

Family Involvement District Committee Summary and Proposal for Program Approval

Background:

The Family Involvement District-Level Committee was established as a result of 2015-2016 Salary and Welfare Negotiations. The purpose is to explore options for ways to merge the need to replace former Career Ladder options with the need to increase opportunities for family involvement. At the end of the 2015-2016 school year, the committee had two meetings and administered a staff survey to gather possible approaches to meeting both of these needs. The survey can be summarized as follows:

- 108 individuals and 5 PLCs completed the survey.
 - Staff were asked:
In the past, teachers were able to participate in Career Ladder to receive a stipend for successfully planning and executing activities relating to parental and student involvement in the buildings. Which of these example activities would you be interested in doing in your own building, if funds were available to give you a stipend to do them?
- | | |
|-------|---|
| 37.4% | Make a school/subject-related presentation to a community group of parents and students |
| 30.3% | Make student-related home visits with parents (this includes the HomeWorks program) |
| 29.3% | Develop and coordinate a school/community partnership program for parents and students |
| 26.3% | Develop and present a program for De Soto parents/students and/or secondary school groups (example: ACT, new student orientation, homework tips, math activities at home, financial aid, etc.) |
| 51.5% | Develop or coordinate a student-centered instructional activity, which promotes parental involvement and participation |
| 39.4% | Presentation for parents of student work/projects collected throughout the year |
| 59.6% | Coordinate a grade-level or building contest such as math relay, spelling bee, speech contest, writing contest, history fair, science fair, music program, geography bee, art show and/or physical fitness competition (must have an academic component and parents are able to attend) |
- 66.3% of respondents said they would be very likely to definitely willing to participate in a program of compensation such as this.

Process:

The 21 member committee met three times: September 1, 13, and 28.

September 1: During the first meeting, they reviewed the current parent involvement policy and regulation and suggested revisions to include more inclusive language. The proposed revised Policy and Regulation 1405 is included in this document and is also on the agenda for a first reading.

The committee also brainstormed what capacities in which we would be like our families involved, challenges to involving families, activities that have worked in the past, and what ideas were currently being considered. A summary of this brainstorming is included below:

<p>Ways in which we'd like our families involved:</p> <p>Academics Extra-curriculars Whole family Accountability Small doses of involvement that build as the year progresses Student recognition activities Understanding expectations for each grade-level Volunteering (w/ training) Be aware of what is going on in class, even if they cannot be present Different levels of involvement</p>	<p>Challenges to involving families:</p> <p>Intimidation Money Education as a priority Distance from school Time Transportation Family dynamics Confidentiality Feeling judged Lacking parent ed Scheduling Contact information Communication Concerns about our motives Misconceptions surrounding involvement Reaching the target audience</p>
<p>Activities that have worked in the past:</p> <p>Haunted Halloween Library nights Family fun night Grandparents night Carnival night Science night Tech night Bowling/ skating night BINGO May Day VIP Booster Club Haunted hayride and house Student/ parent game night Fundraising for Adopt-a-Family Home visits and dinners PPP (Practical Parenting Partnerships)</p>	<p>Ideas for family involvement:</p> <p>Family nights Home visits Back to school socials Library night BINGO night Breakout Boxes Theme nights Melba movie nights Literacy night Book exchanges Mystery dinners Tech/ Apps night Chromebook training Family sports Parent Ed night Personal item drives Green Schools Quest Recognition for involvement Invite parents to ALL student recognition events District calendar for all events Trivia nights for parents and teachers</p>

September 13: During the second meeting, Mrs. Dow presented a draft for a possible organizing structure for equitably distributing the funds allocated for this purpose. The committee reviewed and considered this approach. After determining that this could be a starting point for defining a program, it became clear that sub-committee work could help focus the group's work and make the most of their time. Therefore, three sub-committees were established:

1. Defining Parent Involvement (and ensuring a clear delineation from Extra Duty)
2. Creating an application for those interested in facilitating/ working a family involvement activity
3. Creating reasonable allocations for compensation and supplies

September 28: During the final meeting, the sub-committees collaborated to complete their assigned tasks. The results of their work is presented below for your consideration and possible approval.

The committee also agreed to reconvene in April 2017 to evaluate the program and adjust as necessary.

