

Rolling Agenda FY19

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AGENDA
Community Schools Steering Committee Meeting
May 28, 2019
4:00 – 5:30 p.m

Attendees List

<ul style="list-style-type: none"> ✓ Rhonda Caldwell <i>Kettering Baptist Church</i> ✓ Nina Carter <i>TNI@School, Project Director</i> ❑ Cynthia Collins <i>SEIU - 400</i> ❑ David Curry <i>PGCPS - Associate Superintendent</i> ❑ Nathan Curtis <i>Local 2250</i> ✓ Theresa Dudley <i>PGCEA</i> 	<ul style="list-style-type: none"> ❑ Janine Hill <i>Kaiser Permanente</i> ✓ Sheila Jackson <i>PGCPS, Family and School Partnerships</i> ✓ Timothy Johnson <i>United Way NCA</i> ✓ Robin McNair <i>PGCPS - Restorative Practice</i> ❑ Amanyia Paige <i>Board of Education</i> 	<ul style="list-style-type: none"> ❑ Jeffrey Parker <i>ASASP</i> ✓ Tony Randall <i>Parent</i> ✓ Adrian Talley <i>PGCPS - Community Schools</i> ❑ Nycal Anthony Townsend <i>Boys and Girls Club</i> ✓ K. Alexander Wallace <i>Board of Education</i> ❑ Denise Yorkshire <i>Local 2250</i>
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MEETING NORMS/GROUND RULES	OUTCOMES
<ul style="list-style-type: none"> ● Respect: Start and end on time, disagree with ideas - not people - ensure all voices are heard, collaborate ● Engagement: Practice active listening, assume positive intent, appreciate input, accept decisions – consensus ● Responsibility: Take responsibility for your own learning, share best practices, adopt a no-fault attitude, practice cell phone, and computer etiquette ● Celebrate: Our work, accomplishments; affirm each other 	<p>By the end of this meeting, we will have:</p> <ol style="list-style-type: none"> 1. Reviewed new laws related to establishing community schools 2. Discussed the creation of subcommittees 3. Heard about visits to community school conferences 4. Decide dates for next year’s meetings

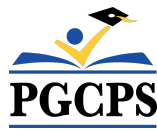
TIME	AGENDA ITEMS
4:00 p.m. – 4:05 p.m. 5 minutes	Review Objectives Clarify Roles Note Taker: Dr. Jackson Timekeeper:
4:05 p.m. -- 4:20 p.m. 20 minutes	Overview of visit to Vancouver, WA Community Schools What we learned? <ul style="list-style-type: none"> ● Handout that summarizes the travelers’ feedback and thinking about the trip.



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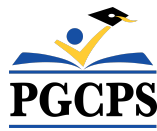
	<ul style="list-style-type: none"> ● Spoke to structure of the site visit as a bonus ● Site visits at actual schools ● The vans for Family and Community Resource centers ● How they assessed their needs ● Saw how TNI at schools and PGCPS have already established relationships with department of social services ● 18 schools ● Funding from philanthropic sources was paramount ● Interesting cultural differences that impact behavior, discipline, etc. ● Socioeconomic difference between PGCPS and VPS; as well as within Vancouver ● Authenticity of community organizations to support and engage community schools ● Family and Community Resource rooms in buildings ● Pay attention to cultural proficiency ● Partners tapped into like Costco ● “Room Service” concept: teacher can call front office for immediate support to keep classroom momentum ● Vans serve basic needs of any family ● Foundation grants available for 25% of rent for families through ● Overt conversations with donors about our specific needs ● We need a conversation with our school system’s Foundation about bifurcating resources to support Community Schools initiative ● We must provide training to community members about the target of the Community Schools Concept ● Gradual implementation ● Were open to self-reflection about their growth needs and implementation challenges
<p>4:20 p.m. -- 4:35 p.m. 15 minutes</p>	<p>Overview of attending the Community School Leadership Network conference in Grand Rapids, Michigan</p> <p>What we learned?</p> <ul style="list-style-type: none"> ● 25,000 Community Schools by 2025 ● Great training opportunities from agencies that are currently training CSC ● National Center for Community Schools -- Children’s Aid ● United Community Schools ● Baltimore Family League ● Promise Heights -- University of Maryland School of Social Work ● Binghamton University -- Community School Coordinator Certification (Online) <p>Great partnership opportunities</p> <ul style="list-style-type: none"> ● SUN Community Schools -- Portland, OR ● Hartford, CN Community Schools ● ACT Knowledge -- External Evaluator



