



## Coordinating Council for Children, Youth and Families

### October 20, 2016 Meeting Minutes

5:15 p.m. – 7:15 p.m. 344 Broadway

#### **Summary of Conversation Topics**

- Cambridge Youth Council Update
- Find It Cambridge Update
- Overview of Superintendent Salim’s Entry Process
- Review 2016-17 Family Policy Council Work Plan to Address Opportunity Gaps

#### **Next Steps**

The group identified the following next steps (or commitments) during the meeting:

| What   | Who  | By When   |
|--|--|-----------|
| 2016-2017 Meetings <ul style="list-style-type: none"> <li>○ Thursday, November 17, 2016</li> <li>○ Thursday, January 19, 2017</li> <li>○ Thursday, February 16, 2017</li> <li>○ Thursday, March 16, 2017</li> <li>○ Thursday, May 4, 2017</li> </ul> | All Family Policy Council members and affiliates |           |
| Email Flyer to Nancy re: Health Insurance open enrollment; NT to distribute to FPC members   | Tina Alu & Nancy Tauber                          | Next week |
| Send summary of initiatives document to FPC members and affiliates   | Nancy Tauber                                     | Next week |
| Send out email asking for volunteers to join the Find It Outposts Working Group  | Nancy Tauber                                     | Next week |

#### **Present:**

*Neal Michaels, Hector Acevedo, Tina Alu, Chris Burke, Lace Campbell, Tony Clarke, Louis DePasquale, Mari Gashaw, McMillan Gather, Michelle Godfrey, Kim Goldstein, Liz Hill, Lori Likis, Michelle Lower, Kambiz Maali, Alanna Mallon, Maria McCauley, Matt Nelson, Rihana Oumer, Mike Payack, Bridget Rodriguez, Kenny Salim, Ellen Semonoff, David Trueblood, Nancy Tauber*

**Co-Chairs:** Mayor Simmons and Neal Michaels

**Executive Director:** Nancy Tauber

**Content Manager:** Mike Payack

## ***Socialize, Network and Eat***

**5:15 pm – 5:33 pm**

### ***Call to Order:***

**5:33 pm – 5:39 pm**

- Welcome & Introductions (Neal Michaels)
  - Neal welcomed attendees and mentioned that Mayor Simmons is unable to attend tonight's meeting
- Adoption of Minutes (September 16, 2016 meeting)
  - Ellen Semonoff moved to adopt minutes for the September 16, 2016 meeting
  - Alanna Mallon seconded motion
  - Motion carried - minutes adopted
- Announcements
  - Michelle Godfrey – First weekend in November 20<sup>th</sup> Annual Literacy Fun Day at City Hall for Families with Children K-3
  - Tina Alu – CEOC is Navigator for health insurance open enrollment
  - Maria McCauley – 1000 children signed up “1,000 Books By Kindergarten”
  - Neal Michaels announced that Louis DePasquale has been appointed the new City Manager—congratulations!
- Public Comment
  - No public comment

### ***CYC Update:***

**5:40 pm – 5:42 pm**

- Presentation by Rihana Oumer
  - Raw Perspectives continuing
  - CYC will be working on a couple projects around closing the achievement gap

### ***Find It Cambridge Update:***

**5:43 pm – 5:50 pm**

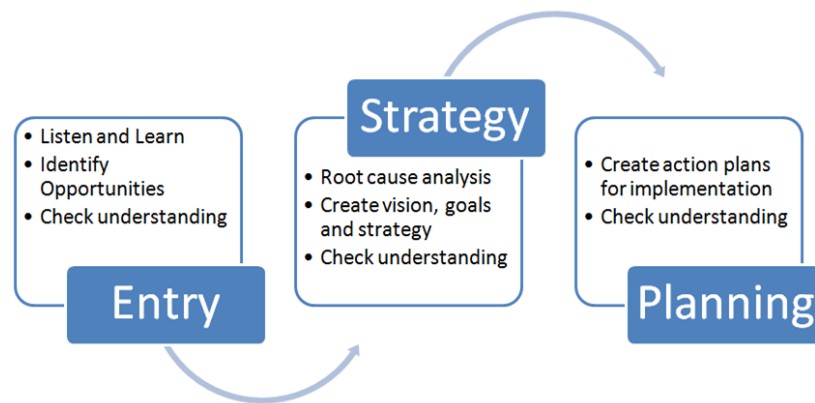
- Partnership with Family Resource Center (located at CRLS). Hector will have hours at the FRC starting in January
- Soft Launch hopefully by Halloween or early November
- Continuing to encourage providers to enter info into Find It Cambridge
- Questions/Comments
  - Tina Alu – printing functionality of site

