



ACTION PLAN #5

Strategic Goal Engage diverse families and communities in powerful learning and collaboration.	Project Managers/Co-Leads Qiana O’Leary Geoff Brown
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Recommendation/Major Actions & Action Lead Specify the recommendation made by the PROMISE stakeholders to reach this strategic goal.	Timeline Specify month/year when each action step will begin and when all work related to this action step will be completed.		Action Steps Indicate the specific actions necessary to realize this goal. More detailed steps should be bulleted under the main actions.	Milestones/Deliverables Specify the major products/accomplishments that would indicate that this action step has been successfully completed. Include target completion dates.		Lead Specify the team member who has primary responsibility for ensuring that this action step is successfully completed.
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5.1 KNOWLEDGEABLE PARENTS (Janet Simons) Inform parents of program/pathway options and long-term impact on student success and college readiness.	10/15	6/16	5.1.1 Create a brochure and video to inform parents of program/pathway options and long-term impact on student success and college readiness. <ul style="list-style-type: none"> • Create generic brochure that outlines all pathway options in district. • Create a detailed brochure for each pathway program. • Translate brochures (determine languages) . • Create different brochure for community/businesses that may be used in educating about pathways programs and assist in establishing community partnerships. • Develop video for pathways program options. • Establish a Spanish/English Parent Engagement website outlining program/pathway options. 	Marketing package for all intermediate school sites.	6/16	Brian Williams Jeremy Amarant Barbara Gaines
	6/16	12/16 & Ongoing	5.1.2 Develop plan to build trust with and reach disengaged parents. Set measurable targets to increase parent participation at each school. Include strategies to engage difficult to reach families/parents. <ul style="list-style-type: none"> • Establish Parent Centers to disseminate information, access technology, and conduct meetings and trainings. • Develop a train-the-trainer model using parents and community liaisons to recruit parents to meeting and present parent engagement trainings. • Hold Parent Academies and College Nights to create more informed and supportive parents for student success and college readiness. • Identify and synthesize impact/student data that supports pathways (multilingual) programs – research data. • Design a Parent Academy for student success and college readiness (include A-G requirements)...Pathways programs. • Meet on their ground (apt building, church, etc. --- and implement successful engagement activities. • Survey schools about what works to bring parents in (potlucks, meals, etc. ...). • Identify schools that have strong relationships between PTA and other school groups such as ELAC. 	Quarterly Workshops Annual spring college/career fair	5/16 10/16 10/16	Frances Ufonde
5.2 KNOWLEDGEABLE STAFF	3/16	5/17	5.2.1 Provide standardized training to front office and counseling	Monthly Staff Meetings	02/16 –	Geoff Brown

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(Geoff Brown) Provide training to front office and counseling staff, Parent Liaisons, and other personnel responsible for communicating with parents to enable them to better counsel parents on program models/pathways and options.			<p>staff, Parent Liaisons, and other personnel responsible for communicating with parents to enable them to better counsel parents on program models/pathways and options, and to provide optimal customer service to parents and students.</p> <ul style="list-style-type: none"> • Develop parent engagement plan including description of pathway programs. • Train all district staff about parent engagement plan including pathway programs • Schedule training meetings and delivery model for district staff (parent liaisons, administrators, and front office staff). • Design and provide customer service training for all office staff. • Create updated list of translator resources in a variety of languages • Identify expert for each pathway program who will provide training/PD to staff members about their particular program. • Develop PowerPoint w/ audio for each program for website. • Educate staff on research foundations for various programs. Ensure effective communication with our community. (Front office staff, welcome center staff, parent/community liaison <p>Study Family Engagement Framework: A Tool for California School Districts (CDE, Sacramento, 2014).</p>	Additional District Trainings	09/16 08/16 – 6/17	
5.3 SCHOOL/COMMUNITY PARTNERSHIPS (Stacy Bryant) Create effective school/community partnerships to support/enhance the success of students, parents, and the community.	12/15	5/17	<p>5.3.1 Identify community agencies/businesses to participate in the PROMISE Partnership program.</p> <ul style="list-style-type: none"> • Identify stakeholders to participate in program (parents, administrators, teachers etc.). • Establish schedule of meetings (quarterly?). • Communicate with agencies the purpose of this group and have them identify their participant. • Plan initial meeting in detail with clear purpose and vision (communicated clearly and effectively). • Collaborate with Antelope Valley High School District (i.e. ROTC). • Encourage community/business partners to host meet-n-greets, meetings, and trainings to open location to students and parents. 	<p>Attend city council meetings</p> <p>Attend various chamber of commerce meetings</p> <p>Support community events</p> <p>Create a master calendar to coordinate participation a various community events</p> <p>High school pathway presentations for 8th grade students</p>	1/16 – 6/16 11/15 9/15 – 4/17 1/16 3/2016	Raul Maldonado Stacy Bryant

