

**School Safety Task Force**  
**Student Support Services Workgroup #4**  
**Subgroup: Personnel**  
**July 17, 8:00am - 10:00am ~ DRAFT Minutes**  
**CTC@Hull, Rm A261**

Chair - Carrie Coyner, School Board Member, Bermuda District

Staff Co-Facilitators

- Bryan Carr, Coordinator School Counseling Services (not present)
- Lisa Micou, Intervention Training Specialist for Social & Emotional Learning (not present)
- Hope Murphy, Coordinator School Social Work Services

Current Members of Personnel subgroup - present

- Burcham, Debbie
- Clark, Erin
- Copp, James
- Feeney, Marianne
- Welch, Pam
- Williamson, Dawn

Community members present:

- Cox, Angela
- Kambillos, Michael
- Smith, Laura
- \* another person present, not signed in

CCPS staff also present:

- Early, Laura
- Smith, Shawn

**Review of meeting of June 5th**

Marianne Feeney & Jim Copp

- Jim Copp (JC) reviewed "[Thoughts on Task Force Personnel Safety](#)" document, expressed concern over recommended ratios of Student Support Services (SSS) personnel and CCPS' ratios
- Marianne Feeney (MF) - Discussion last meeting about whether or not there are tasks that SSS personnel are doing that others can do or that can be centralized. Have learned there are plans to expand nurse staff to one to each building, but there are no plans to expand other SSS personnel.

**Discussion topics of workgroup:**

- Laura Fornash has encouraged workgroup to recommend what is needed regardless of financial impact. This was echoed by school board members
- Mental health positions hard to fill. We need to build workforce.
- We can even make recommendations to General Assembly regarding more and more administrative tasks and burdens being added to localities that might not be pertinent any longer. Important for SSS personnel to stay in special education meetings.
- It's possible public agencies can be duplicating efforts in supporting our youth with mental health concerns
- One member has been interviewing CCPS staff, students, and parents, trying to get to what is happening at the ground level. She came to the conclusion that there are not enough support staff to support our students.

- Community members need to advocate at federal, state and local levels regarding needs to support students' mental health. State safety meetings happening as well. Different localities expressing different priorities.
- Some counselor duties could be completed by others' in building: lunch duties, coordinating award ceremonies, test proctoring, special education meetings.
- Students believe counselors are there for scheduling and crisis. They most often confide in teachers when they need support, including teachers from the past.
- Thomas Dale high school's new principal has changed bell schedule to make time for advisory group. Purpose is to build relationships between teachers and students, provide support. Training has started for teachers.
- Positions have been added (testing coordinators, coordinators for special education) Have responsibilities of student support services staff been lifted?
- Psychologists and social workers are not part of Standards of Quality in Virginia Code. <http://www.doe.virginia.gov/boe/quality/index.shtml> We could recommend to the Virginia Board of Education that they be added.
- Some teachers might not consider building relationships part of their role. Relationship building is part of good classroom management. Teachers setting high expectations can also show students that they care.
- Slowly rolling out prevention efforts (restorative practices, trauma informed care, social emotional learning, and student support teams) that need student support staff to assist in school level implementation
- CCPS has focus on preventative efforts around building community in school. For example Signs of Suicide, Social Emotional Learning.
- Possibly we should focus also on teacher: student ratio to create more direct support for students by teachers, not just SSS personnel ratios.
- Important to continue to advocate for our students' mental health needs through public forum through this workgroup as well as beyond on an ongoing basis.
- Links to two presentations Ms. Coyner referred to during the meeting:
  - 1) [Instructional Support Data](#)
  - 2) [Liaison Committee Materials 5/22/18](#)

Themes of discussion to examine for recommendations draft (& workgroup members who will examine closer by 7/31). Please share documents with Hope Murphy.

- Review new positions and job duties (testing coordinators, coordinators for special education, and prevention specialists) (Hope Murphy)
- Ratios of SSS personnel to students. Need summary and examination of 3 other localities' SSS personnel ratios/assignments/responsibilities. (Jim Copp)
- Examine federal and state mandates that are a burden/outdated/duplicative and possibly recommend changes to General Assembly. (Dawn Williamson & Erin Clark))
- Balance of special education and mental health needs. Examine data related to both and discover trends. (threat assessments, signs of suicide program) (Marianne Feeney)
- Partnerships with community mental health providers (Debbie Burcham and Hope Murphy)

Next meeting dates:

- August 2, 2018 - 5:30pm - 7:30pm (Programs, Frameworks, Curriculums subgroup) CTC@Hull, room A261
- August 9, 2018 - 5:30pm -7:30pm - Whole Workgroup #4 CTC@Hull room B105
- August 20, 2018 - 6:00pm - 8:00pm - Whole Workgroup #4 CTC@Hull room A256