

**PASADENA UNIFIED SCHOOL DISTRICT
DEPARTMENT PLAN
COVER SHEET 19-20**

DEPARTMENT	Office of Family and Community Engagement
DEPARTMENT STATEMENT OF PURPOSE <i>Insert statement describing what your Division does and its purpose</i>	<p>The mission of the specialized team of the Office of Family & Community Engagement is to develop the capacity of the district, parents, families, schools, teachers, district departments, and community to share responsibility and work together to enable our students to become strong and healthy adults, graduating and prepared to thrive in college and careers.</p> <p>The vision of the Family and Community Engagement Department is to build a sustainable, intentional and systemic partnership of educators, families, and community members to support our students' development, educational attainment and success in school and life.</p> <p>The Office of Family and Community Engagement strives to create a welcoming environment for families that fosters equal partnerships between schools and families and shares information on students' education and social/emotional growth.</p> <p>In collaboration with district departments, schools and community, the Office of Family and Community Engagement offers workshops and courses on a variety of topics (Parent University) to support district initiatives for student success.</p> <p>PUSD's Family and Community Engagement staff work with agencies in the community to improve children's growth and learning and to help families thrive.</p> <p>The Family Resource Center is a place, both physically and virtually where families can get information and acquire skills to work with their child's teacher, volunteer in the classroom, and support learning at home. The Family Resource Center empowers families and cares for students by connecting families to resources and community partners.</p> <p>The Office of Family and Community Engagement will continuously monitor the success of the strategic directions and assess the effectiveness of the programs and services aligned to PUSD's strategic plan as part of continuous improvement process.</p>

DEPARTMENT THEORY OF ACTION (TOA)

Your TOA provides a road map for what needs to happen and what Division needs to do to achieve desired outcome(s) for students. Can be an IF...AND...THEN statement.

- IF the Office of Family and Community Engagement strives to create a welcoming environment for families, promotes equal partnerships between schools and families, fosters two-way communication to support student learning, and shares information on students' education and social/emotional growth; THEN, families feel welcomed and valued at schools and district, have effective two-way communication, have trusting relationships between educators and families that support and foster shared responsibility for students' learning, developmental growth and academic success and are informed on what students are learning.
- IF the Office of Family and Community Engagement provides parent education opportunities (Parent University) to enhance parenting skills, academic support at home, social emotional growth, advocacy, technology, leadership, etc; THEN, parents become equal partners in the education and social emotional growth of their children and are provided with the knowledge and skills to successfully support and advocate for their child at school, home and community.
- IF the Office of Family and Community Engagement encourages and builds capacity of parents and community stakeholders to take leadership roles at schools and district; THEN, PUSD has a robust parent and community stakeholders' involvement and leadership at schools and district to take leadership roles at schools and district to contribute to continuous improvement and accountability.
- IF the Office of Family and Community welcomes volunteers to prepare and inspire students, the Family Resource Center partners and supports schools and department programs by clearing and processing volunteers district-wide; THEN, PUSD has dedicated volunteers inspiring students to excel in interests in literature and math, science and robotics, music and art, and in community service and other sectors of the 21st century learning outcomes.
- IF The Office of Family and Community Engagement cultivates partnerships with Collaborate PASadena and other community service providers; THEN, greater family and community engagement capacity is developed to assess needs and develop programs to support student success, stronger bridges are built between PUSD and the wider community to support student outcomes, and promote and implement equitable opportunities for all families in the continuous improvement process of programs and services.

DEPARTMENT ORGANIZATIONAL CHART	<i>Please attach an organizational chart that depicts your current Division, Departments, reporting structure, including staff members, titles, position numbers, and FTE.</i>
DEPARTMENT BUDGET	336,664.00
DEPARTMENT CONTACT	Jack Loos
TELEPHONE/E-MAIL	loos.jack@pusd.us

**PASADENA UNIFIED SCHOOL DISTRICT
DEPARTMENT ANNUAL PLANNING FORM**

DEPARTMENT NAME:	Office of Family and Community Engagement
DEPARTMENT STATEMENT OF PURPOSE (A):	<p>The mission of the specialized team of the Office of Family & Community Engagement is to develop the capacity of the district, parents, families, schools, teachers, district departments, and community to share responsibility and work together to enable our students to become strong and healthy adults, graduating and prepared to thrive in college and careers.</p> <p>The vision of the Family and Community Engagement Department is to build a sustainable, intentional and systemic partnership of educators, families, and community members to support our students' development, educational attainment and success in school and life.</p> <p>The Office of Family and Community Engagement strives to create a welcoming environment for families that fosters equal partnerships between schools and families and shares information on students' education and social/emotional growth.</p> <p>In collaboration with district departments, schools and community, the Office of Family and Community Engagement offers workshops and courses on a variety of topics (Parent University) to support district</p>