### ***Superintendent Entry Process (CPSD Superintendent Kenneth Salim):***

**5:50 pm – 6:47 pm**

## Superintendent presented on his Entry Process

- Goals for Presentation
  - To introduce and update Family Policy Council on entry process and initial discussions and observations
  - To discuss and share perspectives on initial entry observations
- Kenny Salim's Core Values
  - Teaching and learning must be at the center of our work
  - Every student deserves the opportunity to achieve their full potential
  - All of us are responsible for the success of our students
  - Collaboration with families and community partners is essential
  - Help and support must be in place at every level
- Overview of Entry Process



- Purpose of Entry Plan
  - To learn as much as possible about Cambridge Public Schools through:
    - Observations of classrooms, schools and departments;
    - Focus group discussions and meetings with a broad range of stakeholders;
    - Analysis of documents, reports and data.
  - To produce an Entry Plan Report including findings and opportunities that will inform district goals
  - To gather data that will serve as a foundation for root cause analysis, goal setting, strategy development and district planning.
  - Simultaneously check for understanding and test new ideas.

- Entry Discussions

| <b>School Committee &amp; Staff</b>   |
|---|
| <ul style="list-style-type: none"> <li>• School Committee Members</li> <li>• “Superintendent Chats” held at each school with faculty</li> <li>• Focus groups/interviews with staff: teachers, principals, administrators, support staff, family liaisons &amp; others</li> <li>• Union leadership and advisory teams</li> </ul> |

| <b>Families and Students</b>  |
|---|
| <ul style="list-style-type: none"> <li>• School Councils</li> <li>• School-based Parent Organizations</li> <li>• Citywide School Advisory Group (CSAG)</li> <li>• Cambridge Parent Advisory Council on Special Education (CPAC)</li> <li>• Student government and student focus groups</li> </ul> |

| <b>Community</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Elected Officials               <ul style="list-style-type: none"> <li>- City Councilors, State and Federal elected officials</li> </ul> </li> <li>• City leaders and Department Heads               <ul style="list-style-type: none"> <li>- City Manager’s Office, Police, Fire, Public Health, Human Services, Housing Authority, Boards and Commissions</li> </ul> </li> <li>• Community-based organizations</li> <li>• Faith-based community and leaders</li> <li>• Business community (Chamber of Commerce, business leaders)</li> <li>• Higher Education Partners</li> <li>• Foundations and philanthropic organizations</li> </ul> |

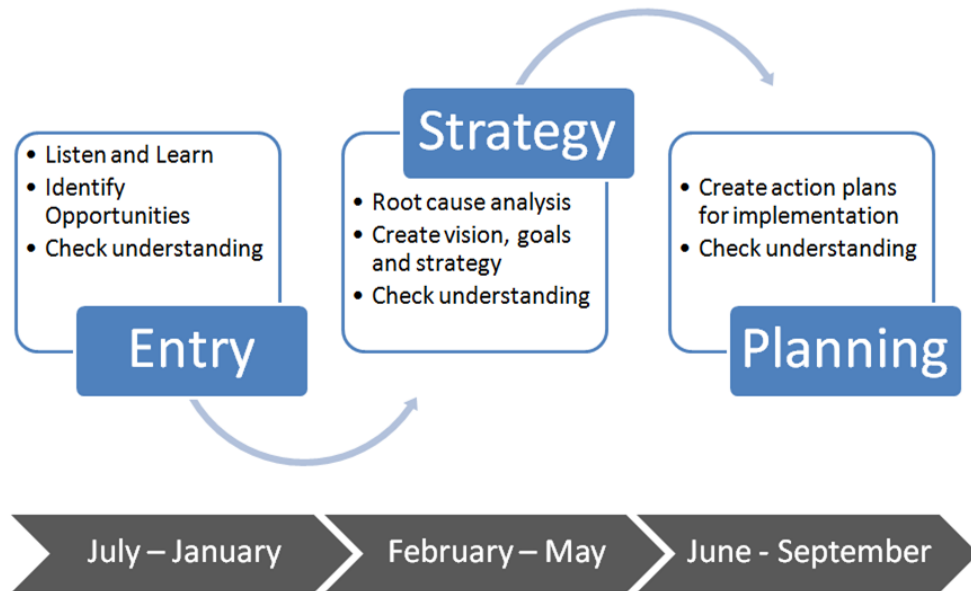
- Observations, Data Analysis, and Document Review

