AGENDA
Collaborate, Communicate and Connect
Community Schools Steering Committee Meeting Minutes
September 16, 2020
4:00 – 6:00 p.m.

Attendees List

- Rhonda Caldwell
  Kettering Baptist Church
- Nina Carter
  Prince George’s County
  Department of Social Services
- Cynthia Collins
  SEIU - 400
- David Curry
  PGCPS - Associate Superintendent
- Theresa Dudley
  PGCPS
- Janine Hill
  Kaiser Permanente
- Sheila Jackson
  PGCPS - Family and School Partnerships
- Dirk Butler
  United Way NCA
- Robin McNair
  PGCPS - Restorative Approaches
- Ninah Jackson
  Board of Education
- David Dzidzienyo
  ASASP
- Tony Randall
  Parent
- Nycal Anthony Townsend
  Boys and Girls Club
- Pamela Boozer-Strother
  UNIServ
- Ingrid Williams-Horton
  PGCPS - Community Schools
- Timothy Traylor/Tammi Spence
  Local 2250
- Pam Boozer-Strother
  PGCPS
- Ingrid Williams-Horton
  PGCPS - Community Schools
- Timothy Traylor/Tammi Spence
  Local 2250

MEETING NORMS/GROUND RULES

- **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

OUTCOMES

By the end of this meeting, we will have:

1. Discussed the highlights within the Office of Community Schools.
2. Discussed and agreed to confidentiality expectations as a member of the committee.
3. Shared the EOOY Reconvening notes, discovered 1 theme and identified a subcommittee for planning (mid-year January/February 2021).
4. Heard about a plan to expand Restorative Practices to Community Schools.

TIME

<table>
<thead>
<tr>
<th>AGENDA ITEMS</th>
<th>4:00 p.m. – 4:05 p.m.</th>
</tr>
</thead>
</table>
| Review Objectives
  Clarify Roles
  Note Taker: Nina Carter
  Timekeeper: No one was specifically identified
  Attendees: I. Williams-Horton (Chair), R. Caldwell (Vice Chair), N. Carter (Secretary), T. Dudley (plus guests –Yvonne Baicich, PGCEA VP and Stephanie Walters, UNIServ), J. Hill, S. Jackson, R. McNair, D. Dzidzienyo, T. Randall, P. | 5 minutes |
Items discussed from the previous meeting (as noted by Dr. Ingrid Williams-Horton):

- Directions requested for the Policy Committee: proffered by Theresa Dudley that she keep track of the Blueprint for Excellence; Pamela Boozer-Strother serves on the task force as well; suggested for a future briefing by erected state officials and Dr. Thornton

  ○ **Update from Pamela Boozer-Strother and Theresa Dudley:**
    - Ms. Boozer Strother shared that no special session for the Maryland General Assembly to override Hogan’s veto. In the meantime, stakeholders are continuing advocacy efforts. Next session is September 24th. If anyone wants to sign up, please connect with Pamela Boozer-Strother directly. Additional details were provided after the Committee meeting to assist with registering:
      
      “Override the Blueprint Veto: A Call to Action” is on September 24th at 5:30 pm. This online event is designed for Marylander’s across the State to come together, hear about the latest Blueprint updates, and get resources to take action to ensure we can override the veto of the Blueprint for Maryland’s Future.

      This event is primarily intended to re-energize grassroots actions to urge legislators to commit to a “YES” vote to override the veto of HB 1300, The Blueprint for Maryland’s Future Act. [You can RSVP at this link.](#)

    - Ms. Dudley shared that PGCEA has made getting the veto overridden one of their main priorities of the year and hired a new Parent Liaison to assist with engaging parents in these efforts as a strong believe that it can’t just be staff and school boards involved in this work. Lori Morrow was the previous liaison and the new representative is Ms. Guzman. PGCEA recently held a meeting with 80-90 parents and teachers to discuss advocacy strategies related to overriding the Blueprint veto efforts. The Coalition for the Blueprint for Maryland's Future continues to meet.

- Updates about the intersection of the CEO’s Reopening Plan with OCS (Office of Community Schools) and DFSP (Department of Family and School Partnerships)

  ○ **Update from Dr. Sheila Jackson, DFSP**
## Objective 1
Discuss the highlights within the Office of Community Schools.

