

**Child Protection Accountability Commission  
Education Committee**

*MOU Workgroup*

March 31, 2015

*9:00 a.m.-3:00 p.m.*

Roma's Italian Restaurant,  
3 President Drive, Dover, DE 19904

***Minutes***

In Attendance:

JoAnn Bruch	Division of Family Services
Jennifer Davis	Department of Education
PJ Facciolo	Brandywine School District
Eliza Hirst, Esq.	Office of the Child Advocate
Michele Marinucci	Woodbridge School District
Jacqueline Paradee Mette, Esq.	Education Demonstration Project
Rosalie Morales	Office of the Child Advocate
Tina Shockley	Department of Education

I. Welcome and Introductions

Jennifer Davis welcomed the group.

II. Approval of Minutes – 2/16/15

The minutes were approved with no revisions.

III. DFS/DOE Updates

JoAnn Bruch stated new language regarding Best Interest Meetings has been added to the DFS Placement Checklist. The checklist is being printed and will be distributed to DFS staff. No updates are available regarding the modification of the DFS new worker training.

Ms. Davis is still working on the guidance documents for the new eSchool screen and the EdInsight Dashboard report. Michele Marinucci added that she can help with creating screen shots for Blackboard in following clusters: Best Interest Meetings; Updating in eSchool; Using Dashboard and creating reports; and McKinney Vento and IDEA. Ms. Marinucci also suggested providing training to Family Court judicial officers to show how easy it is to share data.

IV. MOU Revisions

### Recommended Updates

The group identified four components of the MOU needing revision. First, the section on Best Interest Meetings must be updated to include the following points: who sets up the meetings; how quickly meetings should occur; and clarification about youth in attendance. Next, the cost of transportation needs to be revisited. The use of IV-E dollars should be considered. In addition, special education must also be added to the MOU. Lastly, the section on LEA reporting requirements needs to be updated.

### Statute

Prior to reviewing the MOU, the group discussed the statutory requirement for full-time teachers to receive one hour of training every year in the detection and reporting of child abuse (14 Del. C. § 4123). The group recommended that all school employees receive the training within 60 days of the contracted school year and face to face training every three years. Eliza Hirst and Rosie Morales will draft the revised language and forward it to the group to review.

### Revisions

The group suggested adding school employee and first-hand knowledge to Section IV - Definitions.

- School Employee “includes all persons by a school district, attendance zone or charter school; subcontractors such as bus drivers or security guards; substitute employees; and persons hired by or subcontracted by other state agencies to work on school property” (14 Del. C. § 4112).
- First-hand knowledge was also added and it includes three components: child discloses directly to school staff person; school employee discovers it; and school employee has reason to suspect it (*The 5 Steps to Protecting Our Children*<sup>TM</sup> Stewards of Children).

Revisions were also made to Section V, the LEA Duty to Report. The group clarified that every school employee with first-hand knowledge must make the report. The response by DFS was also updated. Please refer to the draft MOU for these revisions.

Lastly, the group recommended a flow chart for reporting. PJ Facciolo and Ms. Morales will draft the flow chart forward it to the group to review.

## V. Next Steps

- DFS will provide update on modifications to the new case worker training to include address the importance of notifying the school of a case worker change.
- DOE will provide update on guidance documents for use of the new eSchool screen and EdInsight DashBoard report. Training will be provided to the Homeless Liaisons.

- OCA will draft the revised language for 14 DE Code § 4123 and forward it to the group to review.
- Review email regarding Title 14 related to bullying.
- Rosie and PJ will draft a flow chart.
- Full day MOU work session scheduled for: **Wednesday, May 13, 2015 from 9 a.m. to 3 p.m. at Roma's.**

Submitted by R. Morales