



Monday, May 18, 2026

2026-2027 Department Plan Template

Department Name

Enrollment and Engagement

Planning Period

2026-2027

Department Head

Shannon Mumolo

Department Organizational Chart

Dr. Shannon Mumolo- Director MSAP, Enrollment & Community Engagement			
Enrollment, Permits, & Student Records	Community Schools	Family & Community Engagement	Magnet Schools Assistance Program
Annie Jananian (Database Specialist)	Veronica Alcantar (Teacher on Special Assignment, Community Schools)	Nancy Molina (Assistant Coordinator, Community Outreach)	Stephanie Mckimson (Program Assistant)
Patricia Cenicerioz (Program Assistant)		Jasmine Harris (Volunteer Specialist)	
Deanna Marron (District Registrar - Records)			
22 Site-based registrars and data clerks	9 site-based Community Advocates 3 Site-based Truancy Specialists	4 Roving School Community Assistants	3 site-based Magnet Coordinators (TOSA I) 2 site-based curriculum specialists (TOSA I)

Prior Year Reflections

Accomplishments in 2026-2027 include:

[{"Accomplishment": "94% of parent/guardian respondents reporting that staff treat families respectfully for the third consecutive year (Panorama Family, Spring 2026)"}, {"Accomplishment": "91% percent of families reported feeling welcome at their schools, an increase from 90% the previous year (Panorama Family, Spring 2026)."}, {"Accomplishment": "Parent Portal usage reached its highest level to date, with 85.41% of families maintaining active accounts as of March 2026, compared to 80.2% at the same time in 2025. "}, {"Accomplishment": "Family Engagement increased 4% overall from the previous year as measured by survey data to capture the degree to which families “become involved with and interact with their child’s school” (Panorama Family, Spring 2026; 1,252 respondents). This places PUSD in the 80th percentile nationally for Family Engagement. "}, {"Accomplishment": "Completion of inaugural PUSD Welcome Kit"}, {"Accomplishment": "Highly attended flagship events, including Family Math Night, Transition to TK/k/6th/9th grades workshops."}, {"Accomplishment": "Parent group involvement rose by 5 percentage points to 26% of respondents participating in a parent group at their school (Panorama Family, Spring 2026) "}, {"Accomplishment": "Community Schools Steering committee supported the development of effective partnership practices and ways to strengthen collaborative leadership practices across Community Schools. The committee also advanced new tools and resources for the State Seal of Civic Engagement, a collaboration with PUSD's Curriculum and Instruction team, resulting in PUSD’s first three State Seal of Civic Engagement student candidates!"}, {"Accomplishment": "96% of visitors who responded to the Welcome Center's experience survey rated their service as \"Excellent.\" "}, {"Accomplishment": "16 parent focus groups were held in English and Spanish to gather parent feedback that informs community school planning. "}]

Next Steps/Continued Actions for 2026-2027:

- Volunteer Processes
- Title 1 Training
- Enrollment Collaboration

2026-2027 Department Goals & Priorities

Goals aligned to LCAP, Strategic Plan, and student outcomes.

Goal 1

By June 2027, PUSD will streamline and digitize the districtwide volunteer processing system by implementing a unified volunteer application and workflow for all levels of volunteers, including school-site and district-supported opportunities. The updated system will standardize required forms, improve tracking and communication, and provide clearer guidance for families, volunteers, and site staff to support more efficient onboarding and equitable access to volunteer opportunities across schools.

Success will be measured by at least 70% of volunteer applicants successfully completing all required documentation and being processed through the new digital system by June 2027. Evidence of implementation will include the launch of the unified workflow, training materials for staff and volunteers, application completion data, processing reports, and documented use of the system across school sites.

LCAP Alignment

Goal 5: Family Engagement

Stratic Pillar Alignment:

Pillar 5: Family & Community Partnership

Data Source(s)

More than 80% of volunteers completing onboarding through the new digitized system.

Data Driven Decision

Baseline Data for Goal #1	Expected Outcome	Timeline
n/a	70% of applicants will complete all required documents and be processed using the new system	May 2027

How will you know if you met your goal (success indicators)?

Staff will review the list of volunteer applicants and calculate the percentage of applications that have been fully processed (no missing documentation).

