



**Family Engagement Committee
Bridge to Success
*Preparing Waterbury Youth for Life: "A Birth to 21 Initiative"***

**Thursday, November 5th, 2009
1:00p.m.-2:00p.m.**

Minutes

Present:

Staff: Lori Hart, Nicole Porto, & Barbara Tacchi

Introductions: Lori Hart, PPB staff, called the meeting to order at approximately 1:05 PM, welcomed everyone and thanked them for their time and commitment to join the Family Engagement Committee. Brief introductions went around the room of those present and the agency/organization with whom they are affiliated with.

Bridge to Success Overview: Lori Hart briefly explained how the Bridge to Success Plan was launched on the efforts which reflect these three complementary initiatives which include: Waterbury School Readiness Council's Blueprint focusing on children birth to eight, the Prevention Policy Board's Community Youth Plan focusing on ages five to twenty-one and the Waterbury Public Schools District Improvement Plan. The three realized that it made sense to combine the plans and create one plan addressing the needs of children and youth ages 0-21. The Bridge to Success plan has 5 strategic areas: Family Engagement, Child Health & Development, Early Care & Education, Positive Youth Development, and Workforce Development.

Overall Goals: Lori Hart updated the committee that the goal of the Family Engagement Committee is that ***all families have the support they need to be their children's first teacher, so kids learn at school and at home.***

The charges of the committee will be to review the Waterbury Community Resource Mapping documents for completeness, and to gain an understanding of the resources that exist currently in the city; identify strengths and gaps in the community's resources; use community resources, community priority action steps, and other community data to guide selection of one or more action steps as the focus of the committee's work through June, 2010; identify two to four related objectives to be accomplished between October, 2009 and June, 2010; complete the PPB Committee Report concerning objectives, activities, responsible individuals, and timeline, and outcomes in December, 2009 and in June, 2010.



Note: Barbara Tacchi, SRC Coordinator, asked “what is our overall goal?” Lori replied that “the overall goal is to move from a plan on paper to implementation and determine how Waterbury is going to complete these.” Rupa Gandhi also questioned if the Family Engagement Committee would ever have contact with the other four committees since Family Engagement is across all areas. Lori Hart explained that the chair and/or co-chairs from all five committees are responsible for attending the monthly Bridge to Success Management Committee meetings to update them on the progress. Also, anyone on the Family Engagement Committee is welcome to be a part of the other committees.

Committee Member, Staff, & Chair Responsibilities: Lori reviewed the responsibilities committee members, staff, and chair:

Committee Members:

- Attend all meetings (or send representative)
- Contribute to meeting and follow up work

Staff:

- Prepare agenda
- Prepare minutes
- Schedule room
- Send out reminders to committee
- Prepare documents for meetings

Chair:

- Preside over meeting
- Open meeting
- Keep discussion going
- Assure that all committee members have opportunity to express opinions/views
- Help staff prepare agenda
- BTSMC – Attend BTSMC meetings to update BTSMC about committee (2nd Tuesday of every month 3:30-5:00pm)

The committee elected the Committee co-chairs:

- Giselle Booker
- Linda Janowitz

The committee asked if the co-chairs had to review the minutes. It was suggested that maybe the co-chairs should send out the agendas and other materials, because PPB sends out quite a bit of emails. It



was also suggested that there be a standard message in the message line so the committee members don't dismiss it. Finally, the committee questioned why parents were not here at the meeting. Pamela Ortiz stated she would contact a parent who would be interested in the committee.

Guiding Principles

The team established the following as their guiding principles:

- Responsibility is shared: we are all responsible for how the meetings flow or not flow; what is covered or not covered
- We expect that each member will attend or send a representative
- All meetings start at the scheduled time
- Personal agendas are set aside: we come together for the benefit of Waterbury's youth
- Listen with attention
- Contribute to the well being of the group. Focus on the goal at hand
- What is shared on a personal level is confidential
- We try to reach consensus on agenda items
- When an agreement is not reached, everyone's opinions are recorded in the minutes
- Once the decision is made, we go forward together to implement it; we set differences aside, uphold the action 100%
- All questions are welcome and accepted

Resource Mapping

Lori explained that one of the committee charges is to look at the Waterbury Community Resource Mapping document which was created by 2-1-1. The Resource Mapping Document relates specifically to the Bridge to Success's 5 strategic areas and goals at hand. Lori & Nicole distributed the Positive Youth Development section of the document; the full 167 page document is available to all Committee members in email form.

Lori requested that Committee members review the document prior to the next meeting and fill in the Resource Mapping Worksheet if they find missing resources.

Lori noted that 2-1-1 has specially asked that this document is not published in any way to be distributed to schools, libraries, etc. Its sole purpose is to be used for finding the strengths and gaps within the community relating to the Bridge to Success goals. 2-1-1 feels that information is constantly going out of date and it is best that community members call 2-1-1 for the most up to date information.

Establish Next Meeting Date

The next meeting date is scheduled for ***December 3rd from 1:00 PM – 2:30 PM at Catholic Charities.***



Establish Follow up Items

- Lori & Nicole – get data on the languages spoken in Waterbury
- Lori & Nicole – find out what the United Way of Greater Waterbury and New Opportunities Family Engagement Committees are all about?
- Committee members will send Lori the resource mapping worksheets by November 20th, 2009. Lori will send out the fax number and mailing address.
- Lori & Nicole will contact parents who said they wanted to be involved in committee but never showed up.

The meeting adjourned at approximately 2:00p.m.