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**Nevada Department of Education**  
**Advisory Council on Parental Involvement and Family Engagement (PIFE)**  
**Thursday, January 7, 2016 - 9:00 A.M.**

**Meeting Locations**

NV Department of Education  
700 E. Fifth Street  
Board Room  
Carson City, NV 89701

and

NV Department of Education  
9890 S. Maryland Parkway  
2<sup>nd</sup> Floor, Board Room  
Las Vegas, NV 89183

**MINUTES**

**Call to Order; Pledge of Allegiance, Roll Call**

Meeting called to order at 9:10 am. Pledge of Allegiance recited. Roll was called as indicated and quorum was achieved.

***Members in Attendance***

Stavan Corbett  
Denette Corrales  
Patricia Farley (Depart 12:25)  
Jennifer Hoy

Kelcey West (Arrived 10:48)  
Stacie Wilke  
Amanda Williams  
Julie Williams

***Members Absent***

John Hambrick  
Billiejo Hogan

Nick Smith

***NV Department of Education (NDE) Staff Members***

Dena Durish, EEFE Deputy Superintendent  
Cynthia Santos, Education Programs Professional

Greg Ott, Deputy Attorney General  
Laurie Hamilton, Staff Support

**Public Comment #1**

No public comment

**Flexible Agenda Approval**

***Member Corbett made a motion to approve a flexible agenda.***

***Member Wilke seconded the motion.***

***Chair Corrales called for the vote and the motion carried unanimously.***

**Approval of Council Meeting Minutes**

***Member Hoy motioned to approve the meeting minutes of September 17, 2015.***

***Member Corbett seconded the motion.***

***Chair Corrales called for the vote and the motion carried unanimously.***

Notes were taken at the meeting of November 3, 2015, and provided for member review. Since there was not a quorum at the November meeting, the minutes were not official, and therefore not voted upon.

**Advisory Council for Parent Involvement and Family Engagement (PIFE)**

- Continuing Council members introduced themselves and stated the position they fill on the Council.
- New Members Amanda Williams, Teacher Representative and Julie Williams, Region 3 PTA Director, introduced themselves and described their backgrounds.
- Cynthia read the letter from the [Sunset Subcommittee of the Legislative Commission](#) that indicated the Advisory Council on Parental Involvement and Family Engagement (PIFE) is due for Mandatory Review this year. She provided members an overview of the requirements and the [form](#) that is to be completed by the Council and subsequently submitted to the Legislative Council Bureau (LCB). Cynthia will find out the LCV report deadline.

## **Nevada Department of Education and Office of Parental Involvement and Family Engagement Updates**

- Described and discussed the differences between the duties and responsibilities of the Advisory Council of PIFE (NRS 385.620) and the NDE Office of PIFE (NRS 385.630)
- The group was updated on the status of the NDE Interim Superintendent position.
- NDE Division of Educator Effectiveness and Family Engagement (EEFE) Staffing Updates
  - An Education Programs Professional (EPP) was hired to fill the Educator Preparation Program position.
  - An Administrative Assistant has been hired to assume the support duties associated with the Deputy Superintendent.
  - An offer has been made to fill the EPP position for the Great Teaching and Leading Fund Program.
  - The EEFE Director position will be posted within the next several weeks.
- Within the next five to six months, the PIFE Council needs to consider the following items in preparation for submission of Bill Draft Requests (BDRs) for the 2017 Legislative Session.
  - PIFE Council statutory changes to improve work flow
  - Composition of council members; considering such issues as meeting availability, quorum, professional experience, etc.
  - Paying for teacher member substitutes associated with Council activities and the ramifications
  - Dena will be participating in the Legislative Committee on Education (LCE) as applicable. LCE is an interim committee of the Legislature that focuses on education issues between sessions.

### ***PIFE Office Updates***

- Participating in State Education Authority phone calls, webinars, conferences, learning to analyze data, etc.
- Working on statewide communication with parent engagement liaisons by scheduling bimonthly webinars and creating a communication plan to ensure information is being shared with teachers, administrators, and other district personnel.
- Updates to the PIFE website have been made.
- The Office will be creating and distributing a family engagement newsletter periodically.
- Working with other NDE divisions to collect and analyze data for planning and approving PIFE coursework from Institutions of Higher Education (IHEs).
- Cynthia will travel to Pittsburgh in June for the 2016 IEL Family & Community Engagement Conference.
- Planning for the 2016 Family Engagement Summit has started with the creation of a Summit Steering Committee.

Chair Corrales proposed adding highlights in minutes and on the agenda for the development of a report to capture liaison phone call work to sync and coordinate with work plan.

