

Partnership Agreement

Educational Neglect Prevention and Family Engagement Program

This Partnership Agreement is entered by Central Kentucky Community Action Council (CKCAC) Community Collaboration for Children (CCC) and Elizabethtown Independent schools (EIS). This agreement demonstrates a collaboration in which families are engaged through a Parent Engagement Meeting (PEM) to define barriers to attendance, identify strengths and needs, develop a plan of action, and strive to prevent the family from being unnecessarily involved in the child welfare system. Our goal is to prevent educational neglect through collaboration among agencies and with families.

The Central Kentucky Community Action Council (CKCAC) Community Collaboration for Children (CCC) will provide the following:

1. A PEM Facilitator, who will conduct the Parent Engagement Meetings, during which a diversion plan will be developed, and participants will leave with a signed copy of the plan.
2. Provide families with necessary referrals to assist with meeting their needs.
3. Conduct a 3-4-week follow-up with the parent/guardian, or any additional follow-up calls requested by school
4. Be available for any necessary communication with EIS or DCBS/CPS personnel.
5. Collaborate with EIS and DCBS/CPS personnel to analyze student attendance and determine success in reaching annual measurable outcomes.
6. Provide any additional assistance needed to partnering agencies.

The Elizabethtown Independent School District Agrees to the following:

1. Identify families for referral. The target families are those who are at risk of being referred to DCBS/CPS for educational neglect.
2. Send names of the child(ren), DOB, and names of parents to the DCBS/CPS Representative to clear for activity.
3. Notify Parents of needed Parent Engagement Meeting.
4. Schedule ALL PEM Meetings via google calendar and send invites via calendar to necessary persons.
5. Attend ALL scheduled PEM Meetings.
6. Bring attendance profile to PEM Meetings.

7. Collaborate with CKCAC CCC PEM Supervisor and Facilitator and DCBS/CPS Personnel to analyze student attendance and determine success in reaching annual measurable outcomes.

The primary goals of this Educational Neglect Prevention and Family Engagement Program will include:

- a. Reduction of family involvement in the child welfare system or court;
- b. Increasing student school attendance and increasing student success in the classroom; and
- c. Earlier identification of risk factors and service provision to address those needs.

This Partnership Agreement will begin on the date of signature and execution and will expire June 30, 2024.

Ronda Bertrand
CCC/PEM Supervisor

EIS Representative

Parent Engagement Meeting (PEM) Procedures

Step 1: Identify Students that qualify for PEM program based on school policy.

Step 2: School Personnel will send Child's Name & DOB to Ronda Bertrand, CCC Supervisor. Ronda will email DCBS contact.

ronda.bertrand@ckcac.org

- Email Child's Name & DOB
- 24-Hour Turnaround Time
- No DCBS Case: Continue w/scheduling PEM
- Open/Active DCBS case: Not Appropriate for PEM Program
- Ronda will email the response from DCBS gate keeper

Step 3: Schedule meeting on PEM Google Calendar.

Google Calendar

- We will share the calendar with you
- Be sure to be logged out of any other Google accounts
- Once Signed-In; Click the Waffle Button in the Top Right Corner; Choose Calendar
- At this point you should be able to see the current month with the facilitator's updated unavailable times.
- To schedule: Click Create Event; Top Left-Hand Corner; A new tab will appear on the screen; Fill in the information.
 - Title: School & Student Initials
 - Date & Time
 - Calendar should be set on Northeast Parent Engagement.
 - Save
- Once the event is created, you should be able to see it on the calendar, as well as everyone that has access.

Step 4: Contact Parent of scheduled meeting; District PEM Letter, Phone Call, email, or chosen way of communication.

Step 5 (OPTIONAL): School Personnel will email PEM Staff contact information for meetings scheduled. PEM Staff will contact parent/s before meeting to confirm. This will help eliminate No-Shows. *If meeting needs to be rescheduled, per parent request, PEM staff will contact school personnel. *

PEM Staff

Jazmine Head jazmine.head@ckcac.org

Step 6: PEM Facilitator will arrive 15 minutes before scheduled meeting. Please provide IC report for student the meeting/s is being held on; this includes any siblings that attends the same school. *Teacher Communication Forms should be completed if chosen to utilize. *

Step 7: PEM Facilitator, School Personnel, and Parents all participate in the PEM meeting (45 minutes to 1 hour in length).

Parent Engagement Program Planning Meeting

Thursday February 29th, 2024

Central KY Community Action Council

Community Collaboration for Children

Welcome/Introductions

Program Overview

Forms

- a. Parent Letter
- b. Confidentiality
- c. Consent form
- d. Action Plan
- e. Teacher Communication Form
- f. Follow-up forms

Expectations and Roles for PEM

Q&A