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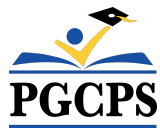
	<ul style="list-style-type: none"> ● Kent School Services Network - serves 60 Community Schools n the Grand Rapids area and has several artifacts/products to share as a resource bank ● ANNOUNCEMENT: We have an evaluator assigned from Dr. Schrader’s “Applied Research Office” to look at program implementation towards improved student outcomes <ul style="list-style-type: none"> ○ Further ponderings: <ul style="list-style-type: none"> ■ How will we look at role of PGCEA in this initiative? ■ How will we comply with: <ul style="list-style-type: none"> ● Kirwan Implementation ● ESSA requirements ●
<p>4:35 p.m. -- 4:45 p.m. 10 minutes</p>	<p>Where are we with our hiring of staff?</p> <ul style="list-style-type: none"> ● Instructional Specialist for Dr. Talley’s office to be approved by BOE in June and will start on July 1st ● Community School Coordinators: for the selected schools - just re-advertised Friday to close on June 6/7 with interviews on June 24th <ul style="list-style-type: none"> ○ PGCEA thought these would be PGCEA positions and they were advertised as ASASP positions ○ How will we ensure that the relationship with PGCEA is maintained?
<p>4:45 p.m -- 5:00 p.m. 15 minutes</p>	<p>Assessment tools for school Needs Assessment http://pages.email.nea.org/your-school-checklist/</p>
<p>5:00 p.m. -- 5:15 p.m. 15 minutes</p>	<p>Subcommittees</p> <ul style="list-style-type: none"> ● Needs and Asset Assessments <ul style="list-style-type: none"> ○ Reviewing the draft needs assessments and determining what to add and take away ○ Connecting to our 6 Pillars ○ VOLUNTEERS: <ul style="list-style-type: none"> ■ <i>K Alexander Wallace</i> ■ <i>Rhonda Caldwell</i> ■ <i>Timothy Johnson</i> ■ <i>Nina Carter</i> ■ <i>Christina Olukunle</i> ■ <i>Kyle Serrette</i> ○ <i>Come back by July 11th</i> ● Logic Model <ul style="list-style-type: none"> ○ Crafting our PGCPS logic model ○ Editing our draft logic model ○ VOLUNTEERS: <ul style="list-style-type: none"> ■ <i>Tony Randall</i> ■ <i>Nina Carter</i>



