

**FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION**

March 10, 2016

Parent Engagement Committee Meeting

5:30 p.m.

Room 341, Administrative Center
520 Fifth Avenue

AGENDA

1. Call to Order

- 2. OUR MISSION** is to provide an excellent, equitable education in a safe, supportive environment so all students will succeed and contribute to a diverse and changing society.

3. Roll Call

Lisa Gentry, Board Vice President & Committee Chair
Sue Hull, Board Member

Board Appointed Committee Members

Kelly Atlee – Col. Sean Williams appointee
Vacant – Michael O'Brien appointee
Bobbi Hamilton – Sean Rice appointee
Sonya Ramstad – Heidi Haas appointee
Vacant – Allyson Lambert appointee
Teffonie Wyman – Col. Richard Cole appointee
Vacant – Wendy Dominique appointee
Megan Hursh – Student representative

At-large Committee Members

Kristen Freiburger
John Gregor
Tanya Howard
Peter Lizardi
Jodi Rhoades
Cassie Scofield

4. Adoption of the Agenda

- Move to adopt the agenda

5. Approval of the Minutes

- Move to approve the minutes from February 11, 2016.

6. Public Comments: *Comments limited to items on the agenda only*

7. Review of Previously Requested Information

8. Update on Parent Engagement Survey

9. Recommendations for Standard 3: Supporting student success

Families and school staff continuously collaborate to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

10. Committee Announcements

- Upcoming meeting dates, meetings are 5:30 p.m. – 7:00 p.m.
 - April 21
 - May 12
 - June 9
 - July 14
 - August 11
 - September 8

11. Adjournment

FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT

PARENT ENGAGEMENT COMMITTEE

MINUTES

Parent Engagement Committee Meeting

February 11, 2016

Committee Chair Lisa Gentry called the meeting to order at 5:34 p.m. in Room 341 of the FNSBSD Administrative Center at 520 Fifth Avenue.

Ms. Gentry read the district's mission statement: *"Our mission is to provide an excellent, equitable education in a safe, supportive environment so all students will succeed and contribute to a diverse and changing society."*

Present:

Lisa Gentry, Committee Chair
Sue Hull, Board Member
Kristen Freiburger, At-large Member
John Gregor, At-large Member
Peter Lizardi, At-large Member
Sonja Ramstad, Heidi Haas Appointee
Cassie Scofield, At-large Member
Teffonie Wyman, Col. Richard Cole Appointee

Absent:

Kelly Atlee, Col. Sean Williams Appointee
Enei Bagaye, Michael O'Brien Appointee
Bobbi Hamilton, Sean Rice Appointee
Tanya Howard, At-large Member
Megan Hursh, Student Representative
Jodi Rhoades, At-large Member

Staff Present:

Sharice Walker, Director of Community & Public Relations

AGENDA [0:01:12]

RAMSTAD MOVED, HULL SECONDED, TO ADOPT THE AGENDA AS PRESENTED. NO OBJECTIONS, MOTION CARRIED.

MINUTES [0:01:44]

FREIBURGER MOVED, SCOFIELD SECONDED, TO ADOPT THE MINUTES AS PRESENTED. NO OBJECTIONS, MOTION CARRIED.

PUBLIC COMMENT [0:01:56]

No public comment.

REVIEW OF PREVIOUSLY REQUESTED INFORMATION [0:02:06]

Parent Engagement Committee Meeting Minutes

February 11, 2016

Ms. Walker reported a copy of the school board policy 124 Parent Involvement in Decision-Making was provided in the agenda packet. Copies of the printed parent engagement survey and related promotional materials prepared by the public relations department and distributed to the schools for use during Parent Teacher conferences were also provided in the agenda packet. Mrs. Hull directed Ms. Walker to review the school board policy manual again to find out if parent engagement is included anywhere else in the board policies and discussion ensued.

RECOMMENDATIONS FOR STANDARD 1 [0:06:56]

Mrs. Hull stated the committee ran out of time at the last meeting and asked if anyone had any additional ideas to add to the list for Standard 1: Welcoming all families into the school community. Committee discussed ideas to add to list of recommendations.

RECOMMENDATIONS FOR STANDARD 2 [0:55:35]

Committee members discussed recommendation ideas for Standard 2: Communicating effectively. Committee chair Mrs. Gentry left the meeting [1:00:06]. Discussion of ideas continued. Mrs. Hull requested the lists of recommendations be included in meeting minutes.

