

Community Schools Designation Process Application

APPLYING TO BEGIN THE LA UNIFIED COMMUNITY SCHOOLS DESIGNATION PROCESS

Step 1: IDENTIFYING COMMUNITY INTEREST: Stakeholder Engagement

Part of the journey to begin the Community School designation process, requires schools to engage the following groups: students, parents/families, school staff and community individuals. In order for a Community School to flourish, there must be genuine investment from all stakeholders. Community schools excel through meaningful engagements with diverse stakeholders. You will use Attachment C & D to demonstrate the engagement and votes of stakeholders. **Please note:** Each member of the Local School Leadership Council (LSLC) is required to sign off on the proposal submitted for the Community School designation process. Use the Student/Parent/Family/Community Vote Sign-in sheet (Attachment D) to provide a list of the LSLC and non-LSLC members that were engaged in the writing and development of the plan narrative and their approval.

Step 2: DEEPENING THE TEAMS UNDERSTANDING OF COMMUNITY SCHOOLS

Once the team has decided to take the journey together, there must be a commitment. That commitment involves deepening the team's knowledge about and understanding of Community Schools. Read the document titled, "Recommendations To Support And Expand The Community School Network And Pathways In The Los Angeles Unified School District." (Reading A) The report provides a vision for the promise of Community Schools in L.A. Unified, an overview of key components of the model, and ideas on roles and responsibilities of various stakeholders. Stakeholders should also read the "Trust in Schools" article (Reading B). Readings C, D, and E should also be carefully reviewed before signing the Commitment Form. After reading and discussing the resources that have been provided, the principal and UTLA Chapter Chair are asked to complete the Commitment Form (Attachment D)

Readings:

- [Reading A: Recommendations for Community Schools.pdf](#)
- [Reading B: Trust in Schools.pdf](#)
- [Reading C: LAUSD CS Benchmarks Visual .pdf](#)
- [Reading D: CS Coordinator Job Description.pdf](#)
- [Reading E: Mechanisms and Pillars Working Relationship.pdf](#)
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Step 3: WRITING THE APPLICATION NARRATIVE

Now that engagement and commitment are present, the next step of this process is for the team to complete the Cover Page and to write the application narrative.

The Narrative Proposal must follow this format:

- Double Spaced
- 12-point Times New Roman font
- One-inch margins on all sides
- 10 page maximum excluding Cover Page and Appendices
- Include page numbers on each page of the narrative (not appendix)
- Clearly label all appendices

Each of the following six sections should be addressed in the narrative. The narrative section provides an opportunity for schools to describe in detail existing structures as well as their level of investment in order to assess the readiness of the school to begin the designation process.

I. Visioning:

- A. Describe the vision of what your school will look like as a Community School and the process by which you developed this vision.
- B. How might adopting the Community Schools model at your schools site help you realize your desired goals, partnerships, and student outcomes that were previously defined by the school?

II. Pillar Work

A. Pillar 1- Integrated Services:

1. What existing partnerships does your school have and how are they aligned to the school's vision, Single Plan and/or LCAP goals? Include details such as why the partnership started, when the partnership was established, which students/families the partnership serves, and what outcomes are expected from the partnership.
2. How do you think becoming a Community School will help you expand/deepen integrated student supports at your school?

B. Pillar 2- Expanded and Enriched Learning Opportunities: Explain how your school determines what types of expanded and enriched learning opportunities should be provided for students. How are these opportunities funded? What evidence supports the continued use of these opportunities or what evidence supports a discontinuance of these opportunities.

C. Pillar 3- Parent/Family and Community Engagement: How are parents and families currently engaged with the school? What innovative ways are you deepening parent/family investment and ownership of your school? Provide specific examples. What is the vision for parent and family engagement as a Community School?