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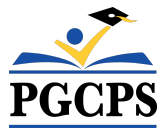
	<ul style="list-style-type: none"> ■ <i>Theresa Mitchell Dudley</i> ■ <i>Sheila Jackson</i> ■ <i>Adrian Talley</i> ■ <i>Kyle Serrette</i> ○ <i>Come back on September 12th</i> ● Summer Training <ul style="list-style-type: none"> ○ Designing summer training for principals and staff <ul style="list-style-type: none"> ■ PGCEA has planned workshops for parents/community members on June 13th Cora Rice ES, Gholson MS, or Fairmont Heights HS <ul style="list-style-type: none"> ● PGCEA has a brochure already developed to use as a tool at trainings ● Needs the logo of PGCPS Community Schools embedded - with money requested from PGCPS to help pay for it ■ VOLUNTEERS <ul style="list-style-type: none"> ● <i>Theresa Mitchell Dudley</i> ● <i>Adrian Talley</i> ● <i>Nina Carter</i> ● <i>Rhonda Caldwell</i> ● <i>Robin McNair</i> ● <i>Kyle Serrette</i>
<p>5:15 p.m. -- 5:30 p.m. 15 minutes</p>	<p>Update on Blueprint for Maryland's Future</p> <ul style="list-style-type: none"> ● Requires that any school at 80% or higher FARMS must be designated as a community school; Our schools include the following: ● Adelphi ES, Beacon Heights ES, Bladensburg ES, Buck Lodge MS, Calverton ES, Carole Highlands ES, Carrollton ES, Chillum ES, Cool Spring ES, Dodge Park ES, Felegy ES, Flintstone ES, Forest Heights ES, Spellman ES, Glassmanor ES, Glenridge ES, Hollywood ES, International HS @ Langley Park, McHenry ES, Woods ES, Lamont ES, Langley Park/McCormick ES, Lewisdale ES, Mary Harris Mother Jones ES, Orem MS, Oaklands ES, Port Towns ES, Ridgecrest ES, Riverdale ES, Roger Heights ES, Rosa Parks ES, Springhill Lake ES, Templeton ES, Stone ES, Beanes ES, Wirt MS, and Woodridge ES ● PGCPS has 37 such schools ● Provides funding of \$248,833 for each school to hire a Community School Coordinator and a health practitioner ● Funds left over may be used for wrap around services at those schools ● Funds are to be distributed directly to each eligible school unless a school district has 40 or more schools then the county board may expend the funds for wrap around services or needs assessments <ul style="list-style-type: none"> ○ Needs Assessment must be completed by June 2021 ○ What will be the hiring and training process?



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<p>5:30 p.m. - 5:40 p.m. 10 minutes</p>	<p>Proposed dates for future meetings</p> <ul style="list-style-type: none"> ● July 11 ● September 12 ● November 14 ● January 16 ● March 19 ● May 14 					
<p>Meeting Evaluation</p>	<table border="1"> <thead> <tr> <th data-bbox="407 747 976 814">Pluses (+)</th> <th data-bbox="976 747 1554 814">Deltas (-)</th> </tr> </thead> <tbody> <tr> <td data-bbox="407 814 976 1073"> <ul style="list-style-type: none"> ● Quorum reached ● Robust discussion ● Committees formed and charged ● ● ● </td> <td data-bbox="976 814 1554 1073"> <ul style="list-style-type: none"> ● Must start on time to end on time! ● Need subcommittee chairs ● ● ● </td> </tr> </tbody> </table>		Pluses (+)	Deltas (-)	<ul style="list-style-type: none"> ● Quorum reached ● Robust discussion ● Committees formed and charged ● ● ● 	<ul style="list-style-type: none"> ● Must start on time to end on time! ● Need subcommittee chairs ● ● ●
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AGENDA
Community Schools Steering Committee Meeting
March 26, 2019
4:00 – 5:30 p.m.

Attendees List

<ul style="list-style-type: none"> ✓ Rhonda Caldwell <i>Kettering Baptist Church</i> ✓ Nina Carter <i>TNI@School, Project Director</i> ❑ Cynthia Collins <i>SEIU - 400</i> ❑ David Curry <i>PGCPS - Associate Superintendent</i> ❑ Nathan Curtis <i>Local 2250</i> ✓ Theresa Dudley <i>PGCEA</i> 	<ul style="list-style-type: none"> ❑ Janine Hill <i>Kaiser Permanente</i> ❑ Sheila Jackson <i>PGCPS, Family and School Partnerships</i> ❑ Timothy Johnson <i>United Way NCA</i> ✓ Robin McNair <i>PGCPS - Restorative Practice</i> ❑ Amanyaa Paige <i>Board of Education</i> 	<ul style="list-style-type: none"> ❑ Jeffrey Parker <i>ASASP</i> ✓ Tony Randall <i>Parent</i> ✓ Adrian Talley <i>PGCPS - Community Schools</i> ✓ Nycal Anthony Townsend <i>Boys and Girls Club</i> ✓ K. Alexander Wallace <i>Board of Education</i> ✓ Denise Yorkshire <i>Local 2250</i>
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PRE-WORK:

