

Committee of the Whole
September 01, 2020 6:30 PM
Derby Middle School Cafetorium

The meeting will be held in-person. Masks/face coverings must be worn inside the Cafetorium. The meeting will be held via zoom as well for the public and Board members uncomfortable being in-person. Members of the public wishing to make public comments can do so during public portion via zoom.

Dr. Matthew J. Conway, Jr. is inviting you to a scheduled Zoom meeting.

Topic: Committee of the Whole
Time: Sep 1, 2020 06:30 PM Eastern Time (US and Canada)
Every month on the First Tuesday
Sep 1, 2020 06:30 PM

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I. Call to Order	Mr. Gildea
a. Opening Ceremonies	Mr. Gildea
b. Roll Call	Mr. Gildea
c. Additions/Deletions to the agenda	Mr. Gildea
II. Public Participation	Mr. Gildea
III. Birthdays	Dr. Conway,
	Mr. Gildea
IV. Executive Session	Mr. Gildea
V. Grade 4 Teacher, Irving School	Mr. Gildea
VI. Grade 8 Math Teacher, Derby Middle School	Mr. Gildea
VII. Paraeducator at Irving School	Mr. Gildea
VIII. Paraeducator at Irving School	Mr. Gildea
IX. Paraeducator at Irving School	Mr. Gildea
X. Paraeducator at Irving School	Mr. Gildea
XI. Appointment of New Hires	Mr. Gildea
XII. Resignations	Mr. Gildea

XIII. Unpaid Leave of Absence	Mr. Gildea
XIV. Derby Youth Services Bureau Task Force/School District End of Year Report	Mr. Saccu
XV. SAT/PSAT Administration Plan Discussion	Mrs. Olson
XVI. Derby Public Schools Reopening Update	Dr. Conway
a. Little Raiders University	
b. Bradley School	
c. Irving School	
d. Derby Middle School	
e. Derby High School	
f. Raise Academy	
XVII. Paraeducator Contract Provisions	Dr. Conway
XVIII. Power School Administrator Proposal	Dr. Conway
XIX. Adjourn	Mr. Gildea



Derby Youth Service Bureau
Task Force Report/School District
Year end 6/30/20

The Youth Bureau conducted 111 home visits and landlord verifications for new student applications or questions of residency since the start of school. There were four applications rejected for non- residency verification and 4 families found not to be living in Derby of which one is an out placed special education student at an estimated cost of 100,000 per year. Also included in the 111 home visits were 15 for truancy and parent meetings.

The homeless issue continues to be a major problem for our district and costs to transport these students is mounting. The homeless issue is caused primarily when families are displaced because of eviction for nonpayment.

Many of these cases have been long term and is putting strain on the budget. We continue to work with these families in the effort to transition them to a more permanent location. I have been successful in obtaining funds available through TEAM to help with rental deposits which has helped keep families in their rents and avoided homeless situations.

The Juvenile Review Board continues to be very busy this school year. We have had 9 student arrests and have taken other referrals from the schools as well.

Offenses range from breach of peace, possession of marijuana, assault, vandalism, Criminal Mischief, Disorderly conduct, possession of alcohol by a minor, possession of drug paraphernalia and distribution of a controlled substance.

Vaping continues to be a major health concern among or youth in and outside of school. Most of the students are now vaping high levels of THC which can have serious side effects such as psychosis and addiction. The Youth Bureau has been providing prevention and education programs at the High School and will be providing vaping and juuling programs that help kids who wish to quit.

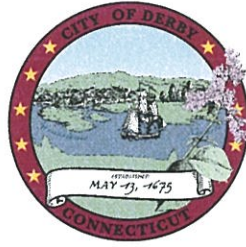
We are in our second year of a 20,000 dollar mental health grant that provides education for elementary school students in the area of mental health awareness and in the middle and high schools for suicide prevention. This program is call SOS (signs of Suicide) and provides information about depression, anxiety, suicide and self- harm behavior. It also provides information on how to seek out help from a trusted adult.

The coming year brings many new challenges concerning prevention programing, juvenile justice diversion (juvenile review board support) mental health prevention and interventions as well as PD for staff and family supports. The Youth Bureau will continue to work closely with our schools and community collaborative partners to understand the needs of the district and to continue to develop effective interventions and methods of delivering these supports during the covid-19 pandemic.

Respectively submitted;

John Saccu

Director



Programs provided to the Derby School District

Derby Youth Service Bureau

During the 2019 school year the Youth Bureau was awarded a 20,000.00 dollar mental health and suicide prevention grant which was spread over two years. The programs that have been implemented in the schools have been in elementary, middle and high school.

