

**Community Education Advisory Council
Action Plan and Timeline for 2009-2010**

Focus Area: LEARNING SUPPORTS

Action Step	Milestone	Timeline
Facilitate partner trainings to assist agencies in understanding academic expectations, school culture, education terminology, etc.	1. Revise and update content of partner trainings	July
	2. Identify dates and locations for partner trainings	August
	3. Develop Power Point and online training modules	September
	4. Evaluate partner trainings and recommend further revision	Ongoing
Design a community “guidebook” for Learning Supports that articulates point of entry, organizational access, definition of Memorandum Of Understanding and 28e agreements, etc.	1. Identify dates of LS committee meetings	August
	2. Determine a framework of desired understandings	September
	3. Gather information from and form questions for LS committee	October
	4. Develop draft of “guidebook” or other framework for review by LS committee	January
Explore inter-agency communication strategies that lead to sharing of important information regarding student and family well-being	1. Document district-wide and school-by-school resources and opportunities for engagement with agencies and parents	November
	2. Conduct audit of agencies for best methods for inter-agency communication	November

Focus Area: OUT OF SCHOOL TIME (OST)

Action Step	Milestone	Timeline
Assist with the promotion of Intersession opportunities in balanced calendar schools, holidays, in-service days, weekends, etc.	1. Identify dates of OST Committee meetings	August
	2. Communicate with principals regarding school plans for fall and spring intersession	August
	3. Conduct collaborative planning and resource session through OST Committee	September
	4. Communicate opportunities to principals/administrators	September
	5. Promote opportunities to parents/public	October/March
Conduct ongoing mapping of OST resources and plan according to the resulting gap analysis	1. Identify dates of OST Committee meetings	August
	2. Map and enhance afterschool, weekend, holiday, in-service, and snow day services for families	September / Ongoing
	3. Identify additional areas of concern for committee to address (safety, transportation, e.g.)	Ongoing
	4. Promote opportunities to parents/public	Ongoing
Share year-end evaluation results with the community and raise	1. Determine evaluation plan with independent evaluator in the	July

awareness of quality standards in OST programs	community 2. Coordinate assessment schedule with building principals and DCS afterschool leadership 3. Disseminate evaluation results to various audiences (school board, LSIAC, CEAC, etc.)	September June
Expand and improve coordination of school and community resources related to summer learning	1. Identify dates for the OST Committee meetings 2. Set schedule of meetings with Food & Nutrition Services 3. Engage other school and community stakeholders in early collaborative planning for summer programs 4. Map resources and identify opportunities for expanded partnership	August August January February
Focus Area: FAMILY ENGAGEMENT		
Action Step	Milestone	Timeline
Assess the status of PTA/PTO/PIRC and develop broad strategies around support for family engagement	1. Survey schools regarding status of parent engagement 2. Monitor progress of Parent Involvement Resource Centers at Title I schools to contribute to standards for parent engagement 3. Incorporate family engagement topics into partner trainings	September Ongoing October
Construct Community Education roles and responsibilities toward family engagement	1. Continue to assist with response to PTA Council transition 2. Explore national PTA website for materials and resources 3. Develop format and location for placement on DCS website	Ongoing July August
Focus Area: DCS VOLUNTEER OFFICE		
Action Step	Milestone	Timeline
Form a stakeholder committee on Volunteerism to assist with the growth and development of the DCS Volunteer Office	1. Invite diverse population of invested stakeholders to join committee 2. Determine goals for the school year 3. Work with principals and administrators to gather pertinent information related to volunteers and volunteerism 4. Form a set of recommendations to administration on volunteer guidelines and policies	July July September October
Establish and promote the HUG Award as the primary vehicle for volunteer recognition	1. Promote HUG Award on Volunteer pages of website 2. Order Award pins 3. Outreach to principals and administrators regarding nomination process	March March March

