

CAC DEI COMMITTEE MINUTES

October 1, 2025

Attendance

Present: David Pettegrew, Saba Alemayehu, Vanessa Cilento, Allen Bailey, Shane Pool

Absent: Madeline Fortelka, Stephanie Ritter, Debbie Lawrence, Sarah de Champlain, Dawn George, Tanise Copeland

Welcome

- David called the meeting to order at 6:02 PM. Since a quorum of members was not present, it was agreed that any decisions requiring a vote would be deferred to the November meeting.
- Saba read the FERPA statement.

<u>Approval of October Agenda</u>	<u>Approval of August Meeting Minutes</u>
David asked if there were any changes to the meeting agenda. With no additional changes, the October agenda was approved.	David asked if there were any changes to the meeting minutes and noted that the date on the header needed to be changed to September 3, 2025. Hearing no additional changes, the September meeting minutes were approved.

Discussion: Organization of CAC Work, Subcommittees, and Terms

- David noted that six member's terms end in December 2025 (David Pettegrew, Saba Alemayehu, Vanessa Cilento, Madeline Fortelka, Dawn George, and Tanise Copeland). They may choose to reapply for another term. David and Maddie have indicated that they are cycling out of the committee and expressed interest in establishing documentation and improving organization regarding their roles and responsibilities on the committee, in a way that will balance some of the workload that officers take on.
- David suggested implementing a committee structure with a 3-year term cycle for CAC members. Members provided feedback about these ideas. Questions about whether it would discourage membership, but members thought the organizational recommendations were generally good.
- The committee discussed concerns that the advisory board is taking on more action-oriented responsibilities and events and less advisory functions, which is also part of the CAC's scope.
- Discussion points included:
 - Strengthening our CAC's advisory role in advising the school district about matters of diversity, equity and inclusion within the community
 - Providing more detailed information to applicants about the function of the committee, including event planning and engagement activities, so that new applicants better understand what is involved
 - Inviting student groups to discuss their needs and help with CAC community outreach
 - A proposal to amend the committee bylaws to adopt a committee structure and three year terms
- Different committee structures were suggested:
 - Committee Structure based on function: (events/programs, community engagement, policy/advisory)
 - Committee Structure based on talent: (marketing, advising, planning)
 - Committee Structure based on events: (MLK day of service, student contest, cultural heritage)
 - There was consensus that the structure based on function is preferred. Community engagement would include existing CAC initiatives such as, national night out, coffee shop meet-and-greets, and lions connection.
- David will bring a proposal to amend bylaws related to committee involvement and term limits to the November meeting of CAC for vote.

CAC Elections for Terms Beginning January 2026

- Not enough members were present at the meeting to vote on major issues at this time
- David met with the CEC and discussed the new candidate applications and position timeline. Recommendation to open application process in October so that CEC and the School Board could approve by December in time for the start date of January. This means that the CAC will review applications and vote at the November meeting.

Coffeehouse Meet and Greet

- The CAC received permission to hold its coffeehouse event from the CEC but since not many CAC members were present, we could not organize. We also missed the window for advertising the event through the school's blackboard email. Concerns that it would be underattended, including by CAC members. Proposal to move the Coffeehouse Meet and Greet at Cornerstone Coffee to November 12
- A flyer needs to be created stating "Welcome to Coffee House Meet and Greet"
- Saba will send information to Allen to create the flyer and QR code
- Alerts need to be submitted to committee members and the CEC regarding the Meet and Greet
- Advertisements need to be placed in the school's blackboard system and posted to PTO and community facebook pages. A FERPA statement should be printed and posted at the event

Planning MLK Day of Service Event

- David updated the CAC that the school district is willing to run the event again with 20 teachers and staff. They want final approval of CAC that we will run it like we did last year as a Community Service Fair. Teachers would like to help in an active way beyond setting up and tearing down tables. The committee requested one more month (November meeting) to vote on upcoming event. Members are asked to come prepared with proposals for the event, to include organizations which may have projects where attendees can participate on the day of the event.

Planning Cultural Heritage Celebration

- A brief update on the meeting that took place in September of members of the school district, CAC, and CEC. A committee will be formed that will meet next in mid-October including Stephanie Ritter and David Pettegrew. The superintendent assures the CAC that the school district will support the Cultural Heritage event to be handled by the CAC. The school district will be involved with administrative planning and communications with teachers, the CAC with the event planning side. The essay & art contest can be folded into event: projects can be displayed during the event.
- Additional planning to continue

Lion Connections Program Update

- Vanessa updated the group on the Lion Connections program, there has been a connection between community member and volunteer ambassador in the past month, with positive feedback from both parties. Going forward, members of the CAC community engagement committee will be expected to serve as ambassadors when needed.

Query about Student Representation on CAC

- CEC requests that the CAC present a proposal outlining expectations for the role that this student will hold on the committee, which must be brought to the board for approval.

Comments, Announcements, and Any Other Business

- David informed the committee that the school board vote for renewal of the CAC for DEI committee, which occurs every two years, will be held at the next school board meeting.

Adjournment

- David adjourned the meeting at 7:34 PM
- Our next meeting is Wednesday, November 5, 2025 at 6:00 PM

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