## **Legislative Progress and Implementation Report**

### ***Legislative Session Highlights***

- [Status update spreadsheet](#) was handed out for review by Dena Durish.
- During the SBE meeting in November 2015, the following items that present crossover opportunities for PIFE Council were shared.
  - Back-up documents of special interest – program and initiatives updates
  - Parental involvement as a big component of each of the [school initiatives](#), such as Zoom, Victory, etc.
  - As provided for in the PIFE Office and Council directives, NDE is focusing on establishing strong crossover between the roles councils can play in working with statewide literacy and early learning programs to accomplish and strengthen their parental engagement components.
  - During the 2015 Legislative Session a large amount of funds were allocated for student mental health services. The results of standardized mental health screening surveys will be used to prioritize which schools will receive social workers and/or licensed mental health workers. Chair Corrales noted the importance in sharing information with stakeholders as a component of family engagement.

### **Council Work Group**

At the November 3, 2015 PIFE Council meeting the Work Plan(s) for both the PIFE Office and Council were introduced. Discussions included a review of the [PIFE Work Plan](#), coordination with the PIFE Office, the two statutes for the Council and Office, and a need to align duties one to the other for use with Sunset Subcommittee Report requirements. Member discussion is summarized below.

#### **1a. Statewide parental involvement policy**

- The Statewide Parental Involvement Policy was submitted to and adopted by the State Board at the meeting on September 3, 2015.
- Members discussed the requirement for review of Statewide and District Parental Engagement Policies. Members settled on a two to five year timeline for required reviews.
- It was suggested during the 2017 Legislative Session, that BDR(s) be sent to the Legislature to update/clarify PIFE Council work timelines and a set a specific framework for Council duties.
- Cynthia was asked to add the review of other state's policies and practices to the timeline for policy reviews on the four to five year timeframe. Cynthia has begun a list of items for Council consideration that will impact the 2017 Legislative Session.
- The Council needs to update the spreadsheet of the work that was known to be previously completed by the Council. Identify what still needs to be done (due to the gap in Council records for the period of approximately one year during which the Council did not meet) and create a draft document in response to the Sunset Subcommittee request.

### **1b. District parental involvement policy reviews**

- Concern was expressed that this had not yet been addressed by the Council and needed to be completed within the next two years.
- Policies are reviewed by school districts every two to three years depending on what the Legislature does in regard to changes to policies. The spreadsheet will need to be updated as districts update policies. The Council needs to identify districts that haven't presented their policies and request that they present at a meeting this year.
- An original review of all districts based on the information gathered from their websites and compiled on a spreadsheet was reviewed during an earlier Council meeting. Discussion ensued about the Parental Policy spreadsheet that was developed and if it was comprehensive enough to meet the Council's review standard.
- Going forward, would Council prefer to review all districts' in a comprehensive review, or invite districts to make presentations for review on a cyclical basis. The question was asked if the district presentations on family engagement would count as being reviewed by the Council.
- It would be helpful to capture the timing of when the districts are reviewing their policies, which could then inform PIFE calendar as to when they would present to the Council.
- It was recommended that it would also be possible to add via a BDR to the statute that every time a district updates their policy it must also be sent to the Office. Cynthia would then bring it to the Council as a reporting function.
- A suggestion was made that the NV Association of School Boards (NASB) could be informed that this might be a requirement in the future. Cynthia was asked to provide Member Wilke a list of those who have not completed their policy for her to present at the NASB meeting. She could also ask for the districts to send a copy of their policy to the Office.
- The Council has not heard from all districts, particularly those in the eastern part of the state. It was recommended that those counties who have not submitted their Parental Involvement Policies be requested to present to the Council sometime this year. In that way, the Council will have reviewed each district's policies within a two year period.

### **2. Review Information Relating to Communication with Participation, Involvement, and Engagement of Parents and Families in Each District**

- Item is required by the NRS to be included in the [Annual Report of Accountability](#) from each school district, etc. Dena Durish shared information on what is included in the Annual Report of Accountability. In addition, School Performance Plans, tied to Title I, are required by each school. This report could be used to gauge the plan and success of Parental Involvement and Engagement at schools.
- Cynthia was requested to put together a reporting tool using roll up data as to what is being measured as it relates to the Work Plan.
- Chair Corrales stated she is looking for the source data of this information within the next year to capture a report that verifies the Council's review of each districts' parent engagement efforts. The PIFE Council minutes need to capture the sources of accountability along with connecting to the other measurements, tools, and sources of family engagement within the districts. The PIFE Office to provide an updated report of what each district is doing and measuring within their parental involvement policy.
- Although the District reports are due September 1<sup>st</sup> according to statute, NDE aggregates all the district data and publishes the final report in December.

