

EXHIBIT B

MAINTAINING UPDATED AND CURRENT SCHOOL WEBSITES

In its April 10, 2019, order, the Court directs the District to ensure the Guidelines include school websites and newsletters. In its direction, the Court requires every school posts on its website site-based family engagement information including updated monthly newsletters and current information for site-level decision-making groups such as School Site Council and PTA. The Court also requires every school website to include District-level information such as Governing Board and SCPC. Additionally, the Court ordered the District to consider and determine whether FACE staff should support this school-site responsibility beyond monitoring it.

Bringing All School Websites Current

The District's Communications staff, school staff, and FACE staff worked together to bring school websites up to date with the required family engagement information. Considering the number of schools needing website updates in order to post all the necessary information, and the amount of time needed to complete the updates, the District has made significant progress toward completion of this task and has a plan in place for full implementation by the beginning of SY2019-20. The plan, described below, will provide a template for schools to easily upload the required information, training for staff responsible for maintaining school websites, and avenues for additional support, as needed.

Guidelines and Site-Based Family Engagement Information on School Websites

To address the Court's requirement related to the Guidelines, the District updated its Guidelines for SY2019-20. The District's updated Guidelines for SY2019-20 include required tasks directly addressing school website requirements for site-based family engagement information. The Guidelines' "Required Task Checklist" now includes the following:

- A. Annual requirement to post contact information for School Site Council within five days of selection, which occurs during quarter one
- B. Annual requirement during quarter one to post contact information for Family Engagement Team within five days of selection, which occurs during quarter one
- C. Annual schedule including specific dates, times, and locations for all School Site Council meetings for the current school year.
- D. Annual schedule including specific dates, times, and locations for all Family Engagement Team meetings for the current school year.
- E. Quarterly requirement to post School Site Council meeting minutes no more than five days after every meeting
- F. Quarterly requirement to post Family Engagement Team meeting minutes no more than five days after every meeting
- G. Monthly requirement to verify all School Site Council and Family Engagement Team meeting information is up to date on the school's online calendar.
- H. Monthly requirement to verify all monthly newsletters, as well as School Site Council and Family Engagement Team contacts, meeting schedules, meeting minutes, and related information are up to date on the school's web page.

The District's Guidelines require every school site to maintain a School Site Council and a Family Engagement Team. Guidelines do not require school sites to maintain a PTO as such. In practice, most schools do maintain additional parent/guardian decision-making or leadership groups such as PTO, PTA, and Booster Clubs to meet

the unique needs and interests of the school population. School Site Councils and Family Engagement Teams are very different in structure and practice from PTA, PTO, Booster Clubs, or other parent/guardian led groups. School Site Councils and Family Engagement Teams are formal in their structure, created and maintained by school staff, and include parents/guardians as equal members, but not necessarily facilitators. Parents/guardians usually create and facilitate PTO, PTA, Booster Club, and other such groups, and they tend to be less formal. A staff member will sponsor a group, ensure that the group follows District rules and guidelines, and offers guidance as needed, but parents/guardians take the lead. One example of this type of group is a PTO where the third grade teacher is the staff sponsor, a small group of parents meet as needed, and “class parents” share information or request parent/guardian volunteers as needed for specific activities. Another example is a high school track booster club where the track teacher is the sponsor and the club’s goal is to raise funds to provide uniforms, travel opportunities, or other needs for the team. Each school is unique in its needs and character, and these groups provide parents/guardians with opportunities to support their students in ways that meet their interests and the interests of their children. Since parent/guardian volunteers usually initiate, lead, and maintain these groups, the District does not require formal meeting notices or submission of minutes, as this type of requirement may discourage participation by parents/guardians and staff who sponsor these groups on a volunteer basis. Instead, common practice is for group members to determine the means they will use for keeping parents/guardians informed of the workings of the group.

In order to meet the requirements set forth by the Court in reference to the Guidelines and PTO information on school websites, the District’s updated Guidelines for SY2019-20 “Required Task Checklist” includes the following:

- A. Annual requirement to post a list of all parent-led groups with brief description and purpose on the school’s webpage no later than September 15.
- B. Annual requirement to post a list of staff sponsor contact information for all parent-led groups on the school’s webpage no later than September 15.
- C. Quarterly requirement to verify all parent-led groups’ required information is correct and current.

Governing Board and SCPC Information on School Websites

The Court requires every school webpage include a current schedule of SCPC and Governing Board meetings, with contact information for these groups. All schools currently have this information on their webpages through the District Calendar. The District is currently in the process of updating school websites to make them more user-friendly. Updates are in process with an anticipated completion date of July 31, 2019. Updates include, among other changes, a link to the Governing Board webpage, a link to the SCPC webpage, and a calendar with both school and District information, including Governing Board and SCPC meetings. Users may currently locate the calendar information as follows:

1. On the school site, there will be a menu item titled “Calendar” or “Events”.
2. Clicking on “Calendar” or “Events” button opens a calendar showing District events, including all SCPC and Governing Board meeting dates and start times.
3. When users click on the specific event, either a Governing Board meeting or an SCPC meeting, a “pop-up” appears on the screen with additional information including:
 - a. Location
 - b. Start
 - c. End
 - d. Duration
 - e. Category
 - f. Details

4. In the “Details” section, users may click on links to the related District page with additional information such as agendas, meeting minutes, member contacts, policies, and other materials.

FACE Support for School Responsibilities

The Court directs FACE to consider supporting this school site responsibility beyond monitoring it. FACE worked with the Districts Communications Department to create school-site webpage support as part of the school website updates mentioned previously, to be completed by July 31, 2019. Schools will then add content for SY2019-20 as appropriate and according to Guidelines. Additionally, school site personnel will receive training in how to make use of the newly designed webpage, as well as ongoing support by FACE and Communications staff on an as-needed basis.

The school websites update includes four new “pages” to assist school staff in uploading required family engagement documents quickly and efficiently. The new “pages” will appear on the schools’ main page as links, titled as follows:

- a. School Site Councils
- b. Family Engagement Teams
- c. PTO/Other Parent Groups
- d. Newsletters

Each pre-built, organized page allows school staff, with appropriate permissions to access the pages, to upload documents directly to the correct section. For example, a school community liaison (SCL) from an elementary school is granted access to the four family engagement pages. The SCL, who is responsible for maintaining the four pages, must upload the meeting minutes for the February 7, 2019 School Site Council meeting. The SCL enters his credentials, finds the appropriate “page” and section, then uploads the document to the correct location. The uploaded document will appear as a link with the document title. The public may then find the meeting minutes by clicking on the “School Council” link on the school’s main webpage, then clicking on the link titled “February 7, 2019” in the Meeting Minutes section.

FACE and Communications will provide training for school site staff in maintaining the newly created pages. Office staff, such as office managers and attendance clerks will receive a brief training as part of their back to school meeting and training, prior to the start of SY2019-20. School Community Liaisons and school site Family Engagement Contacts will receive in-depth training in August and September 2019. Face and Communications staff will provide additional training and support on an as-needed basis.