

Child Protection Accountability Commission Committee & Workgroup Chair Responsibilities

OVERALL RESPONSIBILITIES

1. Review charge of committee as determined by CPAC, and preside over each meeting to ensure committee charge and tasks are addressed and completed.
2. Ensure all interested parties have been invited to participate in the committee. Invite new members as circumstances require.
3. Collect and maintain list and contact information for all committee members. Periodically ensure this list is current and share updated list with OCA Office Manager.
4. Manage all communications to and from committee members, including notices of meetings, agendas, minutes, etc.
5. Provide updates on work of committee at every CPAC meeting.
6. Prepare a final report at conclusion of committee's work. Seek approval of final report from CPAC. Provide a copy of approved report to OCA Office Manager.
7. Establish subgroups or workgroups when necessary, and ensure each group has a chair, who is also expected to follow these guidelines.

EACH MEETING RESPONSIBILITIES

1. Schedule all meetings for the committee at least one week in advance, at a location that is available to members of the public, and notify all committee members of scheduled meetings. Also notify OCA Office Manager or other designated staff member as soon as the meeting is scheduled so meeting date, time and location can be posted on websites pursuant to FOIA.
2. Prepare an agenda for each meeting at least one week in advance. Provide agenda to OCA Office Manager or other designated staff member for posting on websites pursuant to FOIA. Example agenda attached.
3. Take attendance at each meeting. Example attendance sheet attached.
4. Take minutes (or appoint someone to do same) at each meeting, and distribute prior to the next meeting for approval at that meeting. Example minutes attached.
5. Provide approved minutes to OCA Office Manager or other designated staff member for posting on websites.

**Child Protection Accountability Commission
Education Committee**

Wednesday, September 17, 2015

2:30 P.M.

Department of Education, Townsend Building, Dover, DE

AGENDA

- I. Welcome & Introductions
- II. History of the Committee
- III. Develop Committee Charter & Target Areas
- IV. Develop Key Objectives
- V. Election of Chair (& Co-Chair)
- VI. Future Meeting Schedule
- VII. Public Comment
- VIII. Adjournment

Child Protection Accountability Commission
Educational Committee
Wednesday, September 17, 2015
Minutes

ATTENDEES:

Tania Culley, Esq., OCA
Jennifer Donahue, Esq., OCA
Heather Williams, Esq., OCA
Leba Tolpin, Esq., CLASI
Mike Kersteter, Peoples Place
Linda Shannon, DFS
Carlyse Giddins, DFS
Trene Parker, DFS
John Bates, DFS
Dr. Martha Brooks, DOE
Kathy Goldsmith, DOE
Linda Wolfe, DOE
Vincent Giampeitro, Children & Families First
Leslie Newman, Children & Families First
Julia Pearce, Child Placement Review Board
The Hon. Barbara Crowell, Family Court

I. Welcome & Introductions

Tania Culley chaired the meeting welcoming everyone and facilitating introductions.

II. History of the Committee

Tania provided a short history on the original Education Committee which first began meeting in August of 2004. It worked on a variety of issues, including the organization of the multi-disciplinary conference in October of 2005. The committee then went inactive when its 3 remaining objectives were being handled in other venues.

More recently, both Judge Crowell and Carlyse Giddins have seen the need to re-activate the committee to deal with some issues. These include moving the DOE/DSCYF Memorandum of Understanding (“MOU”) forward to signature and implementation, developing ongoing training, improving graduation rates for children in foster care, decreasing discipline issues and placements in alternative schools, etc. As such, CPAC approved the reactivation of this committee at its July meeting, and requested that the group develop a charter and choose a chair for presentation to CPAC at the October meeting.

III. Committee Charter/Key Objectives

Much discussion ensued over the depth and breadth of the Committee’s focus. Ultimately, the Committee determined that it would limit the areas of focus for now, but leave open the possibility of adding additional objectives in the future.

Attachment 3 – Sample Minutes

Most of the discussion centered around the development of a training curriculum. The committee determined that while there needs to be a liaison to the CPAC Training Committee, that this group had the needed expertise to develop a curriculum as it pertains to the interactions between child welfare and education. One of the immediate training priorities was the MOU. The group agreed that the curriculums need to not just provide overall education to those currently in the system, but provide a mechanism for training new personnel as they enter it.

The committee also determined that it should have some involvement in the implementation of the MOU and that this would be a key objective moving forward.

Finally, the group discussed discipline, alternative schools and graduation rates for children in foster care. The group briefly discussed the work of the Alternative Schools Task Force, but participants indicated little focus was placed on children in foster care as they comprise a very small portion of children in the education system. The Committee decided that it was premature to decide whether to focus on foster children as they enter the education system or foster children in high school. Instead, the group found it critical to begin gathering data to really analyze where the opportunities to improve outcomes lies. This data could drive the work of this Committee for several years.

This approach was recognized as being similar to the ASFA Timelines Committee. The group acknowledged a similar agreement to share information between state agencies would need to occur in order to analyze the data, and begin to track outcomes. DOE and DFS committed to discussing the opportunities and any barriers outside of the Committee and to come back to the group with a proposal. Consideration must also be given as to confidentiality and what Committee members would be able to participate as a result.

Following these lengthy discussions, the Charter of the Committee was established as follows:

1. Implement the MOU between DSCYF and DOE, once it is executed;
2. Develop a Training Curriculum to improve system collaboration between child welfare and education as it relates to children in foster care. The curriculum shall include training modules on, but not be limited to: (1) MOU; (2) Education 101 modeled after CAN101; (3) special education; (4) Child Welfare/Education Partnerships and Collaboration.
3. Study the educational success of children in foster care through the collection and analysis of data, and make recommendations for system improvement and performance measures as a result thereof.

The committee agreed that items 2 and 3 would require Workgroups.

IV. Election of Chair

Dr. Martha Brooks graciously agreed to Chair this Committee. Martha will also look within DOE to recommend a Co-Chair as Martha is looking to retire in the next year.

OCA agreed to have a member of its team chair the Curriculum Workgroup. Since Allison McDowell serves on the CPAC Training Committee, the group thought she would be the best choice. OCA will report back to the Chair once it makes a decision. Following the appointment of a chair, a meeting date will be set and an email will be sent out to all committee

Attachment 3 – Sample Minutes

members inviting them or their colleagues to participate. The workgroup should endeavor to have two meetings prior to the next committee meeting.

DOE and DFS agreed that their agencies should co-chair the Educational Success Workgroup since at least initially it will require the exchange of data between agencies. Once those chairs are identified, a meeting date will be set and an email will be sent out to all committee members inviting them or their colleagues to participate. Any confidentiality requirements will be discussed in that email. The workgroup should endeavor to have two meetings prior to the next committee meeting.

V. Next Meeting

The next meeting of the Committee will occur on **Wednesday, December 10, 2008, from 2:30 – 4:30 pm. The meeting will be held in Dover at the Townsend Bldg, 2nd Floor Conference Room.**

Tania agreed to send out to the group the minutes from the old Committee as well as the Alternative Schools Task Force Report.

Addendum: Dennis Rozumalski, Janell Ostroski, Esq., Kathie Herel and PJ Facciolo were not able to attend this meeting but would like to participate on the committee. Tania has also reached out to former committee members.

/tmc