They include for staff and students:

- QPR (Question, Persuade, Refer) a program that covers suicide awareness and prevention. This program was for staff and provided in collaboration with The Alliance for Prevention and Wellness at BHCare.
- SOS (Signs of Suicide) a nationally recognized evidence based program that provides staff and students with the knowledge and noticing skills to identify signs or symptoms of suicide-ideation and how to get that person help. This program was provided through the health classes and DHS and DMS. This program will continue during the coming school year.
- The Youth Bureau along with the collaboration with our community mental health partners at BHCare implemented the Columbia Suicide Severity Rating Scale with our social workers and guidance Department. This is the most recognized evidence based suicide rating scale in the country and has been vetted for efficacy over 120 times. This scale is usable by anyone, anywhere, to assess someone's risk for suicide and help save a life. The online training was provide to our mental health staff for their use and will continue to be available for the future.
- Gizmo: Gizmo is an evidence based mental health awareness curriculum for elementary age students. The program is designed to help students become aware of their emotions and be able to recognize when their feelings are an indicator for them to seek out a trusted adult to speak to. This curriculum is told through the personality of a therapy dog named Gizmo who is a real

therapy dog. This curriculum will continue to be available to teachers for the future.

- **Fairfield Educational Drama Group:** This organization provides a series of social dramatizations with actors playing out the rolls of youth. It covers topics such as substance abuse, social media safety, healthy relationships and sexual behavior. The actors also engage with the students who actually get to participate in the skits.
- **Internet Safety Concepts:** This organization is owned by Scott Driscoll who is former law enforcement who worked with the FBI for years arresting on line child predators. He has provided programs in our schools and now the Youth Bureau has contracted him to do virtual trainings with students and parents on internet and social media safety. These program will continue this coming school year as well for parents.
- **The Youth Bureau** provides all supplies such as tables, food and beverage for the DHS annual collage fair. This is in coordination with the guidance Department.

The Youth Bureau provides for three annual bus trips for DHS students.

- The annual trip to Housatonic Community College
- The annual college fair in Hartford.
- The annual personal financial fair (“Reality Fair”) sponsored by the CT Credit unions at Torrington High School. This bus trip is for DHS business students and teaches personal financial responsibility.

All programs are paid for through the Youth Bureau’s grant process and there is no cost to the school district.

Juvenile Review Board (court diversion program)

The Youth Bureau collaborates with the Schools, law enforcement and the juvenile court to provide restorative programing to students who have been expelled, suspended or arrested. The Bureau contracts with or prevention agency Alliance for Prevention and Wellness for education and referral for substance abuse and other mental health or behavioral issues. There is also no cost to the District for these services.

Submitted:

John Saccu
Director

Youth Bureau Total grant dollars 2008-2019-20

Total Grant Dollars = 311,605.00

Total Program Administrative Grant dollars= 154,000.00

Total Grant dollars for Direct program cost= 171,605.00

Student Data Administrator Proposal

The work of a Student Data Administrator directly supports the district, individual schools, teachers, staff students, and parents by coordinating, managing and troubleshooting the PowerSchool SIS (student records), PowerTeacherPro (teacher gradebooks), PowerSource (staff professional development), ParentPortal (parent access), and PowerSchool Registration Portal (new student enrollment).

The ultimate goal of this position is to provide Derby administrators, faculty and staff with regular, personalized professional development to build capacity across the district to increase operating efficiency and deliver reliable data that is easily accessible to end users. This information is critical to monitoring progress, analyzing data, and reporting results.

Below is a list of main categories of work and a detailed list of tasks associated with this role. These are just some of the primary responsibilities associated with this role, but it does not represent everything.

Yearly Processes

Throughout each school year, there are always set up items and processes to perform. Each school and district differ, but here are some of the most common items:

1. Start of New Year

- Calendars created and customized for each school
- Grading terms and setup completed for each school
- Attendance codes, calculations, preferences, and settings reviewed for every school
- School transportation and bus routes updated with all current routes and times
- State Reporting changes identified, guides reviewed for any state changes, and data updates made
- PowerSchool program updates reviewed and installed
- Registration contacted to update and revise online forms for parents. This ensures the school has updated addresses, numbers, and guardians
- System settings configured for new school year and verifying all staff and parents have access to the new year and not the old year
- Accounts and security reviewed for all staff, including adding new staff and deactivating staff no longer here
- Parent information provided for new parents to the district and PowerSchool. (Actual training and/or documents provided with instructions.)
- Updating all object reports and form letters with the new school term and verifying signature lines are still accurate
- Updating the school information for each school as administrators or job roles may have changed

2. Scheduling

- School master schedules created for all schools
- Student schedules created for all schools
- Daily changes made to both kinds of schedules as turnover occurs
- Bell schedules adjusted to reflect changes as they occur.
- Calendars adjusted for each school as snow days happen.