<table>
<thead>
<tr>
<th>4:05 p.m. - 4:20 p.m.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective 1:</strong> Discuss the highlights within the Office of Community Schools.</td>
<td></td>
</tr>
</tbody>
</table>
Notes:

- Three-day Professional Development Series was held for the CSC’s August 10-12
  - Understanding PGCPS units and connections
  - Reviewing community resources
  - Office of Business Partnerships
  - Evaluation and goal-setting
- Expanded from 45 schools (first cohort) to 65 schools (second cohort).
- Mental health therapists are in all 45 schools. Six contracted agencies provide the services.
  - La Clinica del Pueblo
  - Thrive Behavioral Health, LLC.
  - AprilMay Company
  - Advanced Behavioral Health, Inc.
  - The Children’s Guild
  - Family Services, Inc. (now Sheppard Pratt)
    - Contracts began on August 17, 2020 with two weeks of orientation and onboarding. Schools are beginning to access services.
    - OCS created a universal referral form to process referrals and track needs through the facilitation of CSCs at each building.
    - Question posed by Mr. Randall: Will educators have access to mental health services? The Chair affirmed that schools have the ability to utilize community schools funding to provide such support. Additionally, Department of Social Services is available to provide assistance, as appropriate.
- Finalizing a data management application in SchoolMax to assist Community School Coordinators with tracking referrals and services provided to students/families. The Chair expressed appreciation towards Mrs. Nina Carter and the Department of Social Services for assisting OCS and PGCPS Information Technology teams with developing the application.
- Final draft of the logo for PGCPS Community Schools is complete. Dr. Helen Coley, Chief of School Leadership and Support, and Dr. Goldson will approve the image and its release to the public. [Community Schools Infographic v9-2-20.pdf](#).
  - The Chair will distribute a PDF version of the image to committee members, as some members were unable to gain access the document via the aforementioned link.
- Plans are underway to recognize the CSC’s for Coordinator’s Appreciation Week, which takes place September 25th - 29th. OCS plans to have a virtual scavenger hunt, lunch bingo and other activities to show appreciation for their work.
- [Office of Community Schools Newsletter September-October 2020.pdf](#)
## Objective 2: Discuss and agree to confidentiality expectations as a member of the committee  
*(this will include a vote by roll call)*

**Notes:**

- **Questions posed by the Chair and Vice Chair:** What do you think about having certain confidentiality expectations implemented for this school year? What discussions do you think should be public or confidential? This will allow us to start the new school year off with clear expectations and agreement about how we move forward.

- **Discussion:**
  - There are certain topics that should be public and others that should be confidential: money-related topics discussed during Steering Committee meetings should be public, while discussions that pertain to specific family and personnel issues that identify a person should be confidential.
  - There may be sensitive issue at a school building that the Committee should be aware of, especially if it is pertinent to a specific policy. To protect the privacy of involved parties, the Committee should establish a decorum, which would provide guidance on the Committee’s ability to review such information, provide an action or response to said issues and submit its recommendations to the CEO and Board of Education.
  - If the Chair and Vice Chair believe we should go into executive session, we should have the ability to do so.

- **Question posed by Ms. Spence:** What about requests for support that the union reps may have to take back to constituents to obtain an approval? A backstory may be necessary to provide context.
  - Dr. Williams Horton would be responsible for handling those types of requests since they are not specific to confidentiality issues. Ex. If a union wanted to adopt a school or donate items to a specific school.

- **Three questions regarding confidentiality expectations were voted on in the following sequence:**
  1. Should general funding discussions be public?
  2. Should personnel and specific family issues be confidential?
  3. Should the committee establish a decorum to determine how to address confidentiality issues related to a policy that may require the committee to send a recommendation to the CEO and Board of Education?

**Roll Call of Agreement:**

- Rhonda – yay, yay, yay
- Nina – yay, yay, yay
### Objective 3:

Shared the EOY Reconvening notes, discovered 1 theme and identified a subcommittee for planning (mid-year January/February 2021).

