



## Kids' Council Meeting Minutes

**October 17, 2013**

5:15 p.m. – 7:15 p.m.

City-Wide Senior Center

### Summary

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

- Presentation from Cambridge Public Schools on Karen Mapp recommendations regarding family engagement.
- Discussion on Area of Focus #3 “Building on last year’s work, develop recommendations for ways that families and providers can easily access services, information, and supports.”

#### ***Key Agreements***

- Move forward on City-Wide Family Engagement Policy

#### ***Next Steps***

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

<b>What</b>	<b>Who</b>	<b>By When</b>
Sub-group meeting to work on Area of Focus #3		Nov- Jan
Next meeting is a co-sponsored event regarding Adverse Childhood Experiences (ACE’s) with the Healthy Children’s Task Force at the City-Wide Senior Center	All members and affiliates	November 23 <sup>rd</sup> , 2013 5:15-8:15pm



## **Kids' Council Meeting Minutes**

**May 16, 2013**

5:15pm – 7:15pm

344 Broadway, 2<sup>nd</sup> Floor Conference Room

### **Detailed Notes**

#### ***Present:***

*Tina Alu, Charlotte Avant, Betty Bardige, Sally Benbasset, Andrea Collymore, Jessica Daniels, Henrietta Davis, Louis DePasquale, Susan Flannery, Visceria Givans, Michelle Godfrey, Robert Haas, Claude Jacob, Lena James, Barbara Kibler, Neal Michaels, Ellen Semonoff, Heather Weiss, John Lindamood, Rio Nelson, Jwahir Sundai, Elena Lopez, Zach Spitz, Kabir Uddin, Linda Mindaye, Joyce Shortt, Alice Cohen, Susan Richards, WeiWen Zhao, Claire Felter, Shuging Zhao, Ronit Barkai, Melody Brazo, Lori Likis, Carolyn Turk, Maryann McDonald, Andrea Collymore, Susan LaPierre*

***Chair:*** Mayor Davis

***Executive Director:*** Nancy Tauber

***Note taker:*** Nadia Davila

#### ***Desired Outcomes:***

- An awareness of the Karen Mapp family engagement recommendations to the Cambridge Public Schools
- An agreement on the City-wide Family Engagement Policy
- An agreement on the 2013-14 Areas of Focus- Building on last year's work, develop recommendations for ways that families and providers can easily access services, information, and supports.

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

**5:15 – 5:30**

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

**5:30 – 5:39**

- Welcome and Introductions
- Agenda Overview
- Adoption of Minutes (September 18 meeting)
  - Adopted
- Public Comment
- Announcements

- CEOC and YWCA holding a City Council Candidate Forum at Senior Center next Tuesday. Simultaneous translation in Creole and Spanish
- Cambridge Public Library announced 'Coolest teen library in the universe'
- Monday at 4:00pm in Mayor's Office recognizing Food Heroes in Cambridge

### **Updates:**

#### **5:39pm – 5:45pm**

- Kids' Council will co-sponsor an event regarding Adverse Childhood Experiences (ACE's) with the Healthy Children's Task Force on November 21, 2013
- Kids Council Co-Chair Appointment
  - Co-Chair: Neal Michaels
- City Council, School Committee, Kids' Council, YIS reception – Monday October 28th 4:30-5:30pm
- CET Training Planning Team Update
  - CET coming in January, to discuss how additional outreach workers are impacting work and update on training team planning.
- Youth Involvement Subcommittee Update
  - Last night co-hosted the CSAG school committee candidate forum.

### **Cambridge Public Schools Report on Family Engagement:**

#### **5:45pm – 6:38pm**

- Presentation by Lori Likis  
*PowerPoint slides below.*
- Comments
  - On recommendation #1: **Create an infrastructure within the central office leadership team to oversee and coordinate the family and community engagement (FCE) work of the district.**
    - Key piece is on ownership, there needs to be an individual in charge of shepherding experience in order for success (In addition to collective ownership)
    - Missing the 'leadership in infrastructure' in the plan for this year?
  - On recommendation #5: **Launch a diversity/cultural proficiency initiative for CPS stakeholders (families, district/school staff, community members, students).**
    - CPS would like to work with someone externally to help facilitate the conversation so diversity can be honestly and openly discussed.
    - Any specifics? What would it look like? CPS will explore how to do the specifics in the strategic planning.
    - Will the strategic planning be inclusive? Will families be represented in the strategic planning? Goal is for it to be inclusive and manageable.
    - The group working on the strategic plan will make recommendations to the Superintendent. Need to determine if we have the community will and desire to take it up – and does the school have the capacity.
      - There is no question the need is there. We do need to figure out how we will do this. When we get around to some of the tough stuff, we will need to go deeper than we have in the past. We are ready.

