

Training Your Community Engagement Board Volunteers

Purpose of Training

To ensure that Community Engagement Boards (CEBs) are effective and culturally responsive, school districts must ensure that CEB volunteers are appropriately trained. The following guidance provides resources and templates that can support districts to train on both the legally required topics ([RCW.28A.225.025](#)) for community engagement board members and other best practice skillsets and knowledge. OSPI's recommendation is to focus on equity, effective communication strategies, cultural competency, and collaborative problem-solving techniques. By equipping members with the necessary knowledge and