[https://drive.google.com/file/d/1f39B1un0jOgwvlh3OEzoCJ330_8P0JxQ/view?usp=sharing](https://drive.google.com/file/d/1f39B1un0jOgwvlh3OEzoCJ330_8P0JxQ/view?usp=sharing)

**Notes:**

- This event has the capacity to expand the CSCs’ ability to conduct train the trainer workshops for parents and other staff in a variety of areas.
- In order to focus deeply on the identification of themes and to create high-level strategies for support, the Steering Committee will take additional time to review general themes highlighted during the EOY reconvening and provide feedback.
- **Homework:**
  - The Chair/Vice Chair will create a Google document to capture the Committee’s feedback.
<table>
<thead>
<tr>
<th>Time</th>
<th>Objective/Notes</th>
</tr>
</thead>
</table>
| 4:55 p.m. - 5:05 p.m. 10 minutes | **Objective 3:** Heard about a plan to expand Restorative Practices to Community Schools.  
Notes:  
- The Office of Evaluation and the Restorative Approaches Coordinator are developing a readiness assessment for distribution to educators at community schools by November 2020. School-based staff will receive the assessment and CSCs will assist with promoting completion of the surveys. By spring of 2021, restorative approaches training for educators will be underway, starting with the lower grades first. CSCs and Specialists will also be able to participate in the training.  
- Question posed by Ms. Dudley: With PGCPS’ new internal restructuring of special education and student services, which department will manage restorative approaches? Ms. McNair stated the work sits within student services. She also shared that CSCs will receive training in restorative approaches and has begun the conversation with the Chair regarding those plans.  
- A mix of community schools and traditional schools will receive some level of support throughout this school year. |

| 5:05 p.m. - 5:10 p.m. 10 minutes | **KUDOS**  
- **Kudos to Theresa for finding a grant to support CS**  
- **Kudos to the Committee for its tactful collaboration and discussion around the confidentiality**  
- **Kudos to Nina for multi-tasking on transcribing the meeting minutes, thoroughly participating in the varied discussions and working in two different software windows due to technical issues**  
- **Kudos to the Committee for providing a little grace as we transition into the new school year and new Committee roles** |

| 5:35 p.m. - 5:45 p.m. 10 minutes | **Items for next meeting**  
- Discussion on Decorum Policy  
- Updates (needs assessment, logo distribution, OCS, Policy Subcommittee, etc.)  
- Final answer on policy for grant writing on behalf of community schools |
### Rolling Agenda FY21

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Event Date</th>
<th>Event Date</th>
<th>Event Date</th>
<th>Event Date</th>
</tr>
</thead>
</table>

- Discussion of EOY Reconvening and identification of subcommittee members to begin planning for a mid-year reconvening
- Discussion of Steering Committee and Policy Subcommittee membership requirements

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:45 p.m. - 5:55 p.m.</td>
<td>Meeting Evaluation</td>
</tr>
</tbody>
</table>

#### Meeting Evaluation

<table>
<thead>
<tr>
<th>Pluses (+)</th>
<th>Deltas (-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Great Committee member representation during the meeting</td>
<td>Meeting started late</td>
</tr>
<tr>
<td>Grace provided by Committee for transition</td>
<td>Left work late</td>
</tr>
<tr>
<td>The new Chair making it to the two month mark</td>
<td>Technology issues</td>
</tr>
<tr>
<td>The meeting ended early</td>
<td></td>
</tr>
</tbody>
</table>
AGENDA
Community Schools Steering Committee Meeting
July 30, 2020
4:00 – 6:00 p.m

Attendees List

- Rhonda Caldwell  Kettering Baptist Church
- Nina Carter  Assistant Director, PGCDS’ Community Schools Network
- Cynthia Collins  SEIU - 400
- David Curry  PGCPS - Associate Superintendent
- Theresa Dudley  PGCEA
- Janine Hill  Kaiser Permanente
- Sheila Jackson  PGCPS, Family and School Partnerships
- Dirk Butler  United Way NCA
- Robin McNair  PGCP - Restorative Practice
- Ninah Jackson  Board of Education
- David Dzidzienyo  ASASP
- Tony Randall  Parent
- Nycal Anthony Townsend  Boys and Girls Club
- Pamela Boozer-Strother  Board of Education
- Ingrid Williams-Horton  PGCPS - Community Schools
- Denise Yorkshire  Local 2250

MEETING NORMS/GROUND RULES

- **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

OUTCOMES

By the end of this meeting, we will have:

1. Learn about the plans for the Office of Community Schools SY21
2. Approved the new infographic
3. Recommitments for the next 2 years
4. Vote for Vice-Chair and Secretary
5. Meeting sites for next year (in person)

