

PCEI Advisory Council Meeting Notes November 1, 2010

Attendance: Kim Hunt, Joanne McCormick, Kristine Coffey-Donahue, Stu Peskin, Bob Bouvier, Jim Harrity, Brian Middleton-Cox, Ana Maria Chacon, Kristen Sullivan, Pat Gorham, Kathy Rodriguez, Peggie O'Hare, guests from ESE, Cathryn Gardner and Anne Serino.

The meeting began at 10:35 with introduction of members and brief comments about why we are participating in the PCEI Advisory Council.

- Rich Robison, Executive Director of the Federation for Children with Special Needs, welcomed everyone to the meeting here.
- Brief announcements included: Title I Conference scheduled for March 7 and 8, 2011 in Marlborough, MA and Federation's Vision of Community Conference on March 12, 2011. The fourth webinar on family and community engagement sponsored by US DOE is scheduled for November 18th. (Peggie will send members announcement and link to register.)

Group discussed "Ground Rules" that we all should follow during these Advisory Council meetings. Members contributed the following guidelines for meetings:

- Remember that these meetings are public meetings. All dates will be put on ESE web site. Guests are always welcome at the meetings.
- Please RSVP by email if you can or can not attend.
- Be respectful and open minded to new ideas.
- Avoid identifying specific schools or individuals.
- Maintain a sense of humor.
- Keep it real.
- Follow-through when agreeing to complete a task.
- Be helpful.
- Be culturally competent.
- When sharing your ideas, include your perspective.

Peggie distributed copies of the Family and Community Engagement Standards and Indicators. Peggie discussed the current status of these and how we are continuing to try to get on the Board's agenda to present them and seek Board approval. Abby continues to work with her contacts to the Board and Kathy has contacted staff within the ESE about getting on either the January or February meeting agendas.

Members and guests shared ideas and reactions to the Standards and Indicators.

- New members who reviewed these for the first time thought that they could potentially be a useful tool for schools and districts. But that they do not seem complete as is. Definition of terms would be helpful, such as stakeholders including families.
- An introduction to these Standards and Indicators is needed. A visualization of them would be useful. Perhaps using a "Frequently Ask Questions and Answers" format would be effective.
- Next step should be to find examples of how to implement these indicators. There are lots of resources for this across the country.
- An imperative from the Board is needed for us to proceed with the huge task of developing an implementation guide or "how-to" manual.
- An intentional plan is needed to disseminate to principals, district personnel, school committee members. It needs to redefine family and community engagement and help people understand the difference and how it is important for supporting student achievement. It needs to show how these Standards and Indicators can be useful in the development of School Improvement Plans.

Discussion shifted to an exploration about how to field test or “pilot” these Standards and Indicators. To date, the Advisory Council has considered using these as a self-assessment tool with interested schools and districts. Peggie is working with a school in Lawrence who is willing to review these with their School Council. Kim indicated that the Superintendent of Plymouth Public Schools is open to piloting these across the district. It was asked if we have ever considered a more structured or formal field testing of these Standards and Indicators. It was commented that this would be useful even ideal but we did not have the resources to do this. It was suggested by Cathryn that perhaps ESE could support this effort.

Nearing the end of the meeting, discussion focused on scheduling meetings days, times and locations for the remainder of the year. We decided to schedule meetings for once a month knowing that all members might not possibly be able to attend all of them. (It is the expectation that members could attend at least 4 meetings per school year.) The consensus of members present was that the meetings should continue to be held during the day from 10:30 to 12:30 at 1135 Tremont Street Boston because of the convenience of parking, most members are comfortable with the travel, and day time meetings are preferable to evenings. Meeting days should rotate to all the days of the week. Therefore, **the following meetings are scheduled for 10:30 am to 12:30 pm at 1135 Tremont Street, Boston except for the March meeting:**

Friday, December 10, 2010

Tuesday, January 11, 2011

Thursday, February 3, 2011

Tuesday, March 8, 2011 on Family Engagement Day at Title I Conference in Marlborough, MA. (Time to be determined.)

Monday, April 11, 2011

Wednesday, may 25, 2011

Next meeting is scheduled for Friday, December 10 from 10:30 to 12:30 here at 1135 Tremont Street.

Meeting ended at 12:35 pm.

Submitted by,

Peggie O'Hare, Chair