- Family Engagement can't just be the job of the liaisons. Teachers, principals, parents already involved in schools and everyone in school needs a Family Engagement lens (not one persons' responsibility)
- *Community and Family Engagement?*
  - Most of the work with Mapp has been around the family and CPS is focusing on Family Engagement right now. However, the Full Circle (Wrap Around Zone) at Fletcher Maynard is community oriented and one could imagine that the school, family and community as three pieces that are growing together.
  - Many times school, family and community overlap.
  - CPS is developing an MOU with CET to work with the schools.
  - Kids' Council as an example of community. Schools are the hub, but the libraries and police need to be a part of it to do what we are talking about. Everything doesn't need to be so separated.
  - An effective family partnership may be a cultural shift for institutions, however will be significant in community for supporting children.
  - The CET's work is to reach families. (Rather than the CET reaching communities). They are a little bit different. Being involved more in the community is fabulous but need to think about what you can do.
  - How is CPS thinking of building communities of families that come together to support children's learning?
    - Developing parent communities to support children learning (like Baby U and FMA Full Circle. Need to develop parent leadership and advocacy.
    - Already a group of families that exists with each other; because they see each other all the time. This is an asset we have and we can maximize this
      - An example of this happening already is family contact books for every school
- Important to tap into the assets of local community (family members, students, faith community) and allows to be better at navigating in those systems.
- Implications on others organizations? (CHA uses CET too).
- Great to look at 'family first' and what other touch-points exist in the community.
- Family Liaisons and "Link to Learning"
  - Important to remember family liaisons as a resource.
  - Family liaisons were welcoming and receptive to what Mapp had to say.
    - "Link to Learning" is something different, and might be something harder than what the work may have been. Liaisons will need to extend and learn.
    - Family liaisons were not resistant or intimidated but voiced eagerness to do that work.
  - Looked at what was possible this year, the work with Family Liaisons emerged as something to want to continue advancing.
  - Liaisons all report to different principals, which is a drawback. No time to come together and develop one vision. Important to find something that liaisons could work on together in clusters. For instance, the three liaisons in a feeder cluster could work on something together. Eventually a citywide project could be fleshed out. CPS is thinking right now the project as a one unified citywide event that links families and learning and resources that the city has available.

- What does 'family engagement is linked to learning' really mean? In 2015: we are trying to figure out what is the link for communication around the child's strength and weakness so that all the parties come together to support these strength.
  - How to share data with families? Developed tip sheets for parent teacher conference. (Responsibility of administration and teacher to create successful parent-teacher conferences; to make sure information is shared back and forth and create action steps for families)
- The liaisons want to know what they can do differently. This is one of the ways we are evaluated and it is starting to trickle down into schools. People are working families into the other goals. Principals are excited by it and want more.
  - CPS focus this year: start with the vision and a plan

***Review and Agree on Draft of City-Wide Family Engagement Policy:***

**6:38pm – 6:46pm**

***City-Wide Family Engagement Policy and its' recent changes below***

- Thank you for Kids Council member and affiliate feedback
- As a city we are going to be family focused – and so we can be warmer if we are intentional in supporting their efficacy.
- Policy was sent to other groups.
  - No objections.
  - It is aspirational.
  - At some point the policy needs to be taken forward.
  - If there are any further suggestions please contact Mayor Davis or Vice Mayor Simmons
- Move forward on this!

***Review and Agree on Area of Focus #3 – Building on last year's work, develop recommendations for ways that families and providers can easily access services, information, and supports.***

**6:46pm – 7:08pm**

***Area of Focus #3 and the potential activities below***

- Establish subcommittee
  - Time commitment of November until January.
- Incentive project for Family Engagement strategies
  - Could incentivize without making it a contest
  - Other places has inspired districts to create innovative practices through a competitive grant funds (with guidelines)
  - Could structure more as a mini grant
  - Modeling after the McArthur fund; It could be a group of families (not just agencies)
  - Agenda of Children has done something similar and is happy to assist
  - There are already so many great things going on; could a part of it could be for things that are currently working or promising practices.
- Feedback from group work sheets:
  - Family Engagement Sub-committee

