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 By City Clerk at 12:41 pm, Apr 10, 2023

**Facilitation Guide & Internal Agenda**

**Thursday, April 13, 2023**  
**5:30 - 6:30 PM**

**Meeting Objective:** To engage the members of CEAC (Community Engagement Advisory Council) about the work of the Office of Advancement, and other BPS offices for the '22-'23 academic year.

**Facilitators:** Myriam Ortiz, Maia Lee-Chin

**Note Taker:** Phuongdai Nguyen

**Tech Support:** CE Team

**Estimated Attendance:** 20 CEAC Members, varying number of public participants

**Location:** Zoom

**Presentation Design:** Introduction, Presentation, Q&A (no breakouts)

**Guest Presenter:** Alba Cruz-Diaz; Executive Director of Expanded Learning Opportunities

Time	Agenda Items	Presenter/Facilitator
5:30 - 5:35 PM	<b>Welcome</b> <b>Introductions</b> <b>Ice-Breaker</b>	Maia Lee Chin
5:35 - 5:45 PM	<b>CE Team Updates, Recent/Upcoming Engagement</b> <ul style="list-style-type: none"> <li>- CE Manager Hiring Update: Welcome Phuongdai</li> <li>- Youth Job and Resource Fair</li> <li>- New CE Position Open, CEAC support welcome for hiring committee</li> </ul>	Myriam Ortiz
5:45 - 6:15 PM	<b>BPS Grading Policy Presentation:</b> <ul style="list-style-type: none"> <li>- Maia introduces Alba</li> <li>- Presentation (15 min. max)</li> <li>- Q&amp;A</li> </ul>	Alba Cruz-Diaz; Executive Director of Expanded Learning Opportunities
6:15 - 6:25 PM	<b>CEAC Member Updates &amp; Announcements</b>	CEAC Members
6:25 - 6:30 PM	<b>Wrap - Up &amp; Next Steps</b>	Myriam Ortiz
Post-Meeting	<b>Debrief</b> (Attendance, Logistics, Conversation) <b>Send Meeting Minutes &amp; Announcement</b>	CE Team