| <b>School and Classroom Visits</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Classroom Visits</li> <li>• “Student Shadowing”</li> <li>• Leadership and Staff Meetings</li> <li>• Meet and greet sessions</li> <li>• Community and school events</li> </ul> |

| <b>Analysis of Data</b>  |
|--|
| <ul style="list-style-type: none"> <li>• Local, state and national student performance data</li> <li>• District demographic and achievement data</li> <li>• Student and staff surveys</li> <li>• Program evaluations</li> <li>• District and school budgets</li> <li>• Department Reports</li> </ul> |

| <b>Document Review</b>  |
|---|
| <ul style="list-style-type: none"> <li>• School improvement plans</li> <li>• Accreditation, operations and finance reports</li> <li>• Curriculum and Instruction documents and resources</li> <li>• Professional development plans and reports</li> <li>• Other task force reports</li> </ul> |

- Key Supports for Entry Process
  - School Committee
  - District & School Leadership
  - Transition Team & Teacher Advisory
  - External advisory
  
- Entry Process Timeline



- Themes from Entry Discussions
  - Common District-wide Areas of Focus
    - Cultural proficiency
    - Family engagement
    - Response to Intervention support (academic and behavioral)
    - Instructional Practices
  - Strong relationships among staff
  - Priority placed on staff collaborative time
  - Developing school leadership teams
  - Innovative practices around instructional core
  - Achievement and Opportunity Gaps
  - School Autonomy and District Alignment
  - Managing Change and Initiatives
    - High Expertise Teaching (HET), Cultural Proficiency, Curriculum
  - Communication
  - Assessments: Purpose, Quantity, Philosophy, Use of Data
  - Social and Emotional Learning Needs: Support and response at school and district level

- Advice from Teachers & Paras
  - **Visit schools, classrooms, programs\***
  - **Create opportunities for teacher voice\***
  - Focus – not too many priorities
  - Assessment
  - Family engagement
  - Cambridge community

\*Received the most by A LOT.

Superintendent Salim asked FPC members to discuss the themes from entry discussion in small groups for 10 minutes and provide feedback:

- Frustrations in trying to coordinate donations/resources to schools in overly complex system
- Wonderful experiences with quality of education
- Desire to have deeper connection to CPSD administration
- Themes seem to be familiar both within the district and nationally
- Happy that Superintendent acknowledged that education our children is a shared responsibility
- This is a great list of themes
- How do we support overburdened staff?
- Family Engagement needs to start early and continue throughout education
- Also make sure Family Engagement is consistent across schools
- How do we engage with parents around and foster understanding of district goals
- Frustration that this set of themes has been consistent over time
- Hope there can be more alignment across multiple systems
- How do we ensure that the learning process includes social-emotional well-being as important part of education
- “Exploring Cambridge” pilot in 3 schools

## ***2016-2017 Family Policy Council Work Plan to Address Opportunity Gaps***

### ***Update:***

**6:48 pm – 6:59 pm**

- Strategy #1: Connect Cambridge families
  - Nancy announced that she is seeking volunteers for a Find It Outpost Working Group
    - Determine what will be needed to become a Find It Outpost
      - Training
      - Technology

- Funding
  - Application Process
    - Present ideas to FPC at January meeting
- Strategy #2: Connect Cambridge Kids
  - Middle School Network will present at our November meeting to provide an example of a model which connects kids to resources

***Next Steps:***

**6:59 pm – 7:01 pm**

- November 17<sup>th</sup> Meeting: The Middle School Network (MSN) will be discussed

***Adjourn:***

**7:02 pm**

- Michelle Godfrey moved to adjourn
  - Alanna Mallon seconded the motion
  - Motion passed – meeting adjourned