Mini-Grant System for Encouraging Family Involvement

A system of mini-grants for funding and compensation will be made available for the 2016-2017 school year for the purpose of providing opportunities for increasing family involvement. Budget allocations will be determined annually and will be based upon funding and budgeting needs of the district, as determined by the superintendent. The budget for 2016-2017 is \$40,000, and it will be divided into two categories:

- \$10,000 for supporting the cost of activities, allocated on per student basis
- \$30,000 for supporting staff stipends, allocated on a per staff basis

Cost of Activity Allocation

2,879 students = \$3.47 per student

ECC - 60 students = \$ 210
 AES - 601 students = \$2,087
 VES - 803 students = \$2,788
 DJH - 443 students = \$1,539
 DHS - 972 students = \$3,375
 \$9,999

Staff Stipend Allocation

254 eligible staff members = \$118.11 per staff

ECC - 20 staff = \$2,362
 AES - 59 staff = \$6,968
 VES - 68 staff = \$8,031
 DJH - 36 staff = \$4,252
 DHS - 71 staff = \$8,386
 \$29,999

*note: 14.5% needs to be added to all stipends to cover the cost of benefits

**note: classified staff is eligible based on approval by the principal

Could be used to fund ideas such as (not an all-inclusive list, and teachers are welcome to innovate):

Category	Suggestions from committee brainstorming	Supply Cost	Stipend
Make a school/ subject-related presentation to a community group of parents and students	Tech/ Apps night presentation PPP (Practical Parenting Partnerships) Parent education night Science night Library night Chromebook training	---	\$25/hr (for time parent is present and hour of plan, if plan time is necessary) \$50 for coordination (1 coordinator): make copies, publicity, work orders, plan/organize act as liaison between activity and building

<p>Make student-related home visits with parents (this includes the HomeWorks program)</p>	<p>Home visits Family dinners Personal item drives</p>	<p>--- \$500 ---</p>	<p>\$25/hr (for time parent is present and hour of plan)</p> <p>\$50 for coordination of dinner: make copies, publicity, work orders, plan/organize act as liaison between activity and building</p>
<p>Develop and coordinate a school/community partnership program for parents and students</p>	<p>PPP (Practical Parenting Partnerships) Haunted Halloween Library night Family fun night Grandparents night Carnival night Bowling/ skating night BINGO May Day Haunted hayride and house Student/ parent game night Fundraising for Adopt-a-Family VIP?? Back to school socials BINGO night Breakout Boxes Theme nights Melba movie nights Mystery dinners Family sports Trivia night for parents and teachers Develop, maintain, and promote district calendar</p>		<p>\$25/hr (for time parent is present and hour of plan)</p> <p>\$50 for coordination: make copies, publicity, work orders, plan/organize act as liaison between activity and building</p>
<p>Develop and present a program for De Soto parents/students and/or secondary school groups (example: ACT, new student orientation,</p>	<p>Tech/ Apps night presentation Chromebook training</p>		<p>\$25/hr (for time parent is present and hour of plan)</p> <p>\$50 for coordination:</p>

<p>homework tips, math activities at home, financial aid, etc.)</p>			<p>make copies, publicity, work orders, plan/organize act as liaison between activity and building</p>
<p>Develop or coordinate a student-centered instructional activity, which promotes parental involvement and participation</p>	<p>Tech night presentation Chromebook training Green Schools Quest Literacy Night Book exchange</p>		<p>\$25/hr (for time parent is present and hour of plan)</p> <p>\$50 for coordination: make copies, publicity, work orders, plan/organize act as liaison between activity and building</p>
<p>Presentation for parents of student work/ projects collected throughout the year</p>	<p>Recognition for involvement</p>		
<p>Coordinate a grade-level or building contest such as intramural activities (must have an academic component and parents are able to participate)</p>	<p>Green Schools Quest Intramural Sports Nights</p>		<p>\$25/hr (for time parent is present and hour of plan)</p> <p>\$50 for coordination: make copies, publicity, work orders, plan/organize act as liaison between activity and building</p>

Process for Awarding Mini-Grants

Process summary:

- Staff will complete the application for an idea to increase parent involvement that they would like to present for approval.
- After each of the deadlines listed in the details below, a building-level team will determine which grants they would like to fund by using the common scoring guide.
- The building principal will communicate which grants have been approved and allow the applicant to begin planning.
- The awardee will facilitate the event and complete the Family Involvement Feedback Form.
- Once this has been submitted, the awardee will receive compensation as outlined in the application and approved by the committee.

Detailed process:

1. Mini-grant proposals for receiving funds will be accepted prior to the following deadlines:

September 1 - proposals for current year, semester 1 and semester 2 activities

April 1 - proposals for following year, beginning of the year activities

(Note: This will reduce the *next* year's available funds, if funding is available, as determined by the superintendent)

Application:

Family Involvement Grant Application

Please complete the following application to apply for a Family Involvement Mini-Grant. Please include as much information as possible.