- Obtain Parental Involvement information from the districts that have not been reviewed. Inform districts of what is required from presenters: asset map, noting community partners, when requesting presentations use statute and/or PIFE policy language when requesting presentations, use data in presentations, etc.
- Cynthia was asked to include this as a standing agenda item in March of each year.
- Member Corbett inquired how this item relates to the NEPF where teachers and administrators are evaluated on their level of parent engagement and how relevant it is to the on-going conversation about the modification of the School Performance Framework, especially in light of ESSA. Dena responded that some things might be changed during the 2017 Legislative Session depending on the 2016 elections.
- Regarding possible changes to NRS 385.347 reporting during the 2017 Legislative Session; Chair Corrales requested that Cynthia add a note to cross-reference any changes in PIFE Council documents and policies.
- Dena suggested adding to the work plan an item making a BDR recommendation to change NRS 385.347 Communication, Participation, and Involvement to NRS 385.3495 because that is where it lives now. Additionally, the Council could choose to recommend changing the content of the NRS. Chair Corrales asked for this to be noted for future consideration.

**3. Review district level effective practices to increase parental involvement and family engagement and determine the feasibility of carrying out practices statewide**

- It was noted this item is in line with the discussion of item number 2. It was requested to create a template for districts for PIFE Council presentations using data and specific requirements.

**4. Review effective practices carried out in other states to increased parental involvement and family engagement to determine the feasibility of carrying out these practices in this state**

- Discussion was held on the report developed by USC masters' students surveying states on parental involvement and family engagement policies (narrative, spreadsheet, attachments). The USC Report can be used as a template to develop a schedule for updates. It was noted it would be helpful to provide USC report to new Council Members.
- It was noted the Nevada Legislature provided funding for two graduate students to assist with Educator Effectiveness and Family Engagement division projects. It was suggested to have grad students align professional development, teacher evaluations, and family engagement components and create a report for the PIFE Council including a communication plan.
- Council to share best practices at each meeting The Institute for Educational Leadership (IEL) annual conference on family engagement is a good place to get information from states as to their PIFE programs. It was requested to add an agenda item for attendance at IEL annual conference with a report to Council in August.
- The PTA also has state and national resources available. The NV Statewide PTA Conference is in April yearly. The National PTA Conference is in June or July. There is a Great Idea Bank, Facebook Pages, etc. available as resources. It is important to create collaboration between PIFE and NV PTA. Cynthia has made arrangements for a PIFE table at the NV Conference. The 2017 National PTA Conference is also in Las Vegas.

**5. Identify methods to communicate effectively and provide outreach to parents, legal guardians and families who have limited time to become involved with the education of their children**

- Many districts have Communication Teams in place. It may be worthwhile to explore at what level they tap in to the strategic processes and engage with the Parent Engagement Team as far as coordinating messaging of services, opportunities, and activities. PIFE may want to recognize what is happening through the Communication Departments and how are they engaging with parents.
- How does PIFE memorialize its review of the reporting, and therefore drive behavior that will impact families and lead to success?
- Based on the stark difference in family engagement levels and related success between one and five Star Schools, the Council may want to make recommendations to schools and districts to provide some direction so that issues and programs are not done in isolation.
- Review Victory, Zoom Schools and School Performance Plans, District Communication Officers, Public Education Foundation, Title I, and RPDP partners.
- Can Item #2 be incorporated into Item #5 in the Accountability Report? This item may be more appropriately related to the Performance Plans, which speaks more to methods.
- The Presentation Outline to districts needs to include a Communication Plan, which would be worded as: communicate effectively and provide outreach. This would create a forum for dissemination of information.

- Based on differing communication methods and social norms throughout the districts, what level of specificity do we want to engage in and get feedback on? Addressed in School Performance Plans.
- Discussion followed in regard to adding/changing/eliminating terms within the title of this item in a BDR. It was proposed that those who are writing blogs for their programs from the communities be asked to submit items to be used for family resources and information.

