

## Imagine Foundations Board of Managers Parent\* Engagement Plan FY14

\*The term "parent" refers to anyone who shares responsibility for the well-being of a child and is actively engaged in his/her education at Imagine Foundations at Leeland and Imagine Foundations at Morningside.

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### ***Our Engagement Mission:***

*In order to increase and maintain open communication with our valued stakeholders, we will actively solicit and welcome parental and staff input in the business decisions before the Board of Managers.*

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The Imagine Foundations Board of Managers understands that Parents choose Imagine Schools to find a better environment for their child's education. We invite Parents to join us as partners in planning, organizing and creating rich, rewarding experiences that lead to a school culture of positive character and academic growth.

Imagine Schools and the Imagine Foundations Board of Managers, guided by the Academic Excellence Framework, welcomes the involvement of parents and staff and believes that an effective partnership focused on students' educational success and the sustainability of the schools must exist.

Accordingly, the Board directs, by the adoption of this Plan, that we will annually implement a Parent Engagement Plan that will encourage and foster a partnership between families, the staff, the board and the schools for increased school community involvement in the activities of the Board. The plan includes, but may not be limited to:

- **Parent Advisory Council (PAC):**
  - **Goal:** To ensure that parents maintain an organized voice with direct access to the Board; that parents can provide advice and consult on decisions before the Board; and that parent needs, concerns and issues are communicated to, addressed by, and resolved before the Board when appropriate. As a key function, the PAC will assist with the dissemination of information to parents. The PAC will differ from the PTO with a focus on advising on Board-level matters at the macro level and contributing input in strategic planning.
  - **Membership:** The PAC will consist of the parent members of the Board of Managers, the 2 standing PTO Presidents from Imagine Foundations at Leeland and Imagine Foundations at Morningside, and each respective PTO will nominate 2 at-Large Members from their respective schools. Optional seats will be available for a current Student Council member and a Staff Member from each school. The Board of Managers and the PTO representatives will serve on the PAC for the terms of as their originating roles. The nominated and optional members will serve 1 year terms.
  - **Meetings:** The PAC will meet quarterly at minimum with special sessions as needed. Both the PAC and the PTO will provide status reports at regular Board meetings.

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- **Parent Leadership Academy (PLA):**
  - **Goal:** To share with our parents and staff how the business operations for a charter school function and how business decisions are made to ensure we are providing our students with the best education.
  - We will provide parent engagement professional development and leadership development training focused on charter school governance, structure, operations, regulations/laws, budget development, and strategic planning to parent classroom representatives/PTO liaisons and parent volunteers. This training will also include the techniques, strategies, protocols, and materials to implement best practices for promoting open communication between the parents, the board, the schools and the authorizer.
- **PLA Action Teams (Advocacy Teams):**
  - **Goal:** To tap into the gifts, skills, career specialties and networks of our parents and staff to benefit the schools and our students. We are grateful to have talented, resourceful and engaged parents and staff.
  - **Membership:** PLA Action Teams will form as ad hoc working groups reporting to the Board of Managers. At minimum, the team membership will consist of a Team Lead and 2 additional members.
  - Parents who participate in Parent Leadership Academy are encouraged to serve on "Action Teams" of parent-educators, and internal school community partners who work together to involve all families in the school in productive ways and facilitate accurate information to our school community. Sample topics for Action Teams may include, but are not limited to: School-wide Discipline, Transportation, Security/ School Safety, Neighborhood/Businesses Outreach, Playground Construction, Library/Media Resource Enhancement, Staff Support and Parent Engagement. To avoid any duplication of efforts, these Action Teams will work in positive conjunction with any PTO efforts already in place or established around these same topics.
- **Board Communication and Newsletter:**
  - **Goal:** To formally communicate with parents about the board's action and decisions and share any updates/news on matters that parents deem important.
  - We will disseminate regularly scheduled communication to parents and solicit parent feedback via a board sponsored newsletter. We will also share the actions/progress and successes of the PAC, PLA Action Teams, PTO and school administration. The PAC will be asked to provide guidance on determining what matters are important to parents and share best strategies on communication preferences of parents.
- **Annual Budget Review & School Status Meeting:**
  - **Goal:** To actively seek parent participation during our budget review process.

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- Parents are invited to attend this Annual Meeting to learn about our board's annual goals and Imagine Schools Academic Excellence Framework. Families will have opportunities to review and provide feedback in the following areas: School Status and Growth Plan (strategic plan); Current School Assessment Data; Overall School Budget; and Overview of the annual Parent Engagement Plan.
- **Parent-Board Conference Family Night:**
  - **Goal:** To grow and build personal relationships with our parents and staff to foster open communication and promote transparency.
  - We will invite parents to a meet and greet with Board Members, PTO Officers, and the newly formed Parent Advisory Council, PLA Action Team members and Student Council.
- **Staff & Board Roundtable:**
  - **Goal:** To create a positive and resourceful relationship with our staff by actively engaging in activities and dialogue to demonstrate that they are valued.
  - We will invite input from school staff of all levels and capacities to ensure they maintain an organized voice with direct access to the Board; that staff can provide advice on decisions before the Board; and that staff needs, concerns and issues are communicated to, addressed by, and resolved before the Board when appropriate.
- **Parent Engagement Report Card:**
  - **Goal:** To be accountable to our parents and staff in serving our engagement mission.
  - We will conduct an annual evaluation of our engagement effectiveness. Included in this area may be surveying parents as to their ideas and needs related to parent engagement, their input on the ways that the Board may better communicate with parents about information and increasing parents opportunities to be involved in board decisions.

We will communicate with all parents by School Website, Parent Letters/Flyers in Monday Folders and Emails.

The Board will set aside budgetary funds each year to implement our Parent Engagement Plan. All parents are invited to give input on how these dollars will be spent.