D. Pillar 4 -Collaborative Leadership Practices:

1. Describe a specific project that brought together different stakeholders (e.g., teachers, parents, etc.) to meet a school need. How was collaboration fostered among the different stakeholders? How did you deepen investment, ownership, and leadership of staff/students/families?
 2. What is the vision for collaborative leadership at your school and how does it compare to where you are today? In framing this response, please consider the role of the principal, teachers, school staff, parents, students and community members, as well as leadership structures within the school and/or community.
- III. **Planning:** Identify three goals from your Single Plan for Student Achievement for 2021-2022 and describe how implementing the Community School model could enhance your school's ability to meet these goals.
- IV. **Student-Centered Data and Supports:** Give a specific example of when your school identified a problem and what data-driven solutions were brought in to increase academic success, social-emotional development, student behavior, etc.
- V. **Sustainability:** Currently schools that receive the Community School designation will be funded for two years. How will your school's leadership ensure the continuation of the Community School model regardless of changes that may occur at the school, community, or district level (e.g., changes in school leadership, funding sources, available community partners, etc.)?
- VI. **Reflection:** Describe the processes implemented to ensure the voices of students, staff, families, and community members are reflected in this application.

The completed narrative proposal should be reviewed with your school community (including active alumni groups, faculty, staff, students, parents, school councils, and community partner organizations) during regularly scheduled meetings and in an open forum so that all stakeholders have the opportunity to provide feedback and become informed about the plan.

Step 4: SUBMITTING THE APPLICATION

All submitted applications must include the following attachments:

- I. Cover Sheet (Attachment B)
- II. Narrative Proposal
- III. Appendix
 - A. Stakeholder Engagement and Vote Template (Attachment C)
 - B. Student/Parent/Family/Community Vote Sign-in Sheet (Attachment D)
 - C. Commitment Form (Attachment E)
 - D. Letter of Commitment or Letter of Support from One to Two Partners(optional)

An application must include all materials identified above and may not contain any other attachments than those listed under “Appendix” above.

The entire application must be submitted as one ZIP Folder/ZIP File. Name the ZIP File as follows:
Community School Cohort 2 Application: {your complete school name}

The contents should be saved then uploaded as PDF documents and labeled as follows:

- Cover Sheet
- Narrative
- Appendix

Submit the PDF application via email to communityschools@lausd.net

Applicants will receive an email confirming receipt of the application.

Late or incomplete applications will not be reviewed.

**APPLICATION COVER SHEET
COMMUNITY SCHOOLS DESIGNATION PROCESS
2021-2022**

Name of School Site: _____

Grade Levels: _____

Principal's Name: _____ Phone: _____

Email address: _____

Submission Requirements

In order for your school to be considered for the LA Unified Community Schools designation, you must submit a full application that includes all relevant documents. These documents must be submitted by the school principal. Applications that are incomplete will not be considered.

Required Signatures

Principal: _____ Date: _____

UTLA Chapter Chair: _____ Date: _____

Local School Leadership Council Members- *each member of the LSLC is required to sign off demonstrating agreement and collaboration in developing the narrative:*

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

STAKEHOLDER ENGAGEMENT AND VOTING TEMPLATE

Date: _____ Time: _____ Location: _____

As part of your school's application to begin the Community School designation process, you will be required to engage the following groups: students, parents/families, school staff and community individuals. Please use this form and Attachment C to demonstrate the engagement with and votes of stakeholders.

Vote of Certificated and Classified School Staff

All school-site staff (certificated and classified) that are assigned to this school 50% of their time or more may vote.

Date(s) of Vote: _____

Total Number of School Site Staff (50% or more of their time): _____

Number of "yes" vote: _____

Number of "no" vote: _____

Student Vote (For Secondary Schools Only)

All students enrolled in the school may vote. Please attach voting sign-in sheeting (see attached sign-in template).

Date(s) of vote: _____

Number of students enrolled: _____

Number of "yes" student vote: _____

Number of "no" student vote: _____

Parent/Family and Community Vote

All parents, families and community members may participate in the vote. Please attach voting sign-in sheets (see attached sign-in template).

Date(s) of vote: _____

Number of parents, families, and community members that voted: _____

Number of "yes" vote: _____

Number of "no" vote: _____

I certify that the above information is accurate.

