

**40 Developmental Asset Re-Test Committee
PPB**

**Tuesday, March 2nd, 2010
1:00p.m.-2:45p.m.
Louise Brown's Office**

Minutes

Present: Jim O'Rourke, Jennifer DeWitt, Joe Gorman, Louise Allen Brown

Staff: Nicole Porto

Update from last meeting: Jim O'Rourke, chair, updated Louise that the two major concerns brought up at last week's meeting that we want to address today include:

- Do we administer the middle and high school surveys all at once (over the period of 1 week)?
- What were the logistics of the survey 3 years ago?

Louise noted that it would be better to do the survey for middle and high school during different weeks, so we can ensure we have enough volunteer support to help administer the survey. Louise noted that we anticipated surveying 1,200 students in grades 6, 9, and 12; however she feels we need to survey 1,500 students, because 11-12% were tossed aside 3 years ago, because of too many blanks. By surveying 1,500 students, we will have an additional 20% in the event surveys are tossed aside again.

The 4 middle schools to administer surveys include:

- Enlightenment (approximately 38 students)
- Wallace MS (approximately 150 students 6th Graders)
- West Side MS (approximately 150 students 6th Graders)
- North End MS (approximately 150 students 6th Graders)

The 4 high schools to administer surveys include:

- Kennedy HS (approximately 150 students 9th Grade; approximately 150 students 12th Grade)
- Wilby HS (approximately 150 students 9th Grade; approximately 150 students 12th Grade)
- Crosby HS (approximately 150 students 9th Grade; approximately 150 students 12th Grade)
- WAMS HS & MS (approximately 50 students 6th Grade; approximately 50 students 9th Grade; approximately 50 students 12th Grade)

The survey would take about 50 minutes to administer and would need to be given to approximately 150 students per grade, per school. Every public school needs to administer the survey in approximately 6 classes, per grade. WAMS would need approximately 3 classes, per grade. Enlightenment would only have approximately 38 students in total completing the survey.

It was suggested that the surveys be administered in the homerooms as Joe Gorman can advocate for a flex day. The principals at each school can decide which date would work best for them. The homerooms are first thing in the morning (high school begins at 7:20am; middle school begins at 8:20am).

It was decided that Jennifer DeWitt would be in charge of the middle school survey administration during the week of April 5th- 9th and Jim O'Rourke would be in charge of the high schools survey administration during the week of April 19th-23rd.

Tentative Schedule:

- **Monday, April 5th** ~ *Enlightenment*
- **Tuesday, April 6th** ~ *Wallace MS*
- **Wednesday, April 7th** ~ *West Side MS*
- **Thursday, April 8th** ~ *North End MS*

- **Tuesday, April 20th** ~ *Kennedy HS*
- **Wednesday, April 21st** ~ *Wilby HS*
- **Thursday, April 22nd** ~ *Crosby HS*
- **Friday, April 23rd** ~ *WAMS HS & MS*

Tentative Timeline:

- **March 8th, 2010** (*Louise finalize letter*)
- **March 9th, 2010** (*Envelopes & labels to Jim @ YMCA; Letters mailed home*)
- **March 15th, 2010** (*1st Iris message sent out*)
- **March 22nd and 24th, 2010** (*2nd & 3rd Iris message sent out*)

Additional Marketing:

- Full page newspaper ad (½ in English; ½ in Spanish) in Waterbury Republican American – Jennifer DeWitt will contact JoAnn about pricing for a full page ad and possible funding assistance to pay for ad.
- Channel 16 – The same message used for the Iris system will be scrolled for the entire month – Jen and Louise will work with Nancy Vaughan on this.
- District Website – Again, the same message used for the Iris system will be posted on the district website.
- PPB Website – Iris system message will be posted on PPB website.
- Posters – Jim O'Rourke will have approximately 50 posters made to post at various locations regarding the survey. Some locations include (PAL, Boys & Girls, School Entrances, and WYSS). An electronic version will be sent to PPB staff to send out to PPB members asking them to post within their organization/agency on yellow paper.
- Gold Envelopes – Each grade and school will need to be separated and put into folders as this will be the only way to assure we get proper sub-reports.

Private Schools:

The committee felt they should ask the private schools to participate in the survey since they were asked 3 years ago. Specific agreements with those schools would include:

- Must be given to Waterbury students only
- Must be given to grades 6, 9, and/or 12
- Schools are responsible for sending out forms
- Must provide 50 minute time slot to administer test
- PPB will provide them with sample survey and form
- Must be completed during week of April 26th-April 30th

Search Institute Order Form:

The committee agreed to order the following:

- 64 survey packets (English)
- 4 survey packets (Spanish)
- 1 aggregate report: PDF
- 4 sub-reports: PDF

The total cost including shipping totals \$6,464.00. Nicole will do a request for check for Waterbury Youth Services and have the materials ordered by March 5th, 2010.

Mhora Newsom- Stewart:

Louise is going to negotiate with Mhora in terms of analyzing the data from the surveys. Louise and the committee agreed that she needs to add elements related to gender and race and also compare the results of 6 and 9th graders as well as 9th and 12th graders in addition to what she originally proposed.

Potential Volunteers:

- Lori Hart
- PPB Executive Committee
- Jim & a few staff from YMCA
- Louise Brown & Nicole Steck
- Jennifer DeWitt & a few staff

Establish Next Meeting Date:

The next meeting date is scheduled for **March 10th, 2010 at 2:30PM at Family Services of Greater Waterbury.**

The meeting adjourned at approximately 2:45PM