- Public Health – commit to school nurse/outreach staff
- Use high school home room
- Figure out a way to gather parents
- Series of meetings with parents, principals, and family liaisons
- 2 questions should be asked
  - What information do you need to know to support children’s learning?
  - What is the best way to communicate it?
- Define feedback directly
- Resource directories
- Word of mouth – friends and family
- Share OST data – ask Susan
- Annual meeting coordinating school and OST
- Feedback loop for families
- People unable to figure out what is available and access it when they actually need it.
- Need ways to make this easier to access services that actually exist.
- What can we do with what we have
- Central provider resource house
- Go to families rather than ask them to come to us.
- Use staff to get to families
- Get more information from families than staff.
- We need an understanding of families’ access to the internet and technology
- Include CET to support families in responding
- Develop matrix to document family involvement and focus on families with limited involvement
- FE Contest
  - Confusing
  - Good idea
  - MIT
  - Share groundbreaking idea
  - Not a contest
  - Mini-grants for innovation and sustaining practices and dissemination
  - Identify and showcase practice training
  - Recognize good practice and ideas
  - Recognize leaders – family liaisons, parents, OST, student
  - How will criteria be developed?
  - Will it require writing a proposal? If so, what about groups that don’t have writing capability?
- Networking Event
  - Use KC/CET networking event model
  - Combined with the learning of family engagement
  - Speed dating
  - Ted talks
  - Ask Liaisons to help plan networking event
- Research other communities
  - Yes
  - No, we need to learn about our community first

- Learn strategies that Kids' Council members are doing
- Research use of technology
- Helpful, but not the only thing

### ***Meeting Evaluation and Next Steps:***

**7:08pm – 7:13pm**

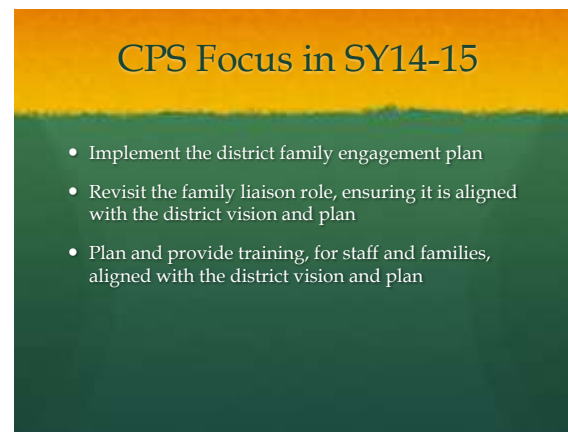
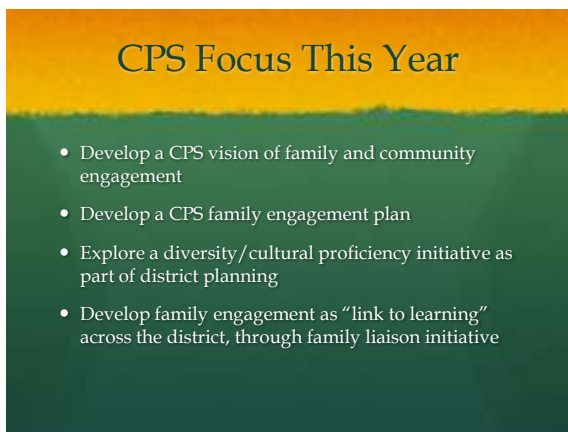
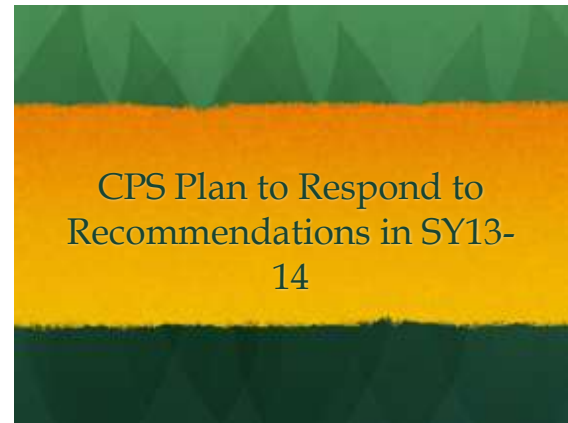
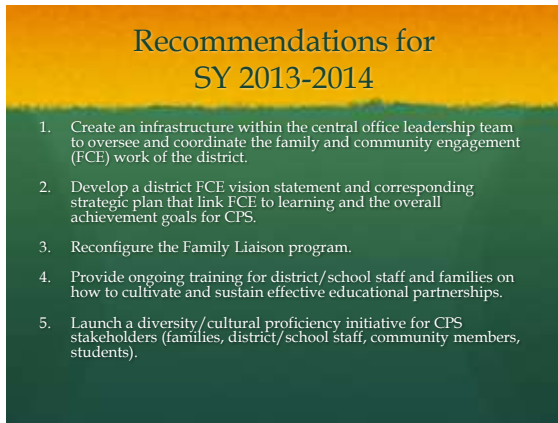
***Pluses:*** great information; good questions; good participation; was able to dissect info; how can move along together; how open and inviting the school department was about; very good that we could talk past our limit; YISers present

