

PASADENA UNIFIED SCHOOL DISTRICT
2021-2022 DEPARTMENT PLAN

Department Name: Office of Family and Community Engagement

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Department Purpose

What does the department do?

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.

Department Services

What is a general list of services that your department provides?

Parent University workshops, Parent Portal support, technology classes, volunteer processing, district parent group support and coaching, school site family engagement support, professional development and coaching for School Community Assistants, collaborating with community service providers, and community resources for families.

Total Department Budget

What is your department's total budget?

The total department budget is 400204.

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Prior Year Reflection

This section of the department plan reviews the intent of prior department plans and the successes/challenges encountered while implementing the planned actions. This portion of the plan summarizes key learnings that inform the planning for the current year.

Prior Year Intended Outcomes

What did your department plan set out to achieve during the prior year?

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.

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.

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.

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.

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.

Process, train and “clear” Level 2 volunteers. Increase 3% from 2019-20 baseline

Prior Year Achievement

Did the department achieve what it had outlined? How do you know?

The department was unable to completely achieve it's goals. Reduced number of parent participation in our virtual workshops and reduced

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number of parent volunteers (due to no visitor/volunteer policy at schools).

Due to lack of funding, we are unable to offer the “Welcoming Schools” training to school leaderships and staff.

Did not receive funding to hire Community Assistants for all schools. Out of 24 PUSD schools, 14 have Community Assistants to support the unique needs of students/families, connect families to resources and provide skill building opportunities to help students succeed.

Prior Year Successes, Challenges, and Learnings

What successes, challenges, and learnings should be highlighted from the prior year?

The biggest challenge has been connecting our socio-economically disadvantaged and technologically challenged families, and families with language barriers to our virtual Parent University workshops for skill building opportunities and resources to support their children’s academic achievement and social-emotional growth.

Successes: Our communication with individual parents has increased tremendously as they call the Family Resource Center searching for information, resources, support, or simply to have someone to listen to them. Additionally, our weekly email to schools, families and community partners has been enhanced with additional weekly resources (academics, social emotional support, technology, basic needs, etc.).

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Current Year Priorities

This section of the department plan provides a summary of the identified needs that are prioritized for informing the department plan's actions for the current year.

Data and Information Used for Plan Development

What data did you consider when developing this plan?

District Parent Groups' input. Parent and Community Stakeholder Input. Volunteer processing data. Parent University data. Staff input. Parent Portal data.

Stakeholder Engagement/Input

What stakeholder engagement or information was used to inform this plan?

Parent University participants, district parent groups, parent focus groups, Community Assistants/family engagement staff and community service providers.

Key Data Findings/Information for This Plan

Based on data analysis and stakeholder information, what key data findings are considered in the development of this plan?

Parents unable to connect with schools for needs, lack of parent support staff at schools to help with needs, lack of technology resources and training, parents do not feel they're part of the decision making.

Current Plan Priorities

Based on the key data findings, what needs emerged from your Department's root cause analysis, and which of these needs are given priority for this planning cycle?

Increase parents sense of feeling welcomed at schools
Increase the district capacity for building trusting relationships with parents
Increase technology resources, support, and skills for families
[Establish] Systemic family engagement throughout PUSD with appropriate funding
Establish organized method of tracking volunteer data

Welcoming Schools and building trusting relationships with families.

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Current Year Planned Actions and Metrics

This section of the department plan provides a summary of the planned actions that address the identified priorities based on data analysis and stakeholder input. Metrics associated with monitoring and/or evaluating the effectiveness of the planned actions are summarized in this section.

What action could you take to address the identified needs of your department?

What would you be able to monitor throughout the year (quarterly or more than twice per year) to know that your actions are creating a change?

Theory Of Action

If we... Provide SSC Training, LCAP Training, School Budget Training, Title I Conference, CAFE Conference

and

Community Assistant at Every School Site

then... Parents will have knowledge and skills to take leadership roles.

and

Improve accessibility to volunteer information

which will... Building trusting relationships with families

If we... Establish an organized method of tracking volunteer data

then... Parents will have additional knowledge and skills to help their children's academic needs.

which will... Efficient volunteer database

If we... Provide Technology support and classes for parents and Parent Portal support.

then... Parents will have additional knowledge and skills to

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which will...	help their children's academic needs
which will...	Increase Technology support and education for parents
If we...	PD training for Community Asssitants, teachers, school administrators and office staff.
then...	Robust family engagement
which will...	Systemic Family Engagement

Priority 1: Building trusting relationships with families

[Action 1]

Provide SSC Training, LCAP Training, School Budget Training, Title I Conference, CAFE Conference

Metrics

- a. Attendance and feedback from participants

[Action 2]

Community Assistant at Every School Site

Metrics

- a. Survey parents and staff

Priority 2: Efficient volunteer database

[Action 1]

Establish an organized method of tracking volunteer data

Metrics

- a. Data Updates

Priority 3: Increase Technology support and education for parents

[Action 1]

Provide Technology support and classes for parents and Parent Portal support.

Metrics

- a. Attendance, evaluation and feedback from participants

Priority 4: Systemic Family Engagement

[Action 1]

PD training for Community Asssitants, teachers, school administrators and office staff.

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Metrics

a. Pre and Post Survey