Family and Community Engagement (FACE)

Visitor Tracking System
Governing Board Presentation
May 22, 2018

TUCSON UNIFIED
SCHOOL DISTRICT

Agenda

- Scope and Purpose of FACE Visitor Tracking System
- Selection Process
- Visitor Tracking System Overview
- Other System Features
- Visitor Tracking System Implementation Schedule
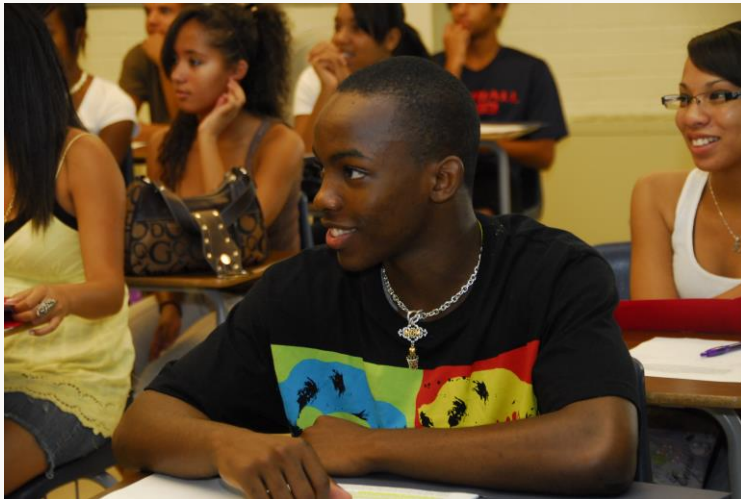- Ongoing Maintenance & Support
- Questions & Answers

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Tucson Unified By the Numbers

- 2nd largest District in Arizona

- 230 Square Miles

- 86 Schools

- 45,000 Students

- 8,000,000 Square Feet of Buildings

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We Are Tucson Unified

FACE Visitor Tracking System

Scope and Purpose

- The Unitary Status Plan includes a requirement to track family engagement: "the FEC shall develop and implement a plan to track data on family engagement, and the District shall make necessary revisions to Mojave to allow such data to be tracked by student."

- The Special Master's Annual Report and Recommendation to the court also included information and recommendations regarding tracking. "Computerized data tracking has been implemented at each Center though **continued improvement** in tracking and assessment of all family engagement data is needed."

- The Special Master's Completion Plan in that document has the following requirement. "Record family participation by race at **each school** in ways that describe the specific activities in which families of different races are involved."

- We have been tracking this information as required through various methods.

- This proposal is part of the district's "continued improvement" in this area.

FACE Visitor Tracking System

Scope and Purpose (cont.)

- The selected tracking system will include a visitor's full name, purpose of visit, and identity of affiliated student(s) name if applicable.

- The tracking system will provide the capability to report detail of student race/ethnicity for visits made to each campus, center, and the district as a whole.

- The selected system will be deployed at all 86 school campuses in the district and at all four Family and Community Resource Centers and the Duffy Clothing Bank.

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FACE Visitor Tracking System

Selection Process

- The Desegregation Office led the effort to identify the best path for system selection.

- TS then coordinated the selection process including the request for proposal process.

- Family and Community Engagement identified requirements based on USP requirements and their visitor-related use-case scenarios.

- A stakeholder meeting was held to identify process and system requirements.

- The RFP Process was completed in four weeks: RFP issued, responses received, vendor demonstrations completed, best and final offers received, and award decision finalized.

- A review committee for scoring purposes was formed that included representatives from all stakeholder groups.

- There were five vendor responses. TUSD requested product demonstrations for three of them. Awardee is a leader in the field of visitor tracking.

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FACE Visitor Tracking System

Primary System Features

- Designed to replace existing tracking processes used at Family and Community Resource Centers and all schools.

- Will collect name and purpose of visit for all visitors.

- Where possible, will affiliate a visitor with a student at the school for USP reporting purposes.

- Will accommodate single check-in at a school office during the day and larger group check-in during extra-curricular events.

- Various real-time reports available at district level, including School Safety.

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FACE Visitor Tracking System

Additional System Features and Supports

- Quick-scan of a wide range of visitor ID cards

- Print-out adhesive badges with name and destination

- Instant check of national sex offender database and TUSD "No-go" lists

- Configurable Office Staff and School Safety alerts

- Visitor lists for any school, date and time, including current visitors

- Track volunteer hours

- Full-time telephone, e-mail and remote assistance technical support

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Implementation Summary Schedule

- Full Implementation of all schools and Family Resource Centers during the 2018-19 School Year.

- Implementation will be structured around five TUSD Regions.

- Communication will flow through Regional Asst. Superintendents.

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FACE Visitor Tracking System

Initial and Ongoing Training

- Initial Training will be done at the regional level, and all schools in a region will participate together in group trainings.

- Training will include office teams and special event personnel.

- Ongoing training will include subject-specific weekly webinars.

- Existing training forums (e.g. best practices sessions for office staff) will be leveraged for ongoing training.

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Questions & Answers

Thank You!