***Deltas:*** more napkins, plates, cookies, hard to hear

### ***Adjourn***

**7:13pm**

## Slides from Cambridge Public Schools Report on Family Engagement







## DRAFT City-Family Engagement Policy

MAYOR DAVIS

November 18, 2013

WHEREAS: It is a goal of the City Council to see that families are fully engaged in their children's education, health and well-being and the community; and

WHEREAS: One of the strongest predictors of success for children and youth is engaged families; and

WHEREAS: The city's vision of successful family engagement in Cambridge is genuine partnerships grounded in respect between families and the organizations and institutions that serve them; and

WHEREAS: Not all families are equally engaged or have equal access to information, support and services; and

WHEREAS: Over the last year the Coordinating Council for Children Youth and Families (a/k/a Kids' Council) has gathered information through various means and concluded that family engagement is viewed as a priority and providers are interested in collaborating with others who serve families to overcome the barriers to effective family engagement and providers are interested in collaborating with others who serve families to overcome the barriers to effective family engagement; and

WHEREAS: It is the shared responsibility of our community to reduce barriers and create the conditions necessary for families to be engaged; now therefore be it

RESOLVED: That it shall be the goal of the City Council to further examine strategies to support families and strengthen relationships and partnerships between families and the organizations and institutions that serve them and develop recommendations; and be it further

RESOLVED: That the City Council adopts the following goals in support of family engagement. The city government will:

- Strive to welcome all families and encourage their input regarding decisions affecting their children.
- Intentionally continue to build community and relationships between families and with families and work to ensure all families feel included.
- Promote coordination between the city services, schools and community service providers.
- Support training for service providers.
- Assure easy access for families to information, resources and services
- Evaluate the methods of outreach and engagement on a regular basis; and be it further

ORDERED: That the City Manager and the Mayor work with the Kids' Council and its members—including the Department of Human Services, School Department, Police Department, Public Health Department, the Library and community partners—to further the goal of developing effective city-wide family engagement.

KIDS' COUNCIL 2013-14 AREA OF FOCUS PROPOSAL  
October 17, 2013

Building on last year's work, develop recommendations for ways that families and providers can easily access services, information, and supports

Rationale:

Given that one of the most powerful predictors of kids' success is engaged families and learning happens everywhere and at every point in a child's development, family engagement must be our shared responsibility. Based on the work of the Kids' Council in 2012-13, we know the city of Cambridge offers families a plethora of services, resources and information; however, it is often difficult for families and providers to navigate the system and take advantage what the city has to offer. There is a high demand for an information/communications system that connects city, schools, and community partners with families. The Kids' Council should develop recommendations for ways that families and providers can easily access services and supports for families.

Summary of what we already know:

- Substantive family engagement takes resources – funding, dedicated and trained staff, time and energy.
- Relationships and personal connections are key, which is slow and gradual work.
- Genuine and respectful partnerships between families and city, school and community based organizations matter.
- Families and providers need to know what resources, supports, and services are available.
- Those engaging with families need training and support.
- Providers are very interested in collaborating with others and learning about the resources and services that are available to families.
- If providers have access to information that helps families, they will be able to develop closer relationships with families and communicate the benefits of the resources and services available to them.

Purpose:

- Connect city, schools, and community partners with families and remove barriers for families to access services.
- Compile an inventory of how we already support families.
- Enable providers to collaborate, participate in shared training, and learn about the resources and services that are available to families they serve.

Possible Activities:

1. Establish sub-committee of Kids' Council and other stakeholders: (volunteers needed)
  - a. Timeline: October – January (3-4 meetings)
  - b. Develop interview and focus group questions and the process for gathering information in order to gather feedback directly from families and front line staff through interviews and focus groups

Potential families:

FMA Families	Baby U Families	Kids' Council members
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YIS	OST families	<i>Others?</i>
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Potential front line staff:

Family Liaisons	FMA Full Circle	CET Outreach Workers
CEOC	Baby U	Center for Families
School Nurses	Camb. Housing Auth.	Ask Jayne (Jayne Cantor)
Safetynet members	Youth Resource Officers	<i>Others?</i>
Margaret Fuller House	In and Out of School Time Teachers and Staff	

- c. Review currently used on line and print resource guides throughout the city and develop recommendations for coordinating these efforts
  - d. End Product – Presentation of the findings and recommendations at the February Kids’ Council meeting
2. Family Engagement Incentive Project – Find funding opportunities to sponsor a city-wide contest for innovative and creative family engagement strategies/ideas. (volunteers needed)
  3. Co-sponsor a networking event to solicit feedback from stakeholders
  4. Research other communities
  5. Research use of technology
  6. *Is there anything missing?*