COMMITTEE COMMENT/ANNOUNCEMENTS [1:31:34]

The meeting adjourned at 7:06 p.m.

Submitted by Sharice Walker, school district director of community and public relations

1154 Parent Involvement

The school district considers parent involvement a means of promoting better understanding among pupils, parents, and staff. Parents are welcome in the school and their support and assistance are sought. Each school shall develop with, and distribute to parents a parent involvement policy.

The term 'parent' includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term 'parent involvement' means:

- the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents play an integral role in assisting their child's learning;
- that parents are encouraged to be actively involved in their child's education; and,
- that parents are active partners in decisions affecting their child's education and, as appropriate, in school decisions that affect education in their school.

A. School Parent Involvement Policies

The school's parent involvement policy will be developed with the participation of parents and be agreed upon by parents of students enrolled in the school. The school policy shall be annually reviewed by parents. The school's parent involvement policy shall include requirements for:

1. Providing parents timely information about the school's parent involvement programs, the form for input to the teacher evaluation process, the curricula in use, the forms of academic assessment used to measure student progress, and proficiency levels students are expected to meet.
2. An annual meeting of parents to review the school's parent involvement policy, programs, and opportunities; and the school's performance and the performance of the school's students. The annual meeting shall also provide for parent comments and participation in developing parent involvement programs and school goals regarding school and student performance.
3. Specific strategies for including parents who may encounter barriers to parent involvement, including parents who are economically disadvantaged, disabled, who have limited English proficiency or limited literacy, or are of any racial or ethnic minority.
4. Notifying parents of opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children.



1154 Parent Involvement (continued)

- 5. Developing with parents a “school-parent compact” that outlines how parents, school staff and students will share the responsibility for improved student academic achievement. The school-parent compact shall include:
 - a. A description of the school’s responsibility in providing high-quality curricula and instructors, ways in which each parent will be responsible for supporting their children’s learning, and ways each student shall be responsible for his/her own learning.
 - b. A statement of the importance of communication between teachers and parents, including parent-teacher conferences, frequent reports to parents on their child’s progress, and reasonable access to staff, opportunities to volunteer and participate in their child’s class and to observe classroom activities.

B. School District Administration Implementation

The school district administration shall assist schools in implementing the requirements of this policy by:

- 1. Providing assistance to help parents understand the state content and performance standards for students, and the state academic assessments,
- 2. Providing materials and training opportunities to schools to help parents to work with their children to improve their children’s achievement through literacy training and using technology.
- 3. Educating teachers, principals and other staff in the value and utility of the contributions of parents and in how to reach out to, communicate with and work with parents.
- 4. Ensuring information provided to parents is sent, to the extent practicable, in a format and/or language the parents can understand.

Policy Adopted: February 17, 1981
Policy Revised: December 4, 1984
Policy Revised: November 3, 1992
Policy Revised: May 6, 2003

*See Also
AR 1154*



1154.1 Parent Involvement in Assigning Students to Teachers

Parents will follow the district's formal procedure for giving input concerning student class assignment.

The principal will give consideration to parent input to best meet the educational needs of the child. If the parent and principal cannot agree on student class assignment, the principal will meet with the parent.

The principal will make the final decision concerning student class assignment.

Policy Adopted: May 17, 1988

1154.2 Parent Involvement in Course Offerings at the Secondary Level

Parents and students will be afforded ample opportunity to provide input into which courses will be offered during the next school year.

Policy Adopted: June 7, 1987



ADMINISTRATIVE REGULATION**1154 Parent Involvement****A. SCHOOL PARENT INVOLVEMENT POLICIES**

- 1) Each school will develop a parent involvement policy that includes:
 - A list and description of each school's parent involvement programs (these may be listed according to the Six National Standards for Parent Involvement and included in the school report card).
 - The form for input into the teacher evaluation process developed by the human resources department.
 - The curricula in use (according to material developed by the curriculum department).
 - The forms of academic assessment used to measure student progress and expected proficiency levels (as outlined by the program planning and evaluation department).
 - Specific strategies for overcoming barriers to parent involvement.
 - A list of opportunities when parents can work with educators about their child's education, such as parent-teacher conferences, email or phone contacts, newsletters, and meetings.
- 2) An annual meeting shall be held at each school, preferably by October 31, to:
 - Review and possibly revise the school's parent involvement policy.
 - Review the school's performance and the performance of the school's students according to required No Child Left Behind data.
 - Participate in the development of the school's annual goals and outline how parents can contribute toward accomplishing those goals.
- 3) School Compact – Each school will distribute and publicize a compact setting out the respective responsibilities of staff, parents, and students in raising student achievement.

