

**District Family and Community Engagement Plan**

**District Name:**

Cabot Public Schools

**Coordinator Name:**

Terena Woodruff

Emily Taylor

Jordan Boris

**Plan Review/Revision Date:**

May 2021

**District Level Reviewer, Title:**

Terena Woodruff, Director of Counseling

Jordan Boris, District Social Worker

**Board Approval Date:**

June 21, 2021

**Committee Members, Role:**

Terena Woodruff, Director of Counseling, District Family & Community Engagement  
Coordinator

Emily Taylor, Assistant Director of Counseling

Jordan Boris, District Social Worker

Melanie Duerkop, Director of Federal Programs

Aaron Randolph, Executive Director of Curriculum

Lisa York, Director of PreK

Scharadi Barber, Parent

Lee Gordon, Parent

Courtney Roldan, Parent

## **1: Jointly Developed Expectations and Objectives**

*(Describe/List the District expectations and objectives for parent and family engagement. Describe/List how parents will be involved in the development of the district parent and family engagement policy. Describe/List how parents will be involved in the development and review of the School Improvement/Title I Schoolwide/Title I Targeted Assistance Plan and, if applicable, the Comprehensive Support and Improvement and the Targeted Support and Improvement plans. Describe/List how the District will submit to the State comments from parents who deem the LEA Plan unsatisfactory.)*

This district will host a minimum of one Family & Community Engagement meeting per semester that may be combined with other district stakeholder meetings. Each school, including Title I schools, will invite at least one parent representative to the district meeting. Each semester of the 2021-2022 school year, the district plan will be reviewed and revised. Parents can provide feedback through both discussion and surveys. Parents will be encouraged to offer ideas on how reserved funds for parent and family engagement are spent and other ways to increase engagement. The fall 2020 session was held virtually. The spring 2021 session was held in person with a virtual option. It was combined with a review of the school response to the COVID pandemic. Parents expressed the need for offering all meetings at the district and building virtually as well as in person. The request was shared with building facilitators. (Terena Woodruff, Emily Taylor, and Jordan Boris, September 2021 and April 2022)

Goals for the 2020-2021 year were to increase family and community participation by adding virtual meeting options and using feedback from district surveys to improve two way communication in blended and remote learning settings. Families utilized virtual options to meet with school personnel. Goals for the 2021-2022 school year are to return to onsite activities as allowed by current health guidelines and to continue using virtual options. (ongoing, District staff and community members)

Parents at all schools, including Title I schools, will be notified through the school website and newsletters that the plan is available online and a paper copy is available on request. Parent signatures will be collected electronically through the online registration system during new student registration or Back to School updates. (District Student Services, ongoing)

The District Coordinator and District Social Worker will work with the Director of Federal Programs who oversees the school improvement process to ensure that the FACE and school improvement plans are mutually supportive. (Melanie Duerkop, Jordan Boris, Terena Woodruff, Emily Taylor, ongoing)

The plan will be posted on the school website by August 1, 2021. (Terena Woodruff, Emily Taylor, and Liz Massey)

## **2: Building Staff Capacity through Training and Technical Assistance**

*(Describe/List how the district will provide support and technical assistance to all its Title I schools in planning and implementing effective parent and family engagement practices, inclusive of school parent and family engagement policies/plans, school-parent compacts, and all Title I parent and family engagement requirements. Describe/List activities such as workshops, conferences, trainings, webinars, and online resources that will be used with school staff to build their capacity to work with parents as equal partners. Include information about how the district and/or schools will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.)*

The District Family and Community Engagement Coordinator and District Social Worker will coordinate with the District Director of Professional Learning to ensure that professional development requirements for educators are met. The directors will coordinate with building administrators to determine additional professional learning needs and opportunities. The Director of Professional Learning sent surveys to staff members for summer learning and is developing a schedule of training offered based on survey results. (Terena Woodruff, Emily Taylor, Jordan Boris, Sherri Jennings, annually)

The District Family and Community Engagement Coordinator and District Social Worker will train Building Parent & Family Facilitators annually to develop the building level Parent and Family Engagement Plan. A minimum of one meeting each year will be held for building facilitators to collaborate and share resources to enhance parent and family engagement. Training will be offered in person as allowed by health guidelines and/or virtually. District and building facilitators will offer teachers resources on the value of parent & family engagement and ways to increase engagement. The state Family Engagement Toolkit will be shared with educators, parents and the community. (<https://sites.google.com/view/engagementmattersar>) (Terena Woodruff, Emily Taylor, Jordan Boris, building facilitators fall 2021 and spring 2022)

The District Family & Community Engagement Coordinator, the Director of Federal Programs, and building administrators of the identified Title I buildings will work together to develop school parent compacts, inform parents of their right to know, and hold the Report to the Public sessions. All meetings will be offered virtually and/or recorded for parents to access through YouTube or social media. (Terena Woodruff, Emily Taylor, Melanie Duerkop, building administrators, August/September 2021)

A copy of the District and Building Family & Community Engagement Plans will be posted on the district website by August 1 each year. Parents may request a paper copy in a language the family can understand. Parent signatures acknowledging where to locate the plans will be obtained during new student registration or Back to School updates in the online registration platform. (Terena Woodruff, Emily Taylor, Liz Massey, Julia Shoemaker)

