

**Agenda Item**

**Welcome and Review Agenda**

The meeting was called to order at 9:30 am by Lindy Khan. The following were in attendance:

Steve	France	Acalanes USD	Troy	Catalde	Pittsburg USD
Cardenas	Shackelford	Antioch USD	Louise	Barbee	Pittsburg USD
MaryAnn	Valles	Brentwood USD	Barbara	Byrd	West Contra Costa USD
Lindy	Khan	CCCOE	Janet	McMurray	West Contra Costa USD
Lynn	Mackey	CCCOE	Johannes	Demarzi	Inclasstoday.com – Guest Speaker
John	Angell	John Swett USD			
Linda	Pete	Mt. Diablo USD			

**District Personnel Changes? (update contact list):** None

**Guest Speaker Presentation & District Sharing**

- **Guest Speaker: Johannes Demarzi (Inclasstoday.com – co-founder with Todd Rogers)**  
 PPT Presentation: How to Deal with Chronically Absent Students and ways to Reduce it  
 Tier 1 – Personalized message reduces chronic absentees 10-15%, it has a significant impact. This is a research based program and identified by CDE as evidence based strategy to address Priority 5, and also Priorities 4 and 6. Personalized letters are mailed to parents of chronically absent students early in the school year and at regular intervals throughout the year. The letters identify in simple language and with a chart the exact number of days that the student was absent with key messages noting its likely impact on their child’s learning. All of the letters are mailed by In Class Today and they field all subsequent phone calls from the families and provide a report to the school district. The use of regular mail is still the best way to reach households. Targeted students are those who were chronically absent the prior year, but can be modified throughout the year. Cost is about \$8.00 – \$9.00 per student in small districts and \$6.00 – \$7.00 in large districts. Presentation will be shared with group via email.
- **WCC USD (Barbara Byrd):** The Principal at one elementary school prepared a PPT using Attendance Works slides to be shared at a group SART meeting at the school site. The graphics were powerful and used it to show information to parents about the importance of attendance and the impact of missing school on students ability to learn.
- **WCC (Janet McMurray):** Concerned about court, teen court is not taking new cases.
- **John Swett USD (John Angell):** Using DA letterhead to send letters to families to attend SARB meetings, attendance increased. Chronic absentee rates have been going back up due to sickness (elementary school level) from 0.3% to 2.5%. He noted how important the role of the Principal at the school site and what impact that person can make when they buy in. Lindy and Attendance Works team is looking at offering trainings for Principals. They are also finding kids from inter-district transfers don’t attend due to long distance. The data ladies (Terri and Mary) from John Swett USD attended to the Aeries conference. John Swett USD submitted a Model SARB application.
- **Antioch USD:** District didn’t apply to Model SARB this year, but will do it next year. Kids are tracking their own attendance by color on a bingo card and asking teachers to verify with their signature. He ran into union resistance. Teachers are reacting to the fact that checking attendance increase their workload, and is not in the contract. He may be looking to the attendance clerks to verify instead.

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- **Pittsburg USD (Louise Barbee):** Submitted a model SARB application. District is focusing on K-3 families to offer special meetings to educate parents about the importance of attendance.
- **Mt. Diablo USD (Linda Pete):** Linda makes a shared copies of each Principal's original intervention plans, and discussed what worked and what didn't . They only did this with High School Principals. Large district, hard to transmit information. Attended the model SARB training, and Mt. Diablo would like to apply. Special Ed students are disengaged, but they are working on improving support for these students. Superintendent revised attendance data, regular date vs day without immigrants data, no significant impact. Attendance in this district is impacted by kids' sickness, and public transportation.
- **Acalanes USD (Steve France):** Chronic absenteeism is affected by students with mental health issues (SARB), gaming is creating anxiety and depression in students. Also lack of communication within families is increasing. District is referring families to COPE family nights, they offer great resources.
- **Brentwood USD (Maryann Valles):** District wasn't really tracking absentees, now they are talking about creating a new system to address chronic absentees. They like the idea of partnering with other districts or CCCOE to apply for PROP 47.
- **Lindy:** will setup a County model SARB training. Poster contests winners' artwork will be advertised on buses through the end of this month . Winners will be recognized in the next Board Meeting on March 15<sup>th</sup> . Winning artworks will be recreated into a banner for the student's school site and a copy will stay at CCCOE. A 2017 Attendance calendar was also created and each winners will receive a \$100 gift card and a copy of the calendar. Principals in Honor roll will receive a t-shirt and calendar.
- **Lynn:** Because of declining enrollment in Community Schools, CCCOE suggested schools to run their own programs, but they seem to prefer that CCCOE runs the program for schools. CCCOE is proposing to transform community school into a charter school, which will also give them the ability to work with more student rather than just those who are expelled or on probation. Lynn will send a survey to districts to ask how we can better serve them; help them with their expelled plan or trainings for re-entry or on best practices.

### County Office Updates

- Safe Schools and Learning Communities – PROP 47:  
County Offices of Education are encouraged to create a consortium with districts to apply. CCCOE is going to apply and is open to have districts joining. The intent is to target these funds to districts with highest chronic absenteeism and two of the highest are in Contra Costa County. CCCOE was the first one to create an Attendance Learning Network and the funding will go away after this year but would like to continue and potentially expand. If districts are interested in applying as part of a county consortium, they should let Lindy know. The County Office has contracted with a grant writer who came highly recommended and has written grants for Attendance Works. If the RFP is released the week of March 20<sup>th</sup> as currently planned, there will be the first planning meeting on March 23<sup>rd</sup> from 10:00 -12:00 at the County Office. Different indicators will be discussed in this meeting (it will not be restricted to chronic absenteeism only). CCCOE can build resources that can benefit all districts. The grant writer has requested that we send her as much information in advance as possible. At the very least, we would need to send her the district's chronic absenteeism data, disaggregated by subgroups. Please send to Lindy to pass on to the grant writer, along with any other information that you think could be helpful.

All dates are tentative:

- RFP – Week of March 20<sup>th</sup>
- Planning Meeting –March 23<sup>rd</sup>
- Webinar – March 29<sup>th</sup>
- Letter of Intent to apply – April 3rd
- Grant Submission – April 21<sup>st</sup>

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### **Meeting Dates for 2016-17**

Meetings were changed back to 2<sup>nd</sup> Friday, every other month. Next Meeting: May 12<sup>th</sup>

### **Upcoming Events**

- School Attendance Teams, districts interested in forming the team will need to attend to the April 17<sup>th</sup> meeting at the CCCOE (9.30 am–12:00 pm).
- CASCWA Annual Conference, Tahoe City – April 19<sup>th</sup> – 21<sup>st</sup>.
- California Association of Pupil Personnel Administration (CAPPA) meeting on May 19<sup>th</sup> in Palm Springs (open agenda). They will have a contest (similar to CCCOE poster contest) for the creation of logo (kids from 6-12 grades).