	<p>initiatives for student success.</p> <p>PUSD's Family and Community Engagement staff work with agencies in the community to improve children's growth and learning and to help families thrive.</p> <p>The Family Resource Center is a place, both physically and virtually where families can get information and acquire skills to work with their child's teacher, volunteer in the classroom, and support learning at home. The Family Resource Center empowers families and cares for students by connecting families to resources and community partners.</p> <p>The Office of Family and Community Engagement will continuously monitor the success of the strategic directions and assess the effectiveness of the programs and services aligned to PUSD's strategic plan as part of continuous improvement process.</p>
<p>LIST OF SERVICES</p>	<ul style="list-style-type: none"> ● Provide engaging and participatory family engagement opportunities, tools and strategies for parents to support their children's social-emotional growth and academic journey. ● Collaborate with schools and district departments to offer Parent University and Adult Education classes and workshops on a wide variety of topics for families to support their children's academic, social, and emotional growth. ● Offer intensive support to school leadership and staff to implement district and school-specific family and community engagement services and initiatives, review and implement district's parent involvement policy and support implementation of SPSA and LCAP family engagement goals. ● Provide Family and Community Volunteer Opportunities district-wide and support schools and department programs with the assignment, training and processing of volunteers. ● Encourage and build the capacity of parents and community stakeholders to take leadership roles at schools and district. Support and coach district parent groups. ● Equip, train and coach site Community Assistants and/or Family Engagement assigned staff with tools and knowledge to support parents, school administrators, teachers, staff and community stakeholders at school sites to augment student success. ● Partner with Collaborate PASadena and other community service providers to develop greater family and community engagement capacity, develop strategies and ideas on specific needs or issues, and connect with community resources.

	<ul style="list-style-type: none"> ● Monitor and assess the effectiveness of the programs and services aligned to PUSD’s strategic plan as part of continuous improvement process.
<p>DEPARTMENT THEORY OF ACTION:</p>	<ul style="list-style-type: none"> ● IF the Office of Family and Community Engagement strives to create a welcoming environment for families, promotes equal partnerships between schools and families, fosters two-way communication to support student learning, and shares information on students’ education and social/emotional growth; THEN, families feel welcomed and valued at schools and district, have effective two-way communication, have trusting relationships between educators and families that support and foster shared responsibility for students’ learning, developmental growth and academic success and are informed on what students are learning. ● IF the Office of Family and Community Engagement provides parent education opportunities (Parent University) to enhance parenting skills, academic support at home, social emotional growth, advocacy, technology, leadership, etc; THEN, parents become equal partners in the education and social emotional growth of their children and are provided with the knowledge and skills to successfully support and advocate for their child at school, home and community. ● IF the Office of Family and Community Engagement encourages and builds capacity of parents and community stakeholders to take leadership roles at schools and district; THEN, PUSD has a robust parent and community stakeholders’ involvement and leadership at schools and district to take leadership roles at schools and district to contribute to continuous improvement and accountability. ● IF the Office of Family and Community welcomes volunteers to prepare and inspire students, the Family Resource Center partners and supports schools and department programs by clearing and processing volunteers district-wide; THEN, PUSD has dedicated volunteers inspiring students to excel in interests in literature and math, science and robotics, music and art, and in community service and other sectors of the 21st century learning outcomes. ● IF The Office of Family and Community Engagement cultivates partnerships with Collaborate PASadena and other community service providers; THEN, greater family and community engagement capacity is developed to assess needs and develop programs to support student success, stronger bridges are built between PUSD and the wider community to support student outcomes, and promote and implement equitable opportunities for all families in the continuous

improvement process of programs and services.

The following is a template for Department staff to think about linking together who they serve, desired outcomes, services/strategies/actions they take, and how they know if desired outcomes are being achieved.

1. Department Goals (Outcomes) 2019-20 (B) <i>What outcomes do you want to see? For who?</i> <i>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>
<p>Parents and caregivers will feel welcomed at their school, have sufficient two-way communication with their school and are provided with Knowledge and skills to successfully support and advocate for their child.</p>	<p>Combined results of LCAP, CA Healthy Kids Survey, and Family Engagement Survey</p>	<p>1656 2018-19 baseline:1624</p>
<p>Parent Committee members will receive knowledge and skills to carry out their leadership responsibilities.</p>	<p>Sign-in sheets and evaluations of district parent leadership groups and Parent Leaders meetings, presentations and trainings.</p>	<p>978 2018-19 baseline: 889</p>
<p>Parents will participate in one or more trainings and/or workshops.</p>	<p>Parent surveys Workshop evaluations</p>	<p>1346 2018-19 baseline:1307</p>
<p>Increased continuous messaging to families on the importance of attendance. Support school staff (that works with families) on monitoring attendance data and communicating with families.</p>	<p>Increase in Parent Portal accounts. Parent participation in workshops on the impact of attendance on student academics and social-emotional development.</p>	<p>1400</p>
<p>Volunteers will be processed, trained and assigned to volunteer at school sites and district programs</p>	<p>Number of volunteers processed: renewals and new fingerprints</p>	<p>2018-19 baseline:1373</p>

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2. Department Actions for 2019-20(E) <i>What will we do in 19-20 to achieve our goals and meet our targets?</i>	<i>Will this take additional resources to do in 20-21?</i> Yes/No
<ul style="list-style-type: none"> ● Restructure Office of Family & Community Engagement ● Community Assistants at all schools, minimum 20 hours per week, per school ● Fill the position of Program Specialist, 100% 	Yes