Strategies and Actions

Strategy/Action	Responsible Person	Timeline	Resources Needed
Create a unified application	Volunteer Specialist	July 2026	Google Forms, Mandated Reporter Training for Volunteers, DOJ fees, TB clearance guidance
Update districtwide guidance	Volunteer Specialist	July 2026	Volunteer Handbook
Train principals and office staff in updated procedures	Volunteer Specialist	August 2026	Operations/Secretaries meeting slides
Contact volunteers with incomplete applications to provide guidance and support	Volunteer Specialist	June 2027	Support from community assistants

Department Goal #2

Goal 2

By June 2027, PUSD will implement a districtwide system to ensure full implementation of Title I family engagement requirements across all Title I school sites. This includes school-parent compacts, parent rights notifications, annual Title I meetings, and ongoing family engagement activities that are accessible, clearly communicated in families’ home languages, and designed to build authentic partnerships rather than solely meet compliance requirements. The district will support school sites through standardized resources, communication templates, training, and monitoring processes to ensure consistency and meaningful family participation.

Success will be measured by: (1) 100% of Title I schools implementing required engagement activities with documented completion of school-parent compacts and parent rights communications, (2) at least 95% of parent/guardian survey respondents reporting that school staff treat families respectfully, (3) at least 91% of parent/guardian respondents reporting that they feel welcome at their school, (4) maintaining or increasing parent portal access and usage to at least 85% districtwide, and (5) at least 30% of parent/guardian respondents reporting participation in a parent group at the school or district level by June 2027. Evidence of implementation will include participation records, translated communication materials, meeting documentation, survey data, and monitoring artifacts demonstrating consistent Title I family engagement practices across sites.

LCAP Alignment

Goal 5: Family Engagement

Stratic Pillar Alignment:

Pillar 5: Family & Community Partnership

Data Source(s)

Survey Data

Artifacts for all Title 1 schools, Parent Portal Access data

Data Driven Decision

Baseline Data for Goal #2	Expected Outcome	Timeline
not available	100% of Title I schools implementing required engagement activities with documented completion of compacts and parent rights communications	December 2026

Baseline Data for Goal #2	Expected Outcome	Timeline
94% Respect	95% of parent/guardian respondents reporting that staff treat families respectfully	June 2027
92% Welcome	91% percent of parent/guardian respondents reported feeling welcome at their schools	June 2027
85.41% Parent Portal Access	Maintain or increase parent portal access	June 2027
26% Parent Group Involvement	30% of percent of parent/guardian respondents will agree that they participate in a parent group at their school or district	June 2027

How will you know if you met your goal (success indicators)?

Staff will collect artifacts to document Title 1 implementation and review Panorama survey results and Parent Portal access data.

Strategies and Actions

Strategy/Action	Responsible Person	Timeline	Resources Needed
Create templates and samples for school-level family engagement	Nancy Molina	September 2026	Samples of best practices
Train community assistants and principals	Nancy Molina	September 2026	Community assistants (4 roving)

Strategy/Action	Responsible Person	Timeline	Resources Needed
Engage families in two-way, structured listening sessions, small group dialogues to ensure two-way communication and inform any updates to PUSD's parent involvement policy	Nancy Molina	June 2027	Refreshments for parent meetings

Department Goal #3

Goal 3

By June 2027, PUSD will strengthen coordination between Enrollment and partner departments, including Special Education, English Learner programs, and Early Childhood programs, to improve the clarity, accessibility, and efficiency of enrollment processes for students and families. Cross-department collaboration will include ongoing workflow refinement, aligned communication practices, regular coordination meetings, and development of shared resources to support consistent enrollment experiences across programs.

Success will be measured by: (1) at least 90% of family survey respondents reporting that they felt informed about the Open Enrollment process, (2) at least 96% reporting that enrollment information on the PUSD website was easy to access, and (3) at least 98% agreeing that the steps to apply for enrollment were simple and clear by June 2027. Evidence of implementation will include documented cross-department collaboration meetings, updated enrollment guidance and communication materials, and the creation of a new PUSD school locator tool that functions independently of contracted services to support long-term sustainability and family access to boundary and school assignment information.

LCAP Alignment

Goal 4: Effective, Accountable, and Effecient Systems

Stratic Pillar Alignment:

Pillar 4: Organizational Effectiveness

Data Source(s)

Survey Data

Artifacts (enrollment workflows, boundary maps)

Data Driven Decision

Baseline Data for Goal #3	Expected Outcome	Timeline
88% feel informed about Open Enrollment	90% feel informed about Open Enrollment	June 2027
95% felt enrollment information on PUSD's website was easily accessible	96% feel enrollment information on PUSD's website was easily accessible	June 2027
97% agree the steps to apply for enrollment are simple and clear	98% agree the steps to apply for enrollment are simple and clear	June 2027
n/a	Creation of new school locator that works independently of any contracted services	December 2026

How will you know if you met your goal (success indicators)?