	<ul style="list-style-type: none"> 4. Receive nominations and create a database of recipients 5. Send completed certificates and pins to schools for distribution 6. Promote all recipients (with permissions) on website 7. Explore through Volunteer Committee opportunities and strategies to recognize all DCS volunteers 	<p>April</p> <p>April</p> <p>April</p> <p>Ongoing</p>
Offer volunteer training and resources to DCS volunteers in small group sessions and via technology	<ul style="list-style-type: none"> 1. Complete development of volunteer training modules 2. Plan with partners a training schedule for the school year 3. Post training information on website 4. Coordinate and communicate training opportunities with schools and other community stakeholders 	<p>August</p> <p>September</p> <p>October</p> <p>Ongoing</p>
Focus Area: DCS WEBSITE		
Action Step	Milestone	Timeline
Review the process for posting information from community agencies and facilitate effective communication (information, opportunities, etc.)	<ul style="list-style-type: none"> 1. Meet with Learning Information Services (LIS) and Communication Specialist to determine protocols 2. Establish CEAC as a conduit of information intended for website publication 3. Establish a monthly schedule for submission of information to district's CEAC liaison 4. Communicate monthly with LIS and Communication Specialist regarding content, location, types of documents, etc. 	<p>July</p> <p>August</p> <p>Ongoing</p> <p>Ongoing</p>
Update Community Education web pages	<ul style="list-style-type: none"> 1. Review current web pages 2. Seek input from CEAC and other key users/developers 3. Develop draft pages for review by LIS and Communication Specialist 4. Establish CE web pages as location for community info 	<p>July</p> <p>Ongoing</p> <p>August</p> <p>August</p>
Explore other technology tools that may assist with collection and dissemination of information	<ul style="list-style-type: none"> 1. Seek input from DCS technology committee on status and agenda 2. Identify potential media formats and align with current and developing content 3. Work with Communications Specialist on collection and dissemination timeline 	<p>October</p> <p>November</p> <p>December</p>

Focus Area: Family & Community Learning Guides

Action Step	Milestone	Timeline
Continue exploration of updates to FCLG regarding audience and format of the guides	<ol style="list-style-type: none"> 1. Solicit feedback from various internal audiences (curriculum, Title I, etc.) regarding gaps in effectiveness 2. Solicit feedback from various external audiences (via CEAC) regarding gaps in effectiveness 3. Form committee to develop potential format of revisions and identify audience for adapted versions 4. Establish timeline for revision work and review of progress 	<p>October</p> <p>October</p> <p>November</p> <p>December</p>
Plan for the incorporation of social and emotional content into future publications of the guide	<ol style="list-style-type: none"> 1. Solicit feedback from Learning Supports office and/or committee to determine needed content 2. Develop potential format for incorporation of social/emotional content 3. Establish timeline for revision work and review of progress 	<p>January</p> <p>February</p> <p>March</p>
Plan for the development of an intermediate school version of FCLG	<ol style="list-style-type: none"> 1. Survey Intermediate school principals regarding how a FCLG would best serve families 2. Survey Intermediate-aged youth-serving agencies regarding how a FCLG would best serve their work with youth and families 3. Solicit feedback from curriculum office on how Intermediate content might be organized in a FCLG 4. Form committee to study possible timeline for project 	<p>April</p> <p>April</p> <p>April</p> <p>April</p>

Community Education Advisory Council 2009-2010 Meeting Schedule

July 2009	No Meeting	
Wednesday, August 26 th	8 a.m. – 9a.m.	ASC: Jim Hester Board Room
Wednesday, September 23 rd	8 a.m. – 9 a.m.	ASC: Jim Hester Board Room
Wednesday, October 21 st	8 a.m. – 9 a.m.	ASC: Jim Hester Board Room
Wednesday, November 18 th	8 a.m. – 9 a.m.	ASC: Jim Hester Board Room
Wednesday, December 16 th	8 a.m. – 9 a.m.	ASC: Jim Hester Board Room
Wednesday, January 27 th	8 a.m. – 9 a.m.	ASC: Jim Hester Board Room
Wednesday, February 17 th	8 a.m. – 9 a.m.	ASC: Jim Hester Board Room
Wednesday, March 24 th	8 a.m. – 9 a.m.	ASC: Jim Hester Board Room
Wednesday, April 21 st	8 a.m. – 9 a.m.	ASC: Jim Hester Board Room
Wednesday, May 19 th	8 a.m. – 9 a.m.	ASC: Jim Hester Board Room
Wednesday, June 16 th	8 a.m. – 9 a.m.	ASC: Jim Hester Board Room