

# Whitefield Collaborative Problem Solving Project

March 5, 2018

## Newsprint/Minutes

**Participants present:** Amy Perkins, Anthony Anderson, Ben Marcus, Cheryle Joslyn, Delia Dearnley, Jeanne Grady, Jen Noftall, Karen McCormick, Lisa Kalloch, Niki Mathews, Sue McKeen, Terri Blair, Tom Soule

**Not present:** Clint Towle, Howie Tuttle, Jake Mathews, Keith Marple, Kendra Anderson, Lucinda Lee, Lynette Conroy, Roger Drolet, Tara DeLisle

**Facilitator:** Joan Morin

*The collaborative process involves the participants to first identify the issue, then list the interest with regard to the identified issue, brainstorm options for potential resolution and finally reach consensus on the desired option.*

*The dictation of the newsprint shows verbatim, the identified issue, the interest of the issue, the options that were brainstormed and the consensus that was reached.*

### Agenda:

- Go through issues list
  - Group
  - Prioritize
  - Time-Line (create)
  - Housekeeping

### Chart 1: Safety/Health

Definition of Bullying

Mandatory reporting warning signs

Death threats (How to Handle)

Stop suicide encouragement

Stop electronic harassment

Rape threats

Unsafe bus environment

Manage shooter risk

Playground violence

Bathroom safety  
Pornography on devices  
Healthier food at school/events

**Chart 2a: Communication**

Transparent communication/ follow thru  
Defined process for issue resolution  
Notification of process & next step  
Communicate defined procedure for reporting concerns  
Behavior structure & guidelines  
Communicate about student grades  
Failing investigations  
Respectfully responsive to parents  
Full communication between staff and admin regarding student safety issues  
Board communications w/ staff  
Communication on testing  
Parent expectations/ communicate to parents

**Chart 2b: Communication Cont.**

Athletics- lack of communication  
Home school collaboration

**Chart 3: Protocol/Process**

Define procedure for reporting concerns  
Define process for issue resolution  
Formalize staff process for documenting concerns  
Peer Resolution (parent/student together)  
Training of staff and parents  
Full communication between staff and admin regarding student safety issues

Perception of predetermined hiring

Athletic league reassignment

Teacher-student ratio

#### **Chart 4: Accountability/Consistency**

Too many initiatives w/o implementation

Training of staff/parents

Accountability for students & staff and everyone

Behavioral structure/guidelines known & consistently followed

504 Plans not followed

IEP not followed

Failing investigations

Curriculum adapted to child learning style

No wasted educational minutes

#### **Chart 5: Climate/Culture**

Creating culture of respect

Staff demeaning of children

Harassment between staff

Retaliation staff-staff-admin (parent-staff)

Inappropriate social media

Common sense application to issues or non-issues

Perception of predetermined hiring

Recruitment & retention of staff/students

Power between staff not equal

Favoritism staff to students

#### **Chart 6: Resources**

Lack of extracurricular & foreign languages

Volunteer coordinator/ community liaison  
Resources for higher performing students  
School in concert w/ community volunteer program  
Hands on experience for kids  
Lack of community events  
Educational budgeting for school  
Healthier food at school/events  
Athletic league reassignment  
Intra district collaboration opportunity's  
Full-time programming/staffing (i.e. nurses)  
Teacher-student ratio  
Summer school programming

### **Discussions and Determinations**

Meeting minutes will be sent to project members for their review. Members can respond with comments and corrections. No discussion between project members will happen online. The comments and corrections will be assembled for the group to consider at their next scheduled meeting. The reviewing and determination of minutes shall happen within the first 10 minutes of the scheduled meeting. Once minutes are approved they shall be disseminated in accordance with our communication consensuses.

The February 26th and March 5<sup>th</sup> minutes will be reviewed at the March 12<sup>th</sup> meeting. This shall take no longer than 20 minutes.

Joan and Cheryl will collaborate on the proposed **Press Release**. Project members will review and determine when and where it gets disseminated at the March 12<sup>th</sup> meeting.

The project members reviewed and assigned a number to each issue. Upon reviewing the issues, the members determined there were common themes that best describe the cumulation of various issues. Six classifications emerged:

- Safety/Health,**
- Accountability/Consistency,**
- Communication,**
- Protocol and Process,**
- Climate/Culture and Resources.**

The Committee will problem solve Safety/Health at their March 12<sup>th</sup> meeting.

Dede will provide policies and other information on school safety, bullying and any other information that may be informative and helpful.

Amy will bring copies of the Whitefield School Handbook.

Anyone can bring information that will assist the group in understanding and problem solving the issue.