Enrollment staff will have met regularly with applicable departments and have documented workflows/procedures/outreach materials, as well as documentation from any training on relevant enrollment procedures. Staff will review enrollment survey responses, including open-ended responses and disaggregated data where possible, to identify potential areas for improvement.

Strategies and Actions

Strategy/Action	Responsible Person	Timeline	Resources Needed
Schedule regular check in meetings with Special Education.	Annie Jananian	July 2026	Time, contracted services for enrollment software

Strategy/Action	Responsible Person	Timeline	Resources Needed
Schedule quarterly planning/process development meetings with SPED, LADD, and ECE.	Shannon Mumolo	July 2026	Time, contracted services for enrollment software
Provide monthly training to registrars and data clerks.	Shannon Mumolo	June 2027	Time, contracted services for enrollment software
Develop school locator in collaboration with ITS	Annie Jananian	July 2026	Hosting site, ITS support
Update procedures for processing applications	Shannon Mumolo	December 2026	Time, collaboration and expertise of various departments
Evaluate Records processes and identify improvements	Deanna Marron	May 2027	Time, collaboration across districts
Support family outreach and communication	Patricia Ceniceroz	June 2027	Time

Department Goal #4

Goal 4

By June 2027, PUSD will expand on the 2025–26 successes of the Community Schools initiative by working through the Community Schools Steering Committee to develop and implement shared site-based goals that are responsive to the identified assets, needs, and priorities of students and families. Steering Committee members will collaborate to align activities, partnerships, family engagement efforts, and student supports with Community Schools priorities and documented site needs.

Progress will be measured by: (1) 100% of Community Schools sites successfully completing and submitting all required CCSPP documentation by June 2027, (2) the Community Schools Steering Committee completing and documenting progress toward all self-selected annual goals and aligned activities by June 2027, and (3) at least 20 students meeting eligibility requirements to apply for the California State Seal of Civic Engagement by May 2027 through participation in Community Schools-aligned leadership, service, civic engagement, or partnership activities. Additional evidence of implementation will include documented meeting agendas, participation records, partnership activities, and family engagement efforts demonstrating alignment between identified site needs and Community Schools strategies.

LCAP Alignment

Goal 5: Family Engagement

Stratic Pillar Alignment:

Pillar 5: Family & Community Partnership

Data Source(s)

of students who earn the State Seal of Civic Engagement, CCSPP artifacts

Data Driven Decision

Baseline Data for Goal #4	Expected Outcome	Timeline
3 students earned the State Seal of Civic Engagement	20 or more students earn the State Seal of Civic Engagement	May 2027
n/a	Develop and make progress toward shared goals related to Community-based learning.	June 2027

Baseline Data for Goal #4	Expected Outcome	Timeline
n/a	Develop and make progress toward shared goals related to Integrated Student Supports	June 2027
n/a	Develop and make progress toward shared goals related to Collaborative Leadership and Practices	June 2027
100% of sites successfully complete implementation plan updates, sustainability plans, and annual performance reports for CCSPP.	100% of sites successfully complete implementation plan updates, sustainability plans, and annual performance reports for CCSPP.	June 2027

How will you know if you met your goal (success indicators)?

Community Schools staff will work collaboratively with the Steering Committee to develop measurable goals and tangible outcomes for each of the three identified focus areas: community-based learning, integrated student supports, and collaborative leadership. Staff will also support each of the 9 CCSPP grantees with community school sustainability planning and reporting, including support to host focus groups to gather feedback and assistance to ensure all reports are publicly available on school websites.

Strategies and Actions

Strategy/Action	Responsible Person	Timeline	Resources Needed
Promote State Seal Canvas Course to 11th and 12th grade students in collaboration with Curriculum and Instruction (CIPD) staff.	Shannon Mumolo	September 2026	Student learning management system access (Canvas)

Strategy/Action	Responsible Person	Timeline	Resources Needed
Collaborate with CIPD to promote the State Seal to teachers, parents, partners, and students.	Shannon Mumolo	November 2026	Student learning management system access (Canvas)
Schedule monthly Steering Committee meetings and convene to set goals and develop work plan.	Shannon Mumolo	September 2026	time
Support CCSPP sites to develop sustainability plans.	Veronica Alcantar	April 2027	time
Support CCSPP sites to update implementation plans.	Veronica Alcantar	May 2027	time
Support CCSPP sites to complete annual performance reports.	Veronica Alcantar	June 2027	time
Support sites with public posting of CCSPP plans.	Veronica Alcantar	June 2027	time, Blackboard access
Collaborate with sites to conduct parent focus groups.	Veronica Alcantar	December 2026	time, print outreach materials, translation services