* Required

Name *

First and last name

Your answer

Date Application Submitted *

Your answer

Building *

Early Childhood Center

Vineland

Athena

Jr. High

High School

Applicant's Position/Title *

Your answer



Date of Event *

Your answer

Times of Event (Start & End Time) *

Your answer

Location of Event (Building & Room(s)) *

Your answer

Description of Event *

Your answer

Event Historical Information (Has this type of event been held before? How did it go? What will be done differently or the same?) *

Your answer

Communication (How will this event be advertised? Will you need permission slips, RSVPs, etc.?) *

Your answer

Target Audience (Ex: Parents, Families, Moms, Dads, etc. Building wide or Grade Level Specific) How many are you expecting? *

Your answer



How many teachers do you expect to work at the event? *

Your answer

Please describe supplies needed along with the expenses expected. *

Your answer

Completion of Grant Process

In order to receive coordinator payment, Family Involvement Event Feedback form must be completed within 5 school days following the event. Sign-in sheet must also be present at event, guests signed in, and sign-in sheet should be turned in to Family Involvement building committee member.

SUBMIT

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2. Proposals will be reviewed by a team of building administration and grade-level/ department chairs within one week of the deadline and grants proposals will be awarded. The committee will use a common district scoring rubric.

Rubric:



De Soto Family Involvement Mini-Grant Scoring Rubric

Project Name: _____

Date Evaluated: _____

	3	2	1	Score
Project Goals and Design	The goals and design of the project meet all of the following criteria: <ul style="list-style-type: none"> • Parents have the opportunity to be active participants. • Logistics are feasible and manageable (there is adequate space, time, staff, etc. to host a successful event) • There is an academic component to the program. • The proposal is in line with communicated building/ district goals. • The application clearly provided the required information. 	The goals and design of the project meet all but 1 or 2 following criteria: <ul style="list-style-type: none"> • Parents have the opportunity to be active participants. • Logistics are feasible and manageable (there is adequate space, time, staff, etc. to host a successful event) • There is an academic component to the program. • The proposal is in line with communicated building/ district goals. • The application clearly provided the required information. 	The goals and design of the project meet only 1 or 2 of the following criteria: <ul style="list-style-type: none"> • Parents have the opportunity to be active participants. • Logistics are feasible and manageable (there is adequate space, time, staff, etc. to host a successful event) • There is an academic component to the program. • The proposal is in line with communicated building/ district goals. • The application clearly provided the required information. 	
Impact	The project has a widespread impact on a large number of families (whole-school, multiple grade levels).	The project involves a mid-range number of families (a particular grade-level, demographic group).	The project impacts a small number of families.	
Budget	The budget is outlined clearly and contains a reasonable request of funds based on the design and impact of the project.	The budget is either not very clear and/or requests an amount disproportionate to the program's design/ impact.	The budget is not clear and is not cost effective for the impact achieved.	
Total Points				

Reviewers' Comments:

Funding granted
 Not funded at this time but will remain in pool for one year
 Not in line with the goals of family involvement
 10/2016

3. Grant proposals that are not awarded will be held for one year and reconsidered during following proposal cycles, if funding and needs of district allow based upon superintendent determination.

4. Awardees are required to complete a feedback form before receiving their compensation.

Feedback Form:

Family Involvement Event Feedback

Thank you for coordinating an event to increase our family involvement. We appreciate you taking the time to provide feedback on your event.

This will help us continue the process and continually improve the process.

* Required

Name *

Your answer

Please give a brief description of the event. *

Your answer

How satisfied were you with the event? *

	1	2	3	4	5	
Not very	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Very much

Please explain your choice above. (Why were you very satisfied or not satisfied with the event?) *

Your answer



How many attended the event? *

- 0-50
- 51-100
- 101-250
- 250+
- If less than 50, please specify the number in attendance below
- Other :

What preparation was needed to plan the event? (Please include time spent on each task.)

Your answer

Please list teachers working and time spent at event.

Your answer

Were there any hindrances affecting attendance? (weather, conflicting events, etc.)

Your answer

Any additional information.

Your answer

Any overall feedback for the event?

Your answer



5. Any remaining money not allocated during the fiscal year will go back into the general fund.

Policy and Regulation:

During list committee's work, the committee also reviewed the Parent Involvement policy and regulation. We have included the revisions for a first reading and your consideration and possible approval. The only major change was to replace "parent" with a more inclusive term - "family."