

Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF  
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

**KCSD ISSUE PAPER**

**DATE:**

7/10/2019

**AGENDA ITEM (ACTION ITEM):**

**Consider/Approve partnering with Children, Inc.'s Northern Kentucky Center for Family Engagement for the purpose of implementing the National Center for Families Learning (NCFL) Family Literacy Program through the NCFL Family Literacy Grant, awarded to Children, Inc., beginning in August 2019 and continuing through June 30, 2024.**

**APPLICABLE BOARD POLICY:**

**10.3 – Relationships with Other Organizations**

**HISTORY/BACKGROUND:**

The goals of the Family Literacy Program are to increase family engagement and literacy for EL families within KCSD by providing tools to EL families to support literacy and school transitions, support staff and parents in implementing effective family engagement activities, and to work intensively with at least 25 Hispanic families, with other cultures/languages to be added in subsequent years, as funding becomes available. Caywood Elementary will pilot the Family Literacy Program in 2019-20, followed by River Ridge, Ft. Wright, Beechgrove, Hinsdale, Turkey Foot, and Dixie in subsequent years, as funding becomes available. Although the program will begin at Caywood, families from other schools will be invited. Children, Inc. will provide all materials, training, transportation for families as needed, and childcare for families as needed.

**FISCAL/BUDGETARY IMPACT:**

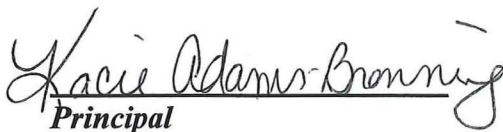
**None—this program will be funded through the NCFL Family Literacy Grant procured by Children, Inc.**

**RECOMMENDATION:**

**Approval of partnering with Children, Inc. to implement the NCFL Family Literacy Program for EL families beginning in August 2019 and continuing through June 30, 2024.**

**CONTACT PERSON:**

**Kacie Adams-Browning**

  
Principal

  
District Administrator

  
Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.*

*Principal—complete, print, sign and send to your Director. Director—if approved, sign and put in the Superintendent's mailbox.*

**Kenton County Board of Education**

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn  
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"

DRAFT

LETTER OF AGREEMENT between \_\_\_\_\_ School Board and Children, Inc.'s Northern Kentucky Center for Family Engagement

## OVERVIEW

1. The Goal of this Letter of Agreement is to confirm both parties intention to build a unique collaboration that will help schools and families engage in ways that optimize the academic and life success of students.
2. Both parties understand that this unique collaboration will utilize and test both **Processes** that inform and motivate families to use their strengths in service of the education of their children as well as **Programs** that give families opportunities to fully contribute to their child's school success.
3. The school agrees that a family engagement team comprised of district and school staff, families and, where appropriate, community members will choose both the **Processes** and the **Programs** that lead to students' success. As a result of the Team's decisions both families and schools will develop the following:

CAPABILITIES—knowledge and skills to effectively partner with each other

CONNECTIONS—relationships and networks that endure between schools, families and communities

CONFIDENCE—feelings of comfort and self-efficacy for families, teachers and schools as they work together for the education of their children

COGNITION –assumptions, beliefs and culture that prioritize collaboration between schools and families

4. It is the intention of both parties that we will create a **Model** that may be of interest to other schools or school districts and that we will share what was learned with others in the process of creating the **Model**.
5. It is agreed that this Letter of Agreement begins from the date both parties sign this Letter to June 30<sup>th</sup> 2024. While either party may terminate this agreement with or without cause at any time, we both enter into this agreement knowing that effective family engagement is essential for student success, that building a culture of true partnership with families takes times, and that there will always be more to learn. Therefore, we both hope and expect to be working together for the duration of this Letter of Agreement.

## STEPS OF THE FAMILY ENGAGEMENT PROCESS AND PROGRAMS

While the **Team** will determine which **Processes** and **Programs** they will utilize to build the **Model**, it is expected that the Team will use a ten-step research- based process to guide their decisions. Children, Inc. staff will support the Team every step of the ten step process outlined below by providing staff who

will research promising practices, train staff and families, provide multiple assessments of staff and families, incentivize some strategies, and where appropriate, provide Children, Inc. programs and apps, all at no cost. Together we will work to do the following.

1. **Create an inclusive Family Engagement Team of district and school staff, families, etc. Add members as needed.**

2. **Do good assessment of what is already working/what isn't.**

3. **Choose one of the following essential strategies for building family engagement to begin.**

Research on the dual capacity model of effective family engagement suggests seven critical strategies. This step in the process uses the Family Engagement School Assessment Tool adapted from the Albuquerque Public Schools Family Engagement Best Practices Rubric and Assessment. The seven foundational practices include:

**COMMUNICATION** – Comprehensive two-way exchange between school and home that is mindful of the message, messenger, and medium.

**STRENGTHENING RELATIONSHIPS** – Inclusive policies, practices and programs that build a welcoming culture for families.

**CONNECTING LEARNING AT HOME AND IN SCHOOL** – Set high expectations, level of effort and attitudes toward learning.

**RECOGNIZING THE ROLE OF THE FAMILY** – School policies and practices that acknowledge families as true partners in their children's education.

**SHARED DECISION MAKING** – Families play meaningful roles in school decision making through parent representatives bodies.

**COLLABORATING WITH THE COMMUNITY** – Schools have strong relationships with CBOs and other community agencies that enhance educational outcomes for children.

**PARTICIPATING** – Families and community members contribute to the life of the school in ways that reflect their interests, skills and experience.

4. **Do something for everyone.**

**4.1 PROCESSES** – Which of the seven foundational processes does the Team want to start with?

**4.2 PROGRAMS** - Which of the universal programs might the Team want to pilot?

5. **Focus on your targeted families that your school district has chosen.** The Team begins to identify what process and programs they want to pilot first.

6. **What do parents need and want?**

Children, Inc.'s staff can help your Team develop and conduct family assessment of needs and preferences. They can help develop surveys, conduct focus groups, implement group level assessment processes, etc.

7. **Develop an action plan.**

The Team develops and pilots both Processes and Programs. The Team may want to develop a plan that is incremental and builds on the school's existing strengths in family engagement.



**8. Do rapid prototyping and testing .**

Children, Inc. staff will help your Team know if a recently launched process or program worked and for which families. We will support your Team through the PLAN-DO-REFLECT-ADJUST cycles.

**9. Do outcome evaluation.**

Together we will do both process and outcome evaluation that will examine the link between family engagement and literacy levels, grades, attendance and discipline referrals. This will require the sharing of data while honoring all HIPPA requirements.

**10. Celebrate successes.**

Nothing sustains family engagement like celebrating family engagement. Children, Inc. staff can help the Team plan meaningful celebrations that build the collective will for engagement of both families and staff.

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**CONCLUSION**

The research is clear. When families are engaged in education, children succeed. New research has identified Processes and Programs proven to improve family engagement. At its core family engagement is more than processes and programs, it is a shared promise. A promise from both schools and parents to create a relationship that supports their children's success in school and in life. Children, Inc.'s Northern Kentucky Family Engagement Center is honored to partner with your Team in keeping that promise.

\_\_\_\_\_ (School District) \_\_\_\_\_ (date)

\_\_\_\_\_ (Children, Inc.) \_\_\_\_\_ (date)