<table>
<thead>
<tr>
<th>TIME</th>
<th>AGENDA ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:00 – 4:05 p.m.</td>
<td>Review Objectives  Clarify Roles  Note Taker: Dr. Jackson  Timekeeper:</td>
</tr>
<tr>
<td></td>
<td>Attendees: Rhonda Caldwell, Nina Carter, Ninah Jackson, Ingrid Williams-Horton, Theresa Dudley, Pamela Boozer-Strother, Tony Randall, David Smith; Robin McNair; Dirk Butler; Janine Hill; Nycal Anthony-Townsend, Sheila Jackson, David Curry, David Dzidzienyo</td>
</tr>
<tr>
<td>4:05 – 4:05 p.m.</td>
<td><strong>Objective 1</strong>: Learn about the plans for the Office of Community Schools SY21 Notes</td>
</tr>
<tr>
<td></td>
<td><em>PowerPoint shared</em></td>
</tr>
<tr>
<td>Time</td>
<td>Event</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>4:20 p.m.</td>
<td>Welcome to the new Director!</td>
</tr>
<tr>
<td></td>
<td>o All of the labor unions will have a meeting to ensure collaboration across bargaining groups</td>
</tr>
<tr>
<td></td>
<td>o Virtual preferred partners fair in the fall (Dirk Butler): purpose is to maximize the provider list by convening a fair to introduce parties to principals and coordinators; an orientation type of kick-off</td>
</tr>
<tr>
<td></td>
<td>- Notes:</td>
</tr>
<tr>
<td></td>
<td>4:20 p.m. - 4:40 p.m.</td>
</tr>
<tr>
<td></td>
<td>- Objective 2: Approved the new infographic</td>
</tr>
<tr>
<td></td>
<td>- Notes:</td>
</tr>
<tr>
<td></td>
<td>- Questions:</td>
</tr>
<tr>
<td></td>
<td>- Virtual preferred partners fair in the fall (Dirk Butler): purpose is to maximize the provider list by convening a fair to introduce parties to principals and coordinators; an orientation type of kick-off</td>
</tr>
<tr>
<td></td>
<td>- We will use terminology that is inclusive of “Educators” instead of “Teachers”</td>
</tr>
<tr>
<td></td>
<td>- Is the PGCPS logo accurate? - will be checked</td>
</tr>
<tr>
<td></td>
<td>- Approval:</td>
</tr>
<tr>
<td></td>
<td>4:40 p.m. - 4:55 p.m.</td>
</tr>
<tr>
<td></td>
<td>- Objective 3: Recommitments for the next 2 years</td>
</tr>
<tr>
<td></td>
<td>- Notes:</td>
</tr>
<tr>
<td></td>
<td>4:55 p.m. -</td>
</tr>
<tr>
<td></td>
<td>Objective 4: Vote for Vice-Chair and Secretary</td>
</tr>
<tr>
<td></td>
<td>- Notes:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Rolling Agenda FY21

#### July 30, 2020
- **5:10 p.m. - 5:25 p.m.** 15 minutes
  - **Objective 5**: Meeting sites for next year if we resume in person
    - Notes
      - Prudent to table this decision until a later date
      - Dates for next meetings are listed at top of this agenda - Lindsay will send them out to

#### September 16, 2020
- **5:10 p.m.**
  - VP for first two years: Theresa Dudley
  - Secretary for first two years: Dr. SJackson

- **Nominations**:
  - Vice Chair: Rhonda Caldwell - moved, seconded and accepted
  - Secretary: Nina Carter - moved, seconded and accepted

#### November 5, 2020
- **Items for next meeting**
  - Directions requested for the Policy Committee: proffered by Theresa Dudley that she keep track of the Blueprint for Excellence; Pamela Boozer-Strother serves on the task force as well; suggested for a future briefing by erected state officials and Dr. Thornton
  - Updates about the CEO Reopening Plan’s intersection with Community Schools and DFSP
  - RMcNair will be reaching out for conversation about Restorative Approaches
  - Community Schools Network information? How does that intersect with our Office of Community Schools? RESOLVED - the Community Schools Network no longer exists

#### January 7, 2021
- **Meeting Evaluation**

<table>
<thead>
<tr>
<th>Pluses (+)</th>
<th>Deltas (-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theresa is an awesome timekeeper!!!</td>
<td></td>
</tr>
<tr>
<td>Great 1st meeting of SY21!</td>
<td></td>
</tr>
<tr>
<td>We are ending early!!</td>
<td></td>
</tr>
<tr>
<td></td>
<td>•</td>
</tr>
</tbody>
</table>