



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 9.4

Meeting Date: October 18, 2018

Subject: Volunteer Manual and Business Process Update

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Continuous Improvement and Accountability Office

Recommendation: Approval of Volunteer Procedures and Business Protocol draft

Background/Rationale: Parent volunteers have long been an active and effective resource for school sites. These volunteers spend countless hours supporting field trips, class assignments, end of year celebrations and many other school activities. They are a vital resource for our school communities. Given the importance of our

LCAP Goal(s): Family and Community Empowerment

Documents Attached:

1. Executive Summary
2. Volunteer Procedures draft
3. Business Protocol draft

Estimated Time of Presentation: 10 Minutes



Board of Education Executive Summary

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I. Overview/History of Department or Program

Parent volunteers have long been an active and effective resource for school sites. These volunteers spend countless hours supporting field trips, class assignments, end of year celebrations and many other school activities. They are a vital resource for our school communities. Given the importance of our volunteers it is important to have processes which support active volunteer engagement and promote a safe and secure environment for all children. A cross department team has reviewed our volunteer processes and procedures and revised them as appropriate to ensure that all students and volunteers are safe on our school sites. ~~Theresa Williams~~, Chief

Continuous Improvement and Accountability Officer, a cross department workgroup was formed to review and amend the SCUSD Volunteer Process and develop a Business

Process. The workgroup consists of representatives from:

Continuous Improvement and Accountability Office

Human Resource Services

Academic Office

Risk and Disability Management

Deputy Superintendent's Office - Athletic Department

Family and Community Empowerment (FACE)

Cross department representation was critical given the importance of balancing the need to create safe and secure environments for all students and offer an inclusiveness

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duties. The new role is called a visitor. This formal title applies to parents who may not qualify to be a volunteer and thus cannot chaperone or supervise children other than their own. However, this provides a vital opportunity for parents to be with their children on field trips and other school activities without having to undergo fingerprinting. It is important to note that visitors are supervised and at no time have the same autonomy as volunteers.

Given the significance of the fingerprint challenge in addition, the Volunteer Process draft was shared with the following district stakeholders for input:

- x SCUSD Cabinet
- x Instructional Area Superintendents
- x SCTA
- x UPE
- x SEIU
- x Teamsters
- x Athletic Directors
- x Office Managers
- x LCAP PAC
- x Risk Management
- x Safe Schools
- x Business Office
- x Legal
- x HR Directors

The feedback so far has been very positive and encouraging. We have tweaked the policy based on feedback but so far we have not been requested to make wholesale changes. The draft will also be shared with DELAC; CAC; students and parents at upcoming meetings.

II. Driving Governance:

Over 50 years of research shows that, regardless of family income or background, students whose parents are involved in their schooling are more likely to have higher grades and test scores, attend school regularly, have better social skills, show improved behavior, adapt well to school, and are more likely to pursue post-secondary education.

The Local Control Funding Formula (LCFF) lists parent involvement as one of the eight state priorities, plus other priorities identified locally.

In the SCUSD Local Control Accountability Plan, the district has committed to “providing tools and family empowerment opportunities that are linked to supporting student academic achievement and social emotional competencies in order for families to be

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equal and active partners in their child's educational success."

Volunteer opportunities for parents, guardians and community members are key to establishing ongoing, consistent engagement at school sites.

III. Budget:

The SCUSD Board allocation of \$25,000.00 to underwrite fingerprint costs for volunteers who may need this assistance was also addressed by the workgroup. A weighted system, based on Title 1 allocations per school site, was developed to determine equitable distribution.

IV. Goals, Objectives and Measures:

- x Create a more streamlined process of application with stakeholder input
- x Establish a clear vetting process for all volunteers
- x Create additional avenues of engagement for SCUSD parents
- x Establish a Business Protocol for the Volunteer Process
- x Systematize volunteer data input district-wide
- x Establish a weighted allocation for subsidized fingerprint costs.

V. Major Initiatives:

- x Revision of the Volunteer Process and development of a Business Protocol for use district-wide
- x Development of a volunteer input and data tracking system through Infinite Campus to ensure accountability and student safety

VI. Results:

The draft Volunteer Process and Business Protocol eliminates the prior three-level system and provides a clear application and vetting process and a better system of accountability. The draft also includes a description and provision for Parent/Guardian Visitors, who may not be able to volunteer on a regular and consistent basis.

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week clearance process to keep volunteer service interruption to a minimum.

- x An effective volunteer policy must balance the need for all students to be in safe and secure environment while at the same time providing a reasonable opportunity for all families to engage with their children at school.

- x Implementation of the Volunteer Procedures will be a collaborative effort among several district departments. Roles and responsibilities as follow:

DEPARTMENT ROLE	REPONSIBILITIES
School Site Office Staff	Accept volunteer paperwork; administrator approval signature; refer volunteer to SCUSD Live Scan for fingerprinting; upon clearance input volunteer data in Infinite Campus; scan copy of application to the Family and Community Empowerment (FACE) Department for district file
Human Resource Services	Oversight of fingerprint process; notification of volunteer clearance to school site; list of clearances to Family and Community Empowerment (FACE) Department for file; co-facilitate Volunteer Process training to SCUSD staff and parents/guardians with FACE Department
Family and Community Empowerment (FACE) Department	Facilitate Volunteer Process training for SCUSD staff and parents/guardians; maintain application files; serve as main contact for volunteer program
Continuous Improvement and Accountability Office	Oversight of Volunteer Fingerprint Support funding

October 12, 2018

Dear Volunteer,

We are pleased that you have decided to participate in the Sacramento City Unified School District (SCUSD) Volunteer Program! As parents, grandparents, neighbors and community members you have valuable ideas, talents and time to share with our students and our schools. As a volunteer, your deeper engagement directly supports the District's guiding principle:

"Ensuring every student has an equal opportunity to graduate with the greatest number of postsecondary choices from the widest array of options."

It is our belief that our volunteer programs are beneficial to everyone involved. Volunteers help foster stronger school/community relationships by creating a common ownership in the success of our schools, as well as, demonstrating the importance of community service to our students. The SCUSD Volunteer Program requirements are designed with student and adult safety in mind.

The SCUSD Volunteer Program provides support and guidance to schools to help them facilitate their parent and community engagement programs. Currently, volunteers work in a variety of capacities: doing work from home; acting as tutors/mentors; providing assistance in the classroom; participating on business/community partnership advisory boards; assisting in a school's main office or library/media centers and organizing fundraising efforts for school foundations, scholarships, field trips and extra-curricular activities.

This packet includes:

- x Definition of the role of a parent visitor
- x Definition of the role of a volunteer
- x Volunteer Registration Process
- x Volunteer Registration Form (maintained at site with a copy to Volunteer Office)
- x Code of



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