3. Final Grades Each Term

- Gradebook calculations set for each teacher at every school and for every term
- Final grades verified for each teacher at every school and for every term
- Permanently store final grades for each school and term
- Honor roll calculations run for each school and term
- Class rank calculated and verified for the high school

4. Data Input and Upkeep

- Consistent and routine checks performed weekly or bi-monthly to ensure staff are entering all data in the same format and correctly
- Exports of data performed as requested by staff, the school board, testing companies, picture companies, and so on
- Imports of data performed for local, state, and national standardized tests
- Creates archives for data that is not carried over from year to year or vital for students
- Coordinates PowerSchool backups the server data every night, but I also recommended keeping archives in case of staff mistakes

5. Develop Training Materials and Deliver PD

- New staff will need proper training on how to use PowerSchool, and given access to documents and online courses
- Program changes occur a few times a year, with at least one major release in the summer or winter. Staff will need to be informed of the impact on their daily tasks, and how to work with the new functionality

6. State Reporting

- Setup items are often changed yearly. Those changes need to be identified so staff are completing the correct fields
- Any new or changed data needs to be updated for each student
- State reports are able to be run for each state deadline, and contain the correct data
- If data is found missing from reports, staff need to be informed so the data can be completed correctly

7. End of Year process

- Data validation reports run and corrections made for all core PowerSchool tables
- PowerScheduler set up and assistance provided for those schools using the tool. The setup is very lengthy and detailed
- Errors identified and corrected in regards to enrollment and scheduling dates
- Student withdraws completed for students not returning
- Final state reports printed and submitted
- All report cards and transcripts PDF'd so archives are created
- Student rollover is performed and verified it happened correctly

Training and Materials

One of the first steps to being independent is training all staff to perform tasks correctly. I normally do this in groups with short 1-hour sessions. Now the list of topics can be very lengthy, so I usually poll each school for training they need and training they would like. These topics normally include: searching for students, exporting and importing data, making mass data changes, creating reports, creating student lists, using student screens, updating contact information, managing student and parent accounts, running system reports, and managing attendance. After compiling the lists, I would create a monthly schedule of trainings so staff have advanced warning of which they can attend.

In addition to training staff for the day to day tasks, every process that I complete will need to be explained to someone else. This person may not always be the same person, but transferring the knowledge to others in the district will allow you to sustain accurate processes and clean data.

The final step is to provide documents to reinforce the training and allow staff to work on their own. I would create documents for each repeated process or task a staff person must perform; such as enrolling and scheduling new students, entering correct information for state reporting, or storing grades. Having a PowerSchool manual available not only helps current staff, but also makes training new staff easier. These documents would need to be edited periodically, but ultimately, they can ensure the data and processes are all performed correctly as time goes by and staff change.

Routine Support, Troubleshooting and End User Customer Service

On a daily basis, the Student Data Administrator will coordinate day-to-day operations of the PowerSchool system and act as a liaison with end users and internal and external support staff to assure accurate problem interpretation and a resolution. This really will be daily work because so many people don't know enough about PowerSchool or don't have support documents to help them when questions come up. There will always be daily PowerSchool work as problems occur or emergencies arise too. Staff need to know there is someone they can call if they forget how to do something or make a mistake.

When answering these questions, I'll also be walking the person through what to do (I won't just be fixing it) and providing written instructions, if needed. I see questions as a good sign and the perfect opportunity to transfer small chunks of knowledge.

Monitoring locked accounts for all staff, students, and parents happens every day. If an account is locked, or someone forgets their password, I must unlock or reset the password manually.

Additionally, I'd be contacting PowerSchool when system and server problems occur. Contacting Technical Support is often a very lengthy process and can only be performed by a designated person. This should be something only a PowerSchool administrator or IT person completes.

Data Cleanup

This is one task that often takes much longer to complete than it seems. Not only does the data have to be exported out of PowerSchool, but it needs to be verified and corrected with the staff who use the data, then imported back in. Also, some cleanup will need to be performed one student at a time, and there are situations where you can't avoid this.

These are some current data clean up needs that should be addressed immediately:

1. Standardize how student demographic data is formatted.
2. Correct historical grades for QPA and GPA values at DHS.
3. Correct missing state reporting data for teachers, courses, and students.
4. Establish missing PowerSource accounts for staff so they can take online courses.
5. Import missing test scores for multiple grade levels (Smarter Balanced, PSAT, SAT, LASLinks, and any district benchmarks).
6. Import missing information in regards to enrollment, discipline, and transportation so that staff can use PowerSchool and not Excel or Word.
7. Update student/staff personal information and photos used for School Messenger.

Customizations

One of the most powerful advantages of PowerSchool is the ability to customize the program and create custom reports. I know each school is missing data on reports, and some schools are needing an entire report to get data they need to provide to someone else. I can create the needed custom reports. Then staff only have to run them, print them, or export them. Some reports can be created in a day, but others may take a few days to create.

I will also install, monitor, and update custom reporting packages that are available for customers. These are free reports, but are a huge help when you need custom reports quick.

I also know there are places needed to record information in PowerSchool that don't currently exist. I have the HTML and JavaScript knowledge to customize the PowerSchool pages in the areas that customers are allowed. Be aware that PowerSchool can't help you if your custom reports or pages don't work. Customizations are the district's responsibility. However, I can train someone in the district to edit any customizations, in case changes are needed in the future.

State Reporting

All of the categories listed above apply to State Reporting in some way, and I know accurate reporting information to the state is vital.

If we combine these all together:

- Get the system set up properly.
- Get staff trained fully.
- Provide a person staff can contact daily.
- Get the data cleaned and corrected.
- Create the reports and/or custom pages to get the data out easily.

Then, we have accurate reports for the state.

Terms

Requested salary of \$30,000 for a 12-month contract working 20 hours per week.