Cabot Public Schools has translators available as well as a service, Transperfect, to assist parents to overcome language barriers. The district EL staff will provide family nights for EL parents. (Julia Shoemaker, ongoing)

### **3: Building Parent Capacity**

*(Describe/List activities, such as workshops, conferences, classes, online resources, and any equipment or other materials that may be necessary to support parents in helping their student's academic success. If applicable, describe how each discretionary item your district and parents chose will be implemented.)*

The district will designate two parent teacher conference times each year, but parents may request a conference at any time. Conferences will be offered in person and virtually. (School board, October 2021, March 2022)

The District Coordinator will coordinate with building administrators and building facilitators to ensure each building maintains a parent center and sends home informational packets. (Terena Woodruff, Emily Taylor, building administrators, building facilitators, ongoing)

The District Coordinator will coordinate with building parent groups, such as PTO, to provide support and training as requested. The parent group will meet a minimum of once each semester to review the Family & Community Engagement plan and discuss specific topics identified from previous meetings and/or share information about new programs or initiatives. Based on stakeholder requests, meetings will be offered in person with a virtual option. (Terena Woodruff, Emily Taylor, Jordan Boris, district administrators, parent representatives, Fall 2021, Spring 2022)

The district will host a Hallway Heroes volunteer training as requested throughout the year. Due to pandemic, this program will resume once health guidelines for the pandemic allow. (Michael Byrd, building facilitators, building administrators)

The district PreK program will provide six Family Liaisons to assist families with needs such as locating local resources, coordinating parent education training (virtually until health guidelines allow in person options), and supporting parents. (Lisa York, Family Liaisons, ongoing)

The district will also provide a social worker to assist families in locating resources and connecting parents to the school. (Jordan Boris)

The district will utilize a website, social media, and a parent notification system to communicate important information and dates to parents and the community. (Liz Massey, ongoing)

The District Curriculum Department will provide parent friendly information regarding assessment, state standards, and how to monitor student progress. Parents will have access to video instruction to include topics for using Google Classroom, Google Meet as well as explaining MAP and ASPIRE data. (Aaron Randolph, ongoing)

#### **4: Reservation and Evaluation**

*(Describe/List how the district will share with parents and family members the budget for parent and family engagement activities and programs and how parents and family members will be involved in providing input into how the funds are used. If the district does not receive a Title I, Part A allocation greater than \$500,000, then the district is not required to include a description of its Reservation of Funds. If a reservation is required, then a minimum of 90% of that 1% must go to the schools, with priority given to high-need schools. Describe/List actions for how the annual evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents and family members will play.)*

All Title I schools will conduct an annual parent meeting by October 1st. Meetings will be offered virtually and recorded for parents to access through YouTube or social media. At this meeting, the building principal provides parents with a school compact that outlines the steps that parents, school staff, and students will take to ensure academic success as a shared responsibility. Also during this meeting, the building principal updates the parents on the "state of the school." He/She goes over achievement data, school curriculum, an explanation of Title I and its benefits, and parent and family engagement opportunities (literacy nights, math nights, one book/one school, etc.). It is also during this time that parents are given the opportunity to complete a survey. (Building administrators and facilitators, Fall 2021)

Each building will invite a minimum of one parent to participate in the fall and spring District Family & Community Engagement meetings to review and provide feedback on the plan. Meetings will be held physically when possible and always offered virtually. The feedback will be gathered through both discussion and a survey. The information will be used to revise the district plan. (Terena Woodruff, Emily Taylor, Jordan Boris, Fall 2021 and Spring 2022)

The District Coordinator will collaborate with the Director of Federal Programs, Building Administrators and Facilitators, and stakeholders to evaluate the Family & Community Engagement Plans. (Terena, Woodruff, Jordan Boris, Melanie Duerkop, Building Administrators and Facilitators, ongoing)

## **5: Coordination**

*(Describe/List how the district will coordinate with other organizations, businesses, and community partners to provide additional support and resources to families such as public preschool programs or organizations to help students transition to elementary, middle, high, and postsecondary schools or careers.)*

The District Family and Community Engagement Coordinator and District Social Worker will coordinate with local community resources to support families. Current partnerships include, but are not limited to the following

- Back to School Fair - helps families with items needed for back to school )local churches and businesses, August 2021)
- Cabot Public Library - summer reading program (Melanie Duerkop, Library staff, Spring/Summer 2022)
- Cabot Christmas Alliance/Christmas for Kids - helps families with food and gifts during Christmas (building counselors, local churches/businesses, October-December 2021)
- Cabot Parks and Recreation - supports food drives to provide items for the food backpack program (Summer Allison, Building Counselors, Terena Woodruff, Emily Taylor, Jordan Boris. November 2021)
- Junior Auxiliary - provides clothing, school supplies, hygiene products, utilities, etc. for families in need (Jordan Boris, Terena, Woodruff, Building Counselors, ongoing)
- Local churches/businesses/civic groups - provides food, clothing, and help with utilities for families in need (Jordan Boris, Terena Woodruff, Emily Taylor, Building Counselors, ongoing)
- Career and Technical Education Coordinator will coordinate with local businesses to arrange student internships and allow community members to provide training and demonstrations for students on campus. (Nicole Gatewood, ongoing)
- The Family & Community Engagement Coordinator and District Social Worker will collaborate with the Director of Federal Programs, the Director Of Food Services, and the DESE McKinney-Vento Homeless Liaison to coordinate services for families. (ongoing)