

**PASADENA UNIFIED SCHOOL DISTRICT
FAMILY ENGAGEMENT DEPARTMENT PLAN
2020 - 2021 ANNUAL PLAN**

Fill in the boxes below, feel free to expand to additional page:

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 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 Family Resource Center (FRC) of the Office of Family and Community Engagement 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>
DEPARTMENT THEORY OF ACTION (TOA) <i>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.</i>	<p>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;</p> <p>AND provides parent education opportunities (Parent University) to enhance parenting skills, academic support at home, social emotional growth, advocacy, technology, leadership, etc;</p> <p>AND encourages and builds capacity of parents and community stakeholders to take leadership roles at schools and district;</p> <p>AND welcomes volunteers to support and inspire students;</p> <p>THEN families will feel welcomed and valued at schools and</p>

	<p>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;</p> <p>AND parents will 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;</p> <p>AND PUSD will have 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;</p> <p>AND PUSD will have 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;</p> <p>AND greater family and community engagement capacity will be 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.</p>
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	\$335,637.00
DEPARTMENT CONTACT	Dr. Steven Miller Chief, Human Resources Officer
TELEPHONE/E-MAIL	626-396-3600 ext. 88194 miller.steven@pusd.us

- 1. Return to David Rennie By Oct. 5, 2020 2. Add to DLN folder Department Plans 2020 - 2021**

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

Fill in the boxes below:

<p>DEPARTMENT NAME:</p>	<p>Office of Family and Community Engagement</p>
<p>DEPARTMENT STATEMENT OF PURPOSE (A):</p>	<p>The mission 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 Family Resource Center (FRC) of the Office of Family and Community Engagement 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>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.

	<ul style="list-style-type: none"> ● 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 the 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 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. ● Monitor and assess the effectiveness of the programs and services aligned to PUSD’s strategic plan as part of the continuous improvement process.
<p>DEPARTMENT THEORY OF ACTION:</p>	<p>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; AND provides parent education opportunities (Parent University) to enhance parenting skills, academic support at home, social emotional growth, advocacy, technology, leadership, etc; AND encourages and builds capacity of parents and community stakeholders to take leadership roles at schools and district; AND welcomes volunteers to support and inspire students; THEN families will 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; AND parents will become equal partners in the education and</p>

	<p>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;</p> <p>AND PUSD will have 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;</p> <p>AND PUSD will have 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;</p> <p>AND greater family and community engagement capacity will be 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.</p>
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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) 2020-21 (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>
<p>Welcoming schools: Increase the view of Parents as Partners. Provide family engagement PD for staff. School staff and admin will have knowledge of the welcoming school model and the value of family partnerships.</p> <p>Provide at least 4 hours of Community Assistant at each school site to develop trusting relationships with families, meet the unique needs of students/families and connect families to resources. Families will feel more supported and equipped to help their students succeed and will be more involved in schools and district engagement activities.</p>	<p>Staff attendance</p> <p>Parent Survey</p>	<p>Baseline to be established in 20-21</p> <p>Baseline to be established in 20-21</p>

<p>Increase student achievement. Provide Parent Portal and computer classes workshops at 7 schools with 50% Parent Portal account participation, or below. Train parents on Parent Portal to monitor student attendance, school assignments and grades.</p>	Attendance sign-in sheets	Baseline from ITS data
<p>Leadership development for District Parent Committee members. Provide parent committee members of DAC, AAPC, LCAP PAC, DELAC, CAC and FYC, knowledge and skills to carry out their leadership responsibilities.</p>	Attendance sign-in sheets	2019-20 119 district parent committee members
<p>Provide Parent University workshops for parents. Parents will have the tools, knowledge and resources to better support their students at home and navigate the schools system. Increase 3% from 2019-20 baseline</p>	Attendance sign-in sheets	1043 unduplicated attendees at 88 workshops in 2019-20
<p>Process, train and “clear” Level 2 volunteers. Increase 3% from 2019-20 baseline</p>	Volunteer processing data and volunteer hours	1355 Level 2 volunteers in 2019-20

2. Department Actions for 2020-21(E) <i>What will we do in 20-21 to achieve our goals and meet our targets?</i>	<i>Will this take additional resources to do in 21-22?</i> Yes/No
Develop and offer “Welcoming Schools” professional development for staff on the value, utility and usefulness of family engagement.	Yes
All schools have at least 4 hours of Community Assistant support for families.	Yes
Develop and offer a series of computer technology and Parent Portal classes for parents.	Yes
Multiple sessions of District Parent Committee Trainings	No
District-wide and school-specific Parent University workshops	No

Process, train and "clear" Level 2 volunteers	No
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