B. DISTRICT ADMINISTRATION RESPONSIBILITIES

The administration shall assist schools in implementing parent involvement policies and programs by providing the following information and services:

- 1) A brochure on the state content and performance standards and student assessments (developed by the curriculum department and the program planning and evaluation department).
- 2) Training to assist schools in helping parents work with their children to improve student achievement.
- 3) Professional development opportunities for school principals, teachers, and other staff in reaching out to, communicating with, and working with parents.
- 4) Strategies for including parents who may encounter barriers to being involved, including translating documents (to the extent practicable) to help parents understand district communications.

Approved: June 8, 2004



Fairbanks North Star Borough
School District
520 Fifth Avenue
Fairbanks, AK 99701-4756

Parent Engagement Committee Recommendations

Standard 1: Welcoming all families into the school community – Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.

REQUIRE

- Computer available to parents to input registration information electronically to minimize using paper
- Simple mechanism to provide feedback to the district
- Simple mechanism to provide feedback to each school
- Simple mechanism to provide feedback to the Parent Engagement Committee
- Webpage for the Parent Engagement Committee on school district website
- Create a “clearinghouse” style tool for staff members to post volunteer opportunities for parents to see and select; link to requirements for volunteering and fundraising
- Computers available to parents
- Online welcome portal at district and school level; provide templates for schools and departments, include Fairbanks info, community info, district and even school info, FAQs
- Display welcoming signage at schools and district buildings; consider including multiple languages to be inclusive of ethnicities and cultures
- Maintain a parent focused bulletin board
- Ensure staff members are welcoming and all-inclusive in their interactions with parents to prevent disconnections
- Continue/maintain an open visitation policy for parents in classroom
- Provide a customer service check out question to parents: Did you feel welcomed?

- Ensure principal interactions/activities with parents are not limited to just PTA

PROMOTE

- Treat school office interaction as a customer service experience; this is often the first interaction for school visitors; establish welcoming protocols and encourage training
- Encourage school district staff to act as ambassadors outside of school grounds
- Hold school events that welcome all families into the school, including school tours, and events targeted to parent needs/interests
- Computer kiosk at school entry to access online info or school info; could be called Parent Resource Center
- Create a Parent Resource Center: place in a room if space is available (e.g., library space, PTA work room, etc.) provide access to info about volunteer requirements
- Consistently seek to identify barriers to families feeling welcomed
- Where possible, have parent advocates and/or liaisons available in the school building

Parent Engagement Committee Recommendations

Standard 2: Communicating effectively – Families and school staff engage in regular, meaningful communication about student learning.

REQUIRE

- Schools email weekly newsletters to families (school level communications); make electronic default and an “opt-in” option for families wanting paper copies; provide a way to indicate communication method preference in contact info
- Ensure parents are alerted to changes in school and have opportunity to give input
- Establish a means for parents to be notified through text messaging as they choose, opt in service
- Ensure regular opportunities for parents to meet with principal in groups, small groups, or one-on-one as needed
- Access to translation services for parents
- Develop “How to communicate with your teacher” resources: when are the times, how might you do that, suggest sample language

PROMOTE

- Promote frequent use of mini-surveys (1-2 questions) to encourage two-way communication
- Promote personal phone calls to parents when student falls behind; lead with a positive statement in difficult calls; “positive-negative-positive” approach
- Where possible, have a reader board with upcoming events
- Develop a system for reporting behavior on a daily basis with simple system (colors, happy faces, etc.) perhaps in PowerSchool
- Encourage notifications about events multiple time before event

- Encourage positive communication/messages from teachers/staff, not just negative
- Encourage two-way communication rather than just one-way

GOOD IDEAS

- Consider a group communication tool for classroom, such as a closed group Facebook page
- Elementary age – For parents who prefer paper, create a means of daily communication between parents and teacher
- Consider parent/teacher two-way communication system such as an app like class dojo
- Examine possibility of providing transportation to parents who need it to parent/teacher conferences
- Encourage teachers to call two parents a day with updates/ to check in