

DEPARTMENT ANNUAL PLAN SUMMARY FOR 2016-17

DEPARTMENT: [Office of Family & Community Engagement](#)

DIVISION: School Support Services

PURPOSE: Organizational conditions for the effective engagement of families are sustained and improved so that parents and guardians feel welcomed, have two-way communication with their school, and support the education of their children

SERVICES:

- Provide family engagement support to schools via dedicated site staff
- Provide capacity-building education and support to parents and parent leaders based on their varying levels of needs and roles via Parent University and parent committees
- Provide system-wide capacity-building family engagement professional development aligned to district family engagement priorities
- Provide family engagement support to site and department administrators, teachers and classified staff via differentiated coaching
- Promote community engagement via the volunteer program
- Ensure compliance with parent involvement policies
- Support school parent centers

1. Department Goals (Outcomes) 2016-17 (B) <i>What outcomes do you want to see? For who? Are they aligned to Strategic, LCAP, other plans?</i>	Metrics (C) <i>How will you measure impact?</i>	Targets (D) <i>Include baseline level, if available</i>
LCAP Goals 4, 5 Strategic Directions 2, 3, 4, 5 A. Sustain and improve the organizational conditions for the effective engagement of families. Parents feel welcomed, have two-way communication with their school, and are offered opportunities build their capacity, based on their varying needs/roles, to support their children's education and advocate for school improvement.	1. Results of parent surveys 2. Percentage of schools that have hired family engagement staff 3. Number of family engagement training/coaching hours offered and	1. Increase by 5% participation by EL, socio economic and FY families in surveys 2. 90% of schools hire 3-hour of family engagement staff funded by central. Central provides training, coaching, guidance. Encourage

	percentage of staff participating	schools to fund additional hours.
	4. Percentage of schools in compliance with Title I parent involvement requirements	3. Offer at least 2 hours of family engagement PD/coaching to school staff 4. Offer 2 centrally-funded parent education classes per school Strongly encourage schools to fund additional hours.

2. Department Actions for 2016-17(E) <i>What will we do in 16-17 to achieve our goals and meet our targets?</i>	<i>Will this take additional resources to do in 16-17? Yes/No</i>
<ol style="list-style-type: none"> 1. Site family engagement staff: continue to centrally fund three hours; train, guide and evaluate family engagement work of site-based 3-hour family engagement staff. 2. Two district Family Engagement Liaisons provide on-site family engagement coaching and support to school staff/administrators during multiple campus visits each month 3. 3 Central FTE family engagement staff ensure compliance with Title I and LCAP parent involvement requirements 4. Family Engagement/welcoming environment professional development sessions for teachers and office managers 5. Central continues to fund at least 2 parent education classes per year 	<ol style="list-style-type: none"> 1. No 2. No 3. No 4. No 5. No

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LCAP Goals 4, 5 Strategic Directions 3, 4, 5 B. Provide parents/guardians educational opportunities, based on their varying needs and roles, to build their capacity to successfully support and advocate for their children's achievement and school improvement.	1. Percentage of schools that offer capacity-building parent workshops and evidence of effectiveness 2. Number of parent workshops offered, participation rate, and evidence of effectiveness 3. Percentage of schools with 75% of parents or more on parent committees who received training on their duties and evidence of effectiveness of training	1. At least 75% of schools offer parent education opportunities 2. At least 2 district-funded parent classes per school per year 3. At least 50% of schools have parent representatives trained on committee duties

2. Department Actions for 2016-17(E) <i>What will we do in 16-17 to achieve our goals and meet our targets?</i>	<i>Will this take additional resources to do in 16-17? Yes/No</i>
1. Implement and promote shared Parent University calendar so that families can access workshops throughout the district. 2. Fund two academic parent workshops at every school 3. Offer a catalog of social-emotional and health parent classes for schools at every school site 4. Continue to fund 3 FTE central family engagement staff	1. Yes, increase clerical staff by \$25,000 2. No 3. No

	4. No
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Department Goals (Outcomes) 2016-17 (B) <i>What outcomes do you want to see? For who? Are they aligned to Strategic, LCAP, other plans?</i>	Metrics (C) <i>How will you measure impact?</i>	Targets (D) <i>Include baseline level, if available</i>
LCAP Goals 4, 5 Strategic Directions 2, 3, 4, 5 C. Develop systemwide volunteer plans that match the skills of volunteers with the needs of students and schools and build meaningful partnerships with the Pasadena-area community. Recruit, train, monitor and recognize volunteers in support of district priorities.	1 Percentage of schools with defined volunteer programs, plans and opportunities. 2. Number of new and continuing volunteers processed centrally each year 3. Number of volunteer records maintained 4. Number of volunteer hours worked	Target 1.10% of schools with defined volunteer programs 2. Central Catalog of volunteer opportunities developed and promoted

2. Department Actions for 2016-17(E) <i>What will we do in 16-17 to achieve our goals and meet our targets?</i>	<i>Will this take additional resources to do in 16-17? Yes/No</i>
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<ol style="list-style-type: none"> 1. Continue to conduct child health and safety fingerprinting checks for up to 500 volunteers; move expenditures from Human Resources to Family & Community Engagement 2. Maintain updated records for more than 5,000 volunteers 3. Collect volunteer hours from schools 4. Continue to train and coordinate with school community assistants or designated site/dept volunteer contact re: volunteer clearances 5. Create new volunteer specialist position to develop tailored volunteer programs and opportunities at each school site and recruit volunteers, create partnerships opportunities 6. Increase current 10 month 20 hour clerk/typist to 12 mo. FTE to process volunteers, maintain records. 7. Purchase volunteer badging system (currently sharing dated system with Human Resources) 	<ol style="list-style-type: none"> 1. <i>Yes - \$36,000</i> 2. <i>No</i> 3. <i>No</i> 4. <i>No</i> 5. <i>Yes - \$13,366</i> 6. <i>Yes - \$25,000</i> 7. <i>Yes - \$7,500</i>
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