- ❖ **Review & Prepare to Discuss:** [Community Schools Site Standards](#)

MEETING NORMS/GROUND RULES	OUTCOMES
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TIME	AGENDA ITEMS
4:00 p.m. – 4:05 p.m. 5 minutes	Review Objectives Clarify Roles Note Taker: Timekeeper:
4:05 p.m. --4:15 p.m. 10 minutes	PGCPS 6 Pillars



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	<p>We need to ensure that as we explain Multi-tiered Systems of Support, we provide a robust explanation of all the parts that fall within this area especially restorative practices. Restorative practices are new to PGCPS and we need to ensure that everyone understand all the parts of that program Modification was made to Multi-tiered System Of Support definition to enhance “restorative practices.</p>
<p>4:15 p.m. --4:50 p.m. 35 minutes</p>	<p>Explain CSI and TSI program Proposed Kirwin Commission Schools Adding new schools to the pilot program Application process? ESSA Resolution The CEO’s FY20 budget had 2.0 FTE for Community School Coordinators The BOE has augmented those FTEs by 2 to a total of 4 FTEs BOE does not approve the budget until June of 2019 Due to what is happening in the state legislature with the possible funding of the Kirwin Commission, it is possible we may have multiple schools that have to be identified as community schools We will need to continue on with Fairmont Heights and G. James Gholson as our pilot schools; If the BOE approve the budget to include 2 more FTEs, then we will use the 2019-2020 school year as a planning/training year to bring on more schools for the 2020-2021 school year We may have to add any school identified as a CSI school. Our committee will still need to create an application process and determine the requirements of schools to apply</p>
<p>4:50 p.m. -- 5:05 p.m. 15 minutes</p>	<p>Logic Model Modifications: Under the column “What Can Happen” column can we add positive discipline? We need to provide contextual information to support the logic model There is nothing on the logic model about facilities in the column “Input” Under the column, “Short-term Results”, we need to add Reduction in suspensions In the columns “Short Term Results and Long-term Results, we need to add something about improved culture Business community is not represented in the logic model -- Add to “Short and Long term” We have to make sure that if we are going to have “Early Childhood Development as noted in the second column, then any elementary community school must offer PreK programs</p>



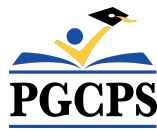
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	<p>Questions:</p> <p>Under the column “Long Term Results” how do we measure “Communities are desirable places to live?”</p> <p>Input column -- Leadership and Initiative level infrastructure-- we need to make sure we have support for expand the knowledge of leadership on community schools</p> <p>Review the document to make sure that the language matches PGCPs language</p> <p>How do we evaluate our implementation?</p>
<p>5:05 p.m. -- 5:25 p.m. 20 minutes</p>	<p>Chicago Needs Assessment NY Needs Assessment CCS Assessment</p> <p>NEA has an opportunity checklist that is a one sheet document that can be used as a way to do a needs assessment.</p>
	<p>Action Items: Our next meeting is not until May 28. You will receive homework via email.</p>

AGENDA
Community Schools Steering Committee Meeting
February 13, 2019
4:00 – 5:30 p.m.

