel recapped the topics discussed at the Schools Web Page Subcommittee meetings, including semi-annual reporting from schools and including accomplishments and improvements from the last 3-5 years in the school narrative. Ellen stated she is concerned that there will be a duplication of content on the school’s website and the city’s schools web page, especially if the schools are reporting monthly.

Cheree said the next step is for the EAC member to contact their schools to determine the school’s designated liaison. If the school has submitted the liaison information, the next step is to ask for the principal’s message and school narrative. Rod said that he would reach out to the principals of his two schools in person. Catherine said the committee should send a reminder email to the school principals in the next two weeks. She went on to say that a deadline of August 31st for school liaison designation and September 20th for principal’s message and narrative is a good time frame.

The committee entered into a general discussion of the direction to schools on the targeted audience for the principal's message and school narrative. Dan asked Peggy to re-send the comprehensive school list, the principal's list with phone numbers, and the committee member/school assignment list to the committee members. Cheree thanked the subcommittee for their hard work.

Mitch said that he would like to invite a school principal to each meeting, as has been done in the past. Joel said he would like to invite middle school principals. Cheree suggested putting that off until January because of the time needed to develop the schools web page.

5. Old Business

- **Discussion of 2021 Goals and Objectives**

Cheree suggested tabling this discussion due to time constraints, and there was general agreement among the committee members.

6. Member Comments

There were no member comments.

7. Staff Report

Peggy said there was nothing to report.

8. Adjournment

Mitch made a **motion** to adjourn the meeting and Ellen seconded it. It was approved unanimously and the meeting was adjourned at 7:57 pm.

The next scheduled committee meeting is at 6:00 pm on Monday September 13, 2021 via WebEx.