

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

**Tuesday, February 23<sup>rd</sup>, 201-  
1:00p.m.-2:00p.m.  
YMCA of Greater Waterbury**

**Minutes**

**Present:** Jim O'Rourke, Jennifer DeWitt, Joe Gorman, Shannon Longo

**Staff:** Nicole Porto

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**Marketing:** The committee proposed the following:

- Administer the survey the last week in April 2010 (Week of April 26<sup>th</sup>)
- Send out letter of all parents
  - Mailing labels needed for 6<sup>th</sup>, 9<sup>th</sup>, 12<sup>th</sup> graders
  - Letter in English, Spanish, Albanian
- Phone notification 30 days prior to sending out letter
- Phone notification 1 week after letter sent out
- 1200 surveys ( about 400 students per grade)
- ½ page or full page ad in the Waterbury Republican
  - UWGW & CCF may help with this cost

**Timeline:** Joe Gorman noted that the survey needs to be administered during the 1<sup>st</sup> week in April for the middle school students. Joe stated it is best to administer the survey through the health classes. Contacts for the middle schools are as follows:

- Donna Phoenix
- Bill Vitvitsky (WAMS)
- Pam Harris Davis

Contacts for the HS 12<sup>th</sup> grade are as follows:

- Ann DiLorenzo (Substance Abuse Coordinator for Kennedy)
- Lynne Field Chesky
- Madeline Nolan (Health for Crosby)

Contacts for HS 9<sup>th</sup> grade PE Teachers are as follows:

- Elaine Stobel (Wilby)
- Mike Stango (Kennedy)
- Sarah Paradis (Crosby)

Shannon Longo suggested that the surveys be administered during the high school homerooms since that is where they were done 3 years ago.

Joe stated that the individual schools will send out the phone notification. Also, we will have to get the mailing addresses from the secretary's at each school. Joe can negotiate with the principals. Joe will also send out an email to the schools letting them know that our committee will be in contact with them. If they have questions, they can contact Joe.

Shannon noted that there were 2 volunteers in each classroom to help the middle school students walk through the survey.

#### Preliminary Timeline:

- March 8<sup>th</sup> – First phone notification
- March 15<sup>th</sup> – Letter sent out
- March 22<sup>nd</sup> – Second phone notification
- March 29<sup>th</sup> – ½ page newspaper advertisement
- April 5<sup>th</sup> – Week of survey administration

#### **Questions for Louise:**

1. Explain logistics of how survey was handled last time
2. Mailing labels
3. Templates for letters (English, Spanish, Albanian)
4. Channel 16 (Run for whole month of March)
5. Purchase 1200 pens
6. District/City website with survey information
7. PPB website
8. Posters in schools?
9. Volunteers (How many?)
10. Budget (Finalize)
11. Exactly what classrooms were surveys administered in 3 years ago (health, PE, homeroom)
12. How long does the survey take to complete
13. Do we want to include the private schools (Holy Cross?)

#### **Establish Next Meeting Date**

The next meeting date is scheduled for **March 2<sup>nd</sup>, 2010 from 1:00 PM – 2:00 PM in Louise Allen Brown's Office (Leavenworth).**

*The meeting adjourned at approximately 1:45PM*