

**District Parent Advisory Committee (DPAC)  
Meeting Minutes (Summary)  
November 22, 2011**

**Members Present:** Kristen Solberg (UHS), Sue Keller (UHS), Ada Stampern(Leal), Sarah McEvoy(Leal) , Jonathan Manton(UMS), Julia Guth (Wiley), LaShaunda Cunningham (UMS), Anita Rent (YR)(got handouts)

The 2<sup>nd</sup> District Parent Advisory Committee began at 5:30 p.m. with food from Jimmy John's and a review of handouts. Jennifer Frerichs, Director of Title I/College and Career Ready Programs and facilitator of the committee provided a "walk through" of the tools that will be used to provide data to the school and district on Parent and Student Engagement. The following tools were reviewed and discussed:

**Survey of Teacher Beliefs Regarding Parent Engagement** – to be conducted annually to gain an understanding of the beliefs of the Urbana 116 staff in regards to providing opportunities for parent engagement through assignments and activities. The data collected from this survey will guide the district in providing professional development for staff on parent engagement strategies. (Survey conducted for 1<sup>st</sup> time this year)

**Parent Involvement Analysis Tool** – to be conducted or reviewed annually at each building by a representative committee of ½ parents and ½ staff. The PIA Tool provides a school team with a structured process to strengthen parent engagement through the school improvement plan; purposeful parent engagement that is linked to student learning; and rubrics for improving district and school parent involvement policies, the home-school compact, and other policies connected to parent engagement. The data collected from this tool is currently being used to guide school improvement. (Tool being used for 2<sup>nd</sup> year at most schools)

**Parent Friendly Schools Analysis Tool** – to be conducted annually at each building by a sampling of parents. Family Friendly Schools Tool analyzes how well we create an environment that is friendly, inviting, and culturally sensitive. The Guide will help our schools identify strengths as well as target areas, and help our schools develop goals for improving parent involvement.

**Parent Needs Survey** – to be conducted annually to determine parent interests and needs for workshops related to district initiatives and student learning, best times to conduct meetings or workshops, and best methods for schools to communicate with families.

**Event Sign-In Log** – to be used for all academically focused events or activities throughout the district. Utilizing a common sign in form will allow us to track the interest of specific events or topics as well as begin looking at how attendance at these events may impact student learning.

**Student Engagement Survey** – (currently in development) to be conducted annually through a random selection across the district K-12. Students will be asked to reflect upon their own learning as well as answer questions on the type of lessons and assignments they are given in class. The data collected will advise the district and schools on the necessary professional development for teachers and eventual implementation of strategies for engaging students in their own academic goal setting and achievement.

**Discussion and suggestions:**

We as a committee and as a district must work to better communicate to parents and community members the work that is being done toward improving parent engagement. The Parent Involvement Analysis tool is in the 2<sup>nd</sup> year of implementation but the results and areas that schools are working on have not been shared outside of the building level committee. It is re-assuring as a parent to know that the school is working toward improvement in these areas. It was suggested that building principals do a quarterly or semester-based newsletter updating families on their work toward improving Parent Engagement.

It was stated that all of the tools need to be completed for multiple years in order to identify trends, both within a building and across the district, before making large changes. Schools, and the district as a whole, need to celebrate and share when they are making progress.

The committee discussed random samples vs. selected participants. It is very difficult not to have biased groups. We need to set a common selection method for participants on the Family Friendly Tool in order to have similar data groups for comparison from year to year.

The Parent Analysis Tool should be completed by parents and teachers selected by the Principal as it requires additional time and work by that committee. It is believed that buildings would need parents that are willing to commit to participating on a “working committee” for this tool. It was also suggested that a third party (neutral) participant such as the Title I Director meet with the team during the discussion on the survey piece of the Parent Analysis Tool in order to ensure honest feedback. The concern was that parents would either not share their true beliefs or they would mark the answer that was “safe” in order to not offend their building principal. The summarized information would then be compiled with the neutral party and the building administrator in order to complete the Analysis Tool.

The meeting concluded at 7pm

**Next meeting:** February 28, 2012, 5:30 – 7:00 p.m.

**Topic:** Review/revision of the District Parent Involvement Statement

Jenny will send out the following materials in preparation for our next meeting:

District Parent Involvement Statement  
Parent/Teacher/Principal/Student Compact