Child Abuse and Neglect Work Group Meeting Notes
September 19, 2014
Review of the Charge Statement

Questions	What Resonated	What is Missing?
When will we determine the final list for who will serve on the work group/mini-teams?	The statement is comprehensive and speaks to specific action steps.	The expanded team • Need some school based team members • SROs • Communication team member Need to add the steps for our communication plan We will keep the word systemic in place instead of strategic

Action Items

Action	Who?	By When?
Send any edits to the charge statement	Deb Berner	By the next meeting (TBD)
Determine who our team leaders are going to be on the mini-teams/committees	Andy Zuckerman Deb Berner Rob Grundy	This will be an on-going conversation over the next 1-2 weeks as we pull the larger team together.
Provide team with the "Darkness to Light" link and/or other resources and articles for review	Jennifer Alvaro	Done and attached in email
Provide team with resources and reading materials about "Erin's Law"	Jennifer Alvaro	September 26
Design process maps for the mini-teams/committees	Helen Nixon	This will be on-going as the teams begin to meet and plan out their strategies and action plans.
Determine the date, agenda and facilitator for the next whole team meeting	Andy Zuckerman Deb Berner	September 26

Proposed Mini-Teams/Committees

1. **Policy/Legal** 2. Communication 3. **Staff Training** 4. Technology/Social Media 5. **Parent Training** 6. Student Awareness 7. **Human Resources**	8. Safety and Security 9. Counseling/Psychologists/PPWs 10. Reporting and Data Collection *__Per Ms. Alvaro's recommendation---her suggestion was to focus on the bolded teams first. Student Awareness must be last.__*

Possible Team Leaders:
- **Policy/Legal**---Stephanie Williams and Josh Civin
- **Staff Training**---Peter Park
- **Parent Training**---Denise Bracalilly-Stultz
- **Human Resources**---Rob Grundy

What will the mini-teams need and/or accomplish?
- Assessment of current practices
- What data points need to be examined to inform their conversations?
- Who will collect the data for the teams?
- Determine where the gaps are in their current practice
- Read current research/trends/resources available
- Consider states/districts that have had successful plans----what might work here?
- Develop specific action plans---urgent timelines
- Processes for reporting out their progress
- Process mapping that demonstrates inter-office alignment
- What will the monitoring tool(s) be?
- How often will protocols be monitored? By whom?
- Deadline for suggestions/recommendations