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				Collaborate with faith-based organizations	1/16	
				Online school climate survey	12/15	
				Career Exploration Presentations/ Field Trips for 6 th -8 th grade students	12/16 12/17 01/17	
	9/16	10/17	5.3.2 Establish college partnerships at Antelope Valley College, Cal State Bakersfield, Cal State Northridge, etc.			Barbara Gaines
	12/15	10/16	5.3.3 Provide parent led conference where they provide workshops to teachers.			Geoff Brown
5.4 FAMILY/COMMUNITY ENGAGEMENT AND LEADERSHIP (Geoff Brown) Ensure that district and school family/community engagement programs build leadership capacity and value/draw on community funds of knowledge, with specific attention to families of English Learners, foster youth, and socioeconomically disadvantaged students.	3/16	3/16	5.4.1 Create and implement the Project 2 INSPIRE District Implementation Plan.			Geoff Brown
	12/15	10/16	5.4.2 Continue and strengthen the Parenting Partners Program.			Geoff Brown
	12/15	10/18	5.4.3 Successfully engage the African American parents/community in active leadership in support of student success. <ul style="list-style-type: none"> Establish African American Parent Advisory Councils at each school. Set goals and actions to increase African American participation in our dual language schools. (What measures will be used?) 			Geoff Brown Qiana O'Leary
5.5 PARENT RESOURCE CENTERS (Frances Ufodu) Establish Parent Resource Centers that serve every school.	4/16	5/17	5.5.1 Determine which sites have space for a parent center and connect schools so that every parent has access to a parent resource center. <ul style="list-style-type: none"> Determine scope of services that will be available in each center. Will this be standardized across the District? Collaborate and develop strategies on engagement across district. Develop a protocol to ensure open access to all parents and avoid control from a selected group of parents. 	Real Estate Inventory LCAP Budget Review	3/16 4/16	Frances Ufodu Al Tsai
	3/16	5/17	5.5.2 Identify materials and technology resources that will be available in each center and allocate appropriate fiscal resources to ensure that all parent centers contain quality and equitable			Christine Jones Janet Simons Geoff Brown

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			resources. <ul style="list-style-type: none"> • Provide software or browsers in primary language. • Assign parent email addresses. 			
	9/16	5/17	5.5.3 Provide training to parent/community liaisons who will staff the center: workshop presentation skills, community resources, knowledge about district programs and Palmdale PROMISE. Train Parent Liaisons on higher level questioning strategies that they can teach to parents.	PD Training for parent liaisons	9/16 -12/16	Janet Simons
	10/16	3/17	5.5.4 Plan the content, organization, and training for parent resource center. <ul style="list-style-type: none"> • Survey parents what type of tools, information, and training parent center can provide them. • Plan how we disseminate this information to our parents and community to encourage them to use resources centers. 	Parent Mini Conference Planning time for parent liaisons	3/17 9/16 – 12/16	Frances Ufondu
	8/16	5/17	5.5.5 Provide opportunities for parents to check out books from school library as well sufficient materials in Spanish for our Spanish speaking community (and other languages).			Kelly Jensen
	9/16	5/17	5.5.6 Plan ways to connect with outside community agencies through our parent resource center.			Frances Ufondu
5.6 PARENT ADVISORY/COMMUNITY COMMITTEES (Geoff Brown) Provide academic program information to SSC/ELAC/DELAC, AAPAC, DAC/PAC and other parent/community advisory groups.	12/15	5/18	5.6.1 Establish a protocol and process to provide academic program information to parent/community advisory groups in order to ensure that parents/community are well-informed and supportive. <ul style="list-style-type: none"> • Implement district agendas at parent advisory meetings to ensure consistency. • Provide ongoing PROMISE implementation progress. • Provide ongoing LCAP progress. 	District-wide agendas for parent advisory groups		Geoff Brown Qiana O'Leary Janet Simons
5.7 COMMUNICATION PROTOCOLS AND TOOLS (Jim Smith) Create better means of communication with our families and community through the use of parental portal, social media, and local news agencies and businesses.	5/16	12/16	5.7.1 Update the District communication tools to create better means of communication with our families and community. <ul style="list-style-type: none"> • Compose a timeline of Promise Journey translated to Spanish. • Redesign district website to make more user friendly, informative, and navigable (easy to use for parents). 	Remodeled Website	5/16	Jim Smith
	6/16	12/16	5.7.2 Expand the parent portal and the use of social media to create better means of communication with our families and	District-wide social media accounts	6/16	Christine Jones

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			community. <ul style="list-style-type: none"> • Provide parents computer stations. • Assign parents email addresses. • Utilize social media (Facebook, Twitter, etc. ...) to promote and disseminate district information. • Explore getting a District app. 			
	1/16	12/16	5.7.3 Re-establish the Antelope Valley English Learner Migrant Education Consortium to create better means of communication with our families and community.			Geoff Brown
	1/16	12/16	5.7.4 Reestablish our relationship with local radio, print media (AV Press, Local Spanish Newspapers, AV Times, etc.), and Time Warner (cable) to assist in communicating educational opportunities. <ul style="list-style-type: none"> • Advertise/Communicate adult education opportunities that are offered not only by our own district, but throughout the Antelope Valley. 	District Commercial for local cable station Multi-media advertisement	11/16 4/16	Passantino Anderson