Attendees List



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PRE-WORK:

- ❖ **Read & Prepare to Discuss:** [The Six Pillars of Community Schools Toolkit](#)
- ❖ **Read & Prepare to Discuss:** [Community Schools Playbook](#) (page 30-73)
- ❖ **Edit & Comment:** [Community Schools Coordinator Job Description](#)
- ❖ **Edit & Comment:** [Community Schools Administrative Procedure](#)

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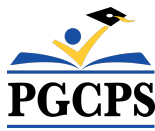
TIME	AGENDA ITEMS			
4:00 p.m. – 4:05 p.m. 5 minutes	Review Objectives Clarify Roles Note Taker: Timekeeper:			
4:05 p.m. -- 4:05 p.m. 5 minutes	Action Items (Open/Pending)			
	Action Item	Status/Update	Assigned	*New Due Date



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<p>4:05 p.m. -- 4:35 p.m. 30 minutes</p>	<p>What are PGCPS pillars for its community schools? Establishing our anchors for our community schools</p> <ul style="list-style-type: none"> ● The pillars serve as our foundation and anchor what the schools will do. ● Having the pillars help to ensure that there is sustainability because the pillars provide a general understanding of what our schools will provide rather than specify a certain program or agency. ● Though the BOE may want all schools designed at community schools, for now we are focused on doing a pilot with a few schools and then expanding out depending upon what funding is available. ● We will need to evaluate the success of the program before and after we move forward with expanding community schools designation. ● Is “ownership” a roof to the pillars? The community, staff, and everyone must take ownership. Ownership must be integrated throughout all of the pillars ● We agreed to accept the 6 pillars as found in the NEA document. We will work on changing the wording for pillar 1, 2, and 4. <ul style="list-style-type: none"> ○ For 1, “Strong and Proven Curriculum”, we change that to “Strategic Curriculum” ○ Pilar 2 currently reads as “High Quality Teaching” and that needs to be changed ○ Pilar 4 currently reads as “Positive Behavior Practices” and that needs to be changed
<p>4:35 p.m. -- 5:00 p.m. 25 minutes</p>	<p>Selection of Community School pilot schools</p> <ul style="list-style-type: none"> ● It was recommended that Fairmont Heights, G. James Gholson, and Cora Rice be the pilot schools based upon a review of different data pieces. ● Would be helpful to have the staff from pilot schools do a capacity assessment to ensure the schools are ready to go on this journey ● Important to talk with principals and teachers ● The process should not be top down ● If these schools are not selected, it was recommended we look at Crossland as a community school because Crossland needs some resources. ● Having a site coordinator will help to move these schools after examining the needs of the school and community
<p>5:00 p.m. -- 5:15 p.m. 15 minutes</p>	<p>Understanding differences between Comer Model and Community Schools Model</p> <ul style="list-style-type: none"> ● A powerpoint was shared showing the similarities and differences between the two models ● You can access that powerpoint by visiting our Google site ● Community Schools is something that is codified in ESSA and the model PGCPS should use because of national recognition
<p>5:15 p.m. -- 5:25 p.m. 10 minutes</p>	<p>Review of Community School Coordinator job description homework results Review of Administrative Procedure homework results</p> <ul style="list-style-type: none"> ● Changes were made based upon feedback from the committee members



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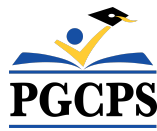
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	<ul style="list-style-type: none"> ● The Administrative Procedure (AP) will now move forward to legal and then to Dr. Coley and Dr. Gholson for their approval. ● The job description will go to Compensation and Classification for their approval.
5:25 p.m. -- 5:30 p.m. 5 minutes	<p>Items for next meeting Evaluate the meeting Pluses</p> <ul style="list-style-type: none"> ● Thanks to Janine Hill for refreshments from Kaiser. ● Thanks to Theresa Dudley for the boardroom at PGCEA ● We were able to come to agreement about the pilot schools and the proposed pillars <p>Deltas</p> <ul style="list-style-type: none"> ● Need to end on time ● Need to have food ready at the start of the meeting ● Set up a conference call-in line for those who need to call in for the meeting

