



Facilitation Guide & Internal Agenda

Thursday, June 15, 2023

5:30 - 6:30 PM

Meeting Objective: To reflect on the school year on what went well and what should improve for the upcoming school year and end-of-year celebration.

Facilitators: Myriam Ortiz, Maia Lee-Chin

Note Taker: Phuongdai Nguyen, Christelle Paul

Tech Support: CE Team

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

Location: The Bruce C. Bolling Building, **2300 Washington Street, Boston, MA.**

Presentation Design: no Presentation,

Guest Presenter: n/a

Time	Agenda Items	Presenter/Facilitator
5:30 - 5:35 PM	Welcome Introductions Ice-Breaker	Maia Lee-Chin
5:35 - 5:45 PM	CE Team Updates, Recent/Upcoming Engagement - CE Manager and Director Hiring Update	Myriam Ortiz
5:45 - 6:15 PM	CEAC end-of-year reflection	
6:15 - 6:30 PM	Celebration	
Post-Meeting	Debrief (Attendance, Logistics, Conversation) Send Meeting Minutes & Announcement	CE Team

RECEIVED

By City Clerk at 11:36 am, Jun 13, 2023