Name of Principal (printed)

Signature of Principal

Date

Name of UTLA Chapter Chair (printed)

Signature of UTLA Chapter Chair

Date

Community Schools Designation Process Stakeholder Commitment Form

For School Years 2021-2022 and 2022-2023

Selected schools will be required to commit to specific terms during year one and two of the designation process.

Commitment to Appropriate Use of Funds:

Selected schools will receive one-time general funds of \$150,000 in 2020-21 and \$250,000 for 2021-22. The funds allocated for year one are meant to support the planning and preparation for implementation. Schools will submit a budget worksheet outlining the proposed use of funds for each year. A justification for the proposed expenditures is to accompany the budget worksheet and must be aligned to the Four Pillars. Note: Alterations and Improvement (A and I) expenditures are not permitted. Schools are required to use part of the monies to fund a Community School Coordinator for two years.

Commitment to Hire a Community School Coordinator:

LAUSD Community Schools are required to hire a full-time, certificated Community School Coordinator (CSC)* who will have specific roles and responsibilities in forming teams, leading the community needs and assets assessment process and guiding the school's adoption of the Community School model. Please see Reading D to review the job description. *Please note that the CSC must be a certificated employee of LAUSD and a UTLA represented position that is recommended by the school principal and elected by UTLA members at the school site.

Commitment to Support Required Training for the Community School Coordinator:

The Community School Coordinator is required to participate in training to help build capacity and provide support at the school site. This will also allow for a network of support for all Community School Coordinators and schools going through the designation process to collaborate and learn from one another. Therefore, each Community School Coordinator must attend monthly PLC meetings, complete the National Education Association (NEA) Community School Coordinator Curriculum, and participate in monthly coaching sessions with an NEA Coach. The Community School Coordinator may not be assigned tasks associated with the role of Categorical Program Coordinator or Assistant Principal.

Commitment to Engage in the Needs & Assets Assessment & Community School Benchmarks during Planning Year One

Schools selected for the Community School designation process, will engage in a comprehensive school and community needs and asset assessment process, lead by the Community School Coordinator, that will engage 75-100% of students, staff, families and community to identify top priorities. Resource mapping in the first year is a critical part of the planning year. Reading C (Community School Benchmarks) and Reading A, (Recommendations to Support and Expand the Community School Network and Pathways in L.A. Unified) provide additional details on the needs

and assets assessment process and timeframes for key benchmarks during the planning year and beyond.

Commitment to Comply with Documentation and Progress Monitoring Requirements

All Community Schools are required to document their Community School journey, submit self-evaluations, and engage in the use of Benchmark Assessment Tools. The process of the self-evaluation must also include input from stakeholders, including the school leadership team, school site staff (classified and certificated), students, families, community partner organizations, and community members. Reports generated by the CS are due June 2022, during the planning year and June 2023 during implementation year. This report will demonstrate how well the school is addressing the four pillars of the Community School model and aligning resources and partnerships available to families. The report generated should be aligned with the needs and assets assessment that was used for root cause analysis and problem solving.

The progress monitoring may also include:

- School-site visit by the Community Schools Steering Committee members
- Submission of events calendar for the entire school year
- Directory of community partners, services they are providing, and how they are aligned to the school's goals/strategic plan Participation in interviews with external evaluator partner(s)
- Submission of student achievement data

This is a statement of commitment to work toward the goals of the Community Schools Initiative.

Should our school receive designation as a Community School, we commit to engaging all stakeholders in work around the Four Pillars. We acknowledge that we have read and understand the terms of the designation process as stated above and we further agree to the terms.

SCHOOL: _____ **LOCAL DISTRICT:** _____

COMMUNITY OF SCHOOLS: _____

COMMUNITY OF SCHOOL ADMINSTRATOR NAME: _____

PRINCIPAL'S NAME: _____

PRINCIPAL'S SIGNATURE

DATE

UTLA CHAPTER CHAIR'S NAME _____

UTLA CHAPTER CHAIR'S SIGNATURE

DATE