**6. Identify the manner in which the level of parental involvement and family engagement effects performance, attendance, and discipline**

- The Accountability Reports on both the district and school level list attendance records and discipline of students by severity, that could be correlated with parent conference numbers. This may also be accomplished within the Accountability Report Item #2.
- Members suggested several organizations and committees that may provide additional informational links in regard to parental involvement data.
- In addition to statutes that apply directly to PIFE Council and Office, NRS 392.4575 in the Pupil Section, requires the Educational Involvement of Boards and a department prescribed form for educational involvement accords to be used by all public schools in this state. This NRS requires compliance with the policy of parental involvement by the 2001 No Child Left Behind Act and for parental involvement and family engagement adopted by the Board, etc. Districts handle the distribution of this policy in various ways, from an electronic registration check box that allows parents to view the document if they wish to a printed form requiring a signature that is included with all other registration forms. Provide members with a copy of NRS 392.4575 for review.
- In regard to the Sunset Subcommittee Report, this information was covered in the Public Education Foundation Report that was presented to the PIFE Council in their discussion of the correlation of family engagement and the state school Star Ratings.
- A suggestion was made to possibly ask charter or private schools if they have parental involvement requirements for their child to attend their schools.
- Can magnet schools mandate parental involvement? If so, this needs to be added to best practices worksheet/tracking.
- The PIFE Liaisons may be able to provide information from their districts to first consider correlation and then determine causation. Cynthia will ask her PIFE Liaisons to reach out to their contacts to locate the data reported to the Office of Civil Rights.
- The relevance of Infinite Campus was discussed.
- It was suggested that Dr. Lisa Morris Hibler, My Brother's Keeper (MBK), might be asked to present to the Council in reference to their on-going project in collaboration with the City of Las Vegas, United Way, and Dr. Joe Morgan of UNLV. They have collected extensive and detailed data from parents and educators during the two-three years of this project. It could provide a knowledge base to some of the Council's work.
- Check with Infinite Campus, MBK, and Downtown Achieves programs about presentations, sharing their information and findings, etc.

**7. Identify methods to communicate effectively with and provide outreach to parents, legal guardians and families of pupils who are limited English proficient**

- During previous Item #5, there was member discussion as to the overlap of interest areas with Item #7. It was determined that due to the appropriated weighted funding to address issues of students of Limited English Proficiency, this item should not be combined with the reporting of Item #5.
- Council will review Victory, Zoom Schools and School Performance Plans, District Communication Officers, Public Education Foundation, Title I, and RPDP partners as related to Limited English Proficient students.

**8. Determine the necessity for the appointment of a statewide parental involvement and family engagement coordinator or a parental involvement and family engagement coordinator in each school district, or both**

- The work being completed and documented in Items #2, #5, #6, and #7 will answer this question and provide evidence of the value of a the Office.
- The PIFE Office will capture and submit the annual report including this information to the LCB and other entities, in accordance with the timeline required.

**2016 Parental Involvement and Family Engagement Summit**

- The [Summit Steering Committee](#) was formed in December 2015 with first phone call on December 12.
- Subcommittees are being defined and Steering Committee members will choose which subcommittees to lead and participate in.
- Steering Committee members represent Carson City, Clark, Douglas, Lyon, and Washoe School Districts.
- The tentative dates being considered are Saturday, October 15 or Oct 22. No venue has been selected.
- Summit updates will be added as a standing agenda item for future meetings.
- NOTE: Check with Washoe County in regard to their balanced schedule unusual breaks which may preclude them from participating.

### **Finalize PIFE Council 2015 – 2016 Meeting Schedule**

- Council [future meeting schedule](#) was reviewed by members.
- Nine (9) members responded to the poll and will not be able to attend as follows.
  - One (1) in February
  - One (1) in June
  - Two (2) in August
- Member Hoy stated that she is still tentative for the meetings of June 8 and August 10, 2016.

*Member Corbett moved to approve the proposed meeting calendar.*

*Member Hoy seconded the motion.*

*The vote was taken and the motion was approved unanimously.*

### **Future Agenda Items**

#### February 18, 2016

- Member Hoy will present on middle school family engagement implementation
- Election of Chair
- Clark and Washoe County School Districts will present on ZOOM school family engagement efforts
- Summit update(s)

#### Standing Agenda Items

- Standing agenda items for reports: work group(s) or updates as necessary
- Updates on legislative issues, implementation, and policies
- District presentations on Family Engagement policies, implementation, challenges, and successes
- Summit update(s)

#### Future Meetings

- Work Plan Items
- Add to a summer agenda: Review the policy recommended to the state and align the new state policy recommendations to the PIFE Council duties for BDR clarification submissions
- Invite Infinite Campus, MBK, and Downtown Achieves for presentations

### **Public Comment #2**

No public comment.

### **Council Comments**

Member Corbett mentioned AB394 Community Reorganization that has a parent involvement component to that bill. He invited members to the Executive Leadership program through the Public Education Foundation today. Dr. Margarita Rosa is presenting. She is an expert on School Finance. The speaker next month is Karen Mapp who is speaking on family engagement.

### **Adjournment**

Meeting was adjourned at 12:48 pm.