

Citizen Advisory Committee

Calvert County Board of Education

March 25, 2019 Minutes

Members Attended:

JC Hooker (Chair)
Derek Sabedra
Mackenzie Nicolas
George Sisson
Harry Wedewer
Terese Wells
Jack Fringer
Christine Schrumph
Sherrey Williams (Sec.)
William Wiggins
Nicole Cooksey
Chris Wohfarth
Sandy Mattingly
Wanda Hassler

Visitors/Guests:

Kimberly Shifflet
Julia Sampson- PHS
Juliana Howard- CES
Lena Beale- SES
Alicia Davis- NHS & WHMS
Jennifer Hess- CES
Michelle Lozier- CMS

C.C.P.S Staff:

Mr. Anthony Navarro, Executive Director of Administration
Karen Maxey, Board of Education Administrative Assistant

Guest Presenters:

None

Documents for the Record:

- February 2019 Minutes
- Draft "Calvert County Public Schools and Engagement with the Community"
- Agenda
- CAC Additional Questions draft by Harry Wedewer
- CAC Study Assignment 2018-2019

Motion to approve minutes made by Christopher Wohlfarth and seconded by Sandy Mattingly.

- Enjoyed a catered dinner.
- School PTSO, PTO volunteers were invited to today's CAC meeting to obtain their feedback on how well the CCPS as a whole is engaging the community in terms of volunteers.
- Task- evaluate aging procedures in the CCPS, assess how they are engaging volunteers.

- Kim from Mill Creek Middle a PTO member shared that she gets great support from her principal in regards to the PTO. Same group of 6-7 volunteers do all of the work. Principal sets the tone for support for the PTO.
- Questions asked to Kim:
 - What can be done to improve the PTO? Nothing mentioned only the need for more volunteers.
 - How welcoming is the school to volunteers? Fantastic, the principle sets the tone.
 - What does the Principle do that is so welcoming? Makes themselves available, supportive and present.
- Another volunteer from PHS indicated that she would like the PTO to have an appreciation day for the sponsors to show their appreciation for the sponsor support. Also finds it helpful if the PTO partners with other school groups such as the SGA to get support.
- CES PTA treasured indicated that the principal there sends out a newsletter and it lists all of the volunteer opportunities by grade, they find that helpful
- Is there any training or orientation provided to PTO volunteers?
 - The State offers an online training course and webinar, no training at the school level.
- Alicia Davis from PTO volunteer at NHS commented that she finds out about PTO events from the NHS Blast email newsletter and their Facebook page. Also stated as a new military family she didn't feel welcomed by the PTO.
- Suggestions- Create a monthly meeting with PTOs from all schools to share information and tips. Also, develop a procedure that all schools must utilize.
- Issues- PTO is not always responsive to parent volunteers.
- Maybe develop a quick questionnaire to get feedback from teachers on what their needs are.
- Background checks can be problematic if one has to pay for cost of trip and fingerprinting services which are \$45. May deter some volunteers.
- Harry stated that he can send out an electronic version of the Draft report to CAC members for comments and edits.
- JC mentioned the Kirwan Commission, the bill is now on the house floor, not sure if it will past this year, but definitely will next year. She will ask Malcom Funn to provide an overview of the bill at our next meeting. You can go to the House website to contact your representative to let them know that we support this bill.
- Suggestion given by Wanda that CAC needs to visit and observe actual PTO meetings in our community and be the representative for those schools.

Brief Small Group Breakout session only lasts five minutes no time for a sharing session.

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)

- The meeting was adjourned by JC Hooker at 8:32pm.
- Next meeting will be Monday, April 22, 2019 at 6:30pm at 1305 Dares Beach Rd in Prince Frederick.

Minutes respectfully submitted by Sherrey Williams.