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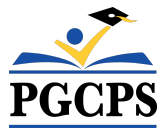
TIME	AGENDA ITEMS
4:00 p.m. – 4:05 p.m. 5 minutes	Review Objectives Clarify Roles Note Taker: Sheila Timekeeper: Nycal
4:05 p.m. – 4:15 p.m. 10 minutes	Setting the Purpose Introductions
4:15 p.m. – 4:25 p.m. 10 minutes	<p>What are Community Schools? Video: Community Schools Animation Video: https://www.youtube.com/watch?v=P8GaUJEP2h0</p> <p>NOTES:</p> <ul style="list-style-type: none"> ● Community Schools are a “Place” and a “Process” ● We will determine what they will “look like, feel like and smell like” ● Please read the article about Buck Lodge MS ● The school is the hub where parents and students go to access what they want and need <ul style="list-style-type: none"> ○ Classes for parents on services from birth through college/career - medical, social services, etc. ○ Resources for students ● Questions & Comments: <ul style="list-style-type: none"> ○ Will we target particular schools/types of families? <ul style="list-style-type: none"> ■ ANSWER: we will have to decide and target - we will pilot next year and have to decide where ○ PGCEA is concerned about our implementation because of the reauthorization of ESSA and the Kirwan commission’s focus on components of Community Schools as a portion of our school reform/improvement initiatives; e.g. Title I funds will be linked



