

Citizen Advisory Committee

Calvert County Board of Education

January 28, 2019 Minutes

Members Attended:

JC Hooker (Chair)
Derek Sabedra
Mackenzie Nicolas
Inez Claggett
George Sisson
Frankie Grewer
Terese Wells
Jack Fringer
Christine Schrupf
Sherrey Williams (Sec.)
Michelle Katsaris
Nicole Cooksey
Chris Wohfarth
Sandy Mattingly
Wanda Hassler
Mariacarol Banco Cloak
Courtney Winship
Angie Carr
Mariann Crisman

C.C.P.S Staff:

Diane Workman, CCPS Assistant Superintendent
Karen Maxey, Board of Education Administrative Assistant

Guest Presenters:

None

Documents for the Record:

- December 2018 Minutes
 - Draft "Calvert County Public Schools and Engagement with the Community"
 - Agenda
 - CAC Additional Questions draft by Harry Wedewer
 - CAC Study Assignment 2018-2019
 - CAC School Volunteer Program Comparative Analysis
 - Charles County Public Schools Volunteer Handbook 2018-2019
 - Mutual Elementary PTA Volunteer Form
 - Fredrick County Public Schools Volunteer in Schools policy
 - Hartford County Public Schools Parent/Community Involvement policy
 - Somerset County Public Schools Volunteer Background Requirements and policy
 - Wicomico County Public Schools Visitor Policy
 - CAC Questions
 - Huntingtown Elementary Volunteer Brochure
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The meeting was called to order at 6:42pm by President JC Hooker. Motion to approve minutes made by Inez Claggett and seconded by Angie Carr.

Watched a CCPS Volunteer Training Video

Looked at Charles County volunteer website at ccboe.com

Briefly reviewed the above listed Documents for the Record.

Small Group Breakout

1. Sub-Group 1 (“Communication” and “Parenting Skills” notes)
 - a. Communication is a problem.
 - b. Potentially distribute a survey to parents to find out what areas are not being well developed
 - c. Develop a best-practices to share district-wide
2. Sub-Group 2 (“Student Learning” and “Volunteering”) notes
 - a. Is there a volunteer coordinator in central office and/or anyone designated by the Superintendent to coordinate volunteer activities among schools in accordance with Section VII.A of the Administration Procedures for Policy #8123? If so can that person(s) provide a presentation to the Volunteer and Student Learning Working Group?
 - b. Needed is a list of volunteer coordinators at each school that have been designated by the relevant principal in accordance with Section VII.B of Policy #8123.
 - c. For principals who have not designated a volunteer coordinator, how are volunteer activities coordinated in accordance with Section VII.B of Policy #8123.
 - d. Presentations to the Working Group in a small group setting:
 - i. Volunteer coordinators from the elementary, middle and high school levels to discuss best practices, challenges, and how training and orientation are conducted.
 - ii. Principals from the elementary, middle and high school levels to discuss best practices, challenges, and how training, and orientation are conducted.
 - iii. PTA/PTSA/FSA presidents to discuss volunteer activities.
 - e. There seems to be more volunteer enthusiasm at the elementary level and then a drop-off at the middle and high school levels. A possible aid in alleviating this situation is to have a process in place for volunteer parents whose children move-up to middle school to continue to be involved in volunteer activities.
 - f. In the past there were volunteer coordinator meetings to share best practices, however, it is unknown whether this practice is continuing.
 - g. Volunteer activities are typically commenced during the school year with a requirements assessment conducted in coordination with administration and teachers to determine where volunteers are needed.
 - h. Best practices with regard to volunteer activities may be found in PTA literature.
 - i. Volunteer time may be imperfectly tracked through the Keeping Track system.
 - j. With regard to student learning, like volunteering, there may be drop-off in parental involvement from the elementary to the middle and high school levels. Contributing to this may be the constantly evolving and challenging nature of the curriculum, particularly at the AP level.
 - k. All agreed that with regard to Policy #8123, everything is on the table with respect to adding or deleting sub-topics.
3. Sub-Group 3 (“Decisions-Making and Advocacy” and “Collaboration with the Community”) notes
 - a. Identify current barriers to parental engagement
 - i. Assess depth of potential parental disabilities (e.g., language/linguistic, social obstacles)
 - ii. Identify the CCPS staff with parental outreach responsibilities (ensure their proficiency)
 - iii. Assess and eliminate barriers (cranky secretary, visitation policy, etc.)
 - iv. Assess and eliminate barriers to volunteering in CCPS (all dues that volunteers are now expected to pay (e.g., PTA dues, overnight trips fees, fingerprinting fees, attendance fees)

- b. Assess the effectiveness of school/PTA communications flow
 - i. Identify any barriers between the PTAs' need and the schools' willingness/ability to communicate those needs to parent body.
 - ii. Assess best practices for CCPS/PTA interactions
- c. Assess and examine school culture from parents' perspective
 - i. Identify possible barriers to increased parental involvement.
 - ii. Assess and publicize current best practices in CCPS parental involvement
- d. Assess the effectiveness of targeted information to increase parental involvement (look for unconnected parents)
- e. Assess the efficiency of media employed to increase parental involvement (look for redundancies or obsolescence)
- f. Identify any measures used to encourage the growth and development of parent groups
- g. Review and assess measures used to encourage the growth and development of parent groups
- h. Data points on current involvement from businesses and volunteers?
- i. Percentage of Parents involved in PTSAs/PTAs
- j. Presentation on PTSOs/PTAs challenges/opportunities
- k. Presentation for Community Mentor Program officials on challenges/opportunities
- l. Review Title I schools' collaborative community efforts with non-Title I schools
- m. Review any data on PTSOs/PTAs assessment of collaboration differences
- n. Review and assess staff awareness of resources for families
- o. Tally and assess: number of grants from local businesses over last five years, community volunteers' hours, business listing (increasing or decreasing over past five years), and high school students participating in shadowing/mentoring/internships/cooperatives (over past five years)

One Group Discussion

Each sub-group gave a brief description of their work session

- Sub-Group 1- One group briefing
 - The group discussed the need to implement policy with backing from the Board and school system.
 - Possibly developing a survey for the parents for county wide volunteer standards.
 - We need to look at the Boards Policy and procedures on the designated volunteer coordinator at the schools, what's expected of them who oversees and monitors their efforts.
- Sub-Group 2- One group briefing:
 - Would like to know who at the county level coordinates these efforts? Whose job is this? Some schools aren't reporting any data.
 - Who at the local schools should be assigned this task?
 - It should be a member of the administration team rather than the PTSO or teacher.
 - Group discussed these issues; no recommendations are ready at this time.
 - Feedback on the CCPS volunteer video the video needs to be retired or revamped to the 21st century.
 - They believe it is important to have a school level orientation system level guide but not repeating but supplement unique needs of the school
- Sub-Group 3- One group briefing:
 - Feedback on the CCPS volunteer video- Video needs to be revamped or retired. Maybe offer a video competition across the county to create a new video.
 - Request feedback on the volunteer training at the end of the year, make it automated feedback tool.
 - Annual priority list for principals and volunteer coordinators to identify the priorities for individual schools. Need stronger marketing.

In conclusion, President, J.C Hooker indicated that if you have any questions send them to Karen. She can follow up with Ms. Contee who is doing a presentation to the Board on Community engagement on 2/7/19.

On 2/7/19 on the CCPS website will be a live viewing of the Board meeting, there is also a State of the Schools Luncheon that will start at 11am.

The meeting was adjourned by Wanda Hassler at 8:32pm.

Next meeting will be Monday, February 25, 2019 at 6:30pm at 1305 Dares Beach Rd in Prince Frederick.
Minutes respectfully submitted by Sherrey Williams.