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	<ul style="list-style-type: none"> ○ What money is already allocated? <ul style="list-style-type: none"> ■ This year establishment of the Director, coordinators, etc. ○ What money will be allocated for the future? <ul style="list-style-type: none"> ■ Planning for helping the schools to be selected for next year for evening events ■ Types of staff ○ Consider space inside schools ○ QUESTION: Will they mirror TNI? <ul style="list-style-type: none"> ■ TNI@Schoolwill continue in its 40 schools but will partner to provide support through lead CRAs ○ QUESTION: <ul style="list-style-type: none"> ■ How do we ensure fidelity to the model? ■ Some of our schools are in areas that cannot receive support from TNI ○ QUESTION: Can MNCPP be a partner for space and services? <ul style="list-style-type: none"> ■ Yes <table border="1" data-bbox="435 1031 1469 1234"> <thead> <tr> <th>Action Items</th> <th>Due Date</th> <th>Assigned</th> </tr> </thead> <tbody> <tr> <td>Share the Kirwin Commission language about community schools ✓ Done added to shared folder 12/19/18</td> <td>January 7, 2019</td> <td>Adrian Talley</td> </tr> </tbody> </table>	Action Items	Due Date	Assigned	Share the Kirwin Commission language about community schools ✓ Done added to shared folder 12/19/18	January 7, 2019	Adrian Talley
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<p>4:25 p.m. – 4:55 p.m. 30 minutes</p>	<p>Understanding the Board of Education Policy Knowing our role Electing a Vice-Chair and Secretary Length of Service on the steering committee</p> <p>NOTES:</p> <ul style="list-style-type: none"> ● Review of the Policy and required practices: <ul style="list-style-type: none"> ○ Established that we will have Community Schools ○ Confirmed BOE and CEO support ○ Established the CSSC and requirements ● Elected a Vice-Chair and Secretary <ul style="list-style-type: none"> ○ Chair: Adrian Talley ○ Vice Chair: Theresa Dudley ○ Secretary: Sheila Jackson <table border="1" data-bbox="435 1843 1469 1971"> <thead> <tr> <th>Action Items</th> <th>Due Date</th> <th>Assigned</th> </tr> </thead> <tbody> <tr> <td>●</td> <td></td> <td></td> </tr> </tbody> </table>	Action Items	Due Date	Assigned	●		
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<p>4:55 p.m. – 5:05 p.m. 10 minutes</p>	<p>Proposed Timeline for Community School Implementation shared by AT</p> <p>NOTES:</p> <ul style="list-style-type: none"> • Possible field trips • Development of a community needs assessment <table border="1" data-bbox="435 653 1469 1031"> <thead> <tr> <th>Action Items</th> <th>Due Date</th> <th>Assigned</th> </tr> </thead> <tbody> <tr> <td>• Theresa Dudley will find out if NEA can support our field trip/site visit experiences</td> <td></td> <td>• TD</td> </tr> <tr> <td>• Theresa Dudley and Nina Carter will share needs assessment tools currently in use</td> <td></td> <td>• Nina & TD</td> </tr> <tr> <td>• Sheila Jackson will share information about Comer schools with the whole group</td> <td></td> <td>• Sheila Jackson</td> </tr> </tbody> </table>	Action Items	Due Date	Assigned	• Theresa Dudley will find out if NEA can support our field trip/site visit experiences		• TD	• Theresa Dudley and Nina Carter will share needs assessment tools currently in use		• Nina & TD	• Sheila Jackson will share information about Comer schools with the whole group		• Sheila Jackson
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<p>5:05-p.m. – 5:15 p.m. 15 minutes</p>	<p>Creating an Administrative Procedure Creating Community Schools Coordinator job description</p> <p>NOTES:</p> <ul style="list-style-type: none"> • Need to establish the level/union of the Coordinator • University of Dayton and The Dayton Foundation - Community schools implementation process shared by Nina • The CSC must be able to manage him/herself • The CSC needs to be able to use data • Need to think about the level of the CSC and that person’s ability to communicate with people outside of the school • QUESTIONS: <ul style="list-style-type: none"> ○ Who will determine which school each coordinator will go to? ○ Will the coordinators be selected before the schools are selected? ○ Isn’t the goal to improve student achievement and growth? <ul style="list-style-type: none"> ■ Depending on who delivers the message and leads the work determines program success <table border="1" data-bbox="435 1791 1469 2028"> <thead> <tr> <th>Action Items</th> <th>Due Date</th> <th>Assigned</th> </tr> </thead> <tbody> <tr> <td>We will receive a Google Doc link from AT or Lindsay for <ul style="list-style-type: none"> • Draft AP • Community Schools Coordinator job </td> <td>January 29, 2019</td> <td>AT or Lindsay</td> </tr> </tbody> </table>	Action Items	Due Date	Assigned	We will receive a Google Doc link from AT or Lindsay for <ul style="list-style-type: none"> • Draft AP • Community Schools Coordinator job 	January 29, 2019	AT or Lindsay						
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<p>5:15 p.m. – 5:25 p.m. 10 minutes</p>	<p>Agenda Items for next meeting</p> <ul style="list-style-type: none"> How long will committee members serve on the committee? <p>NOTES:</p> <ul style="list-style-type: none"> 2 years at a minimum - will discuss/confirm next meeting (January 29) <table border="1" data-bbox="435 762 1469 1073"> <thead> <tr> <th>Action Items</th> <th>Due Date</th> <th>Assigned</th> </tr> </thead> <tbody> <tr> <td>Send job description for PEA and PPW ✓ Done- emailed 12/19/18</td> <td>December 20, 2018</td> <td>Adrian Talley</td> </tr> <tr> <td>Send out the link to Coalition of community schools to the members ✓ Done- emailed 12/19/18</td> <td></td> <td>Adrian Talley</td> </tr> </tbody> </table>	Action Items	Due Date	Assigned	Send job description for PEA and PPW ✓ Done- emailed 12/19/18	December 20, 2018	Adrian Talley	Send out the link to Coalition of community schools to the members ✓ Done- emailed 12/19/18		Adrian Talley
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<p>5:25 p.m. – 5:30 p.m. 5 minutes</p>	<p>Items for the next meeting</p> <ul style="list-style-type: none"> <p>Evaluate the meeting</p> <table border="1" data-bbox="435 1339 1528 1476"> <thead> <tr> <th>Plus (+)</th> <th>Delta (-)</th> </tr> </thead> <tbody> <tr> <td>•</td> <td>•</td> </tr> </tbody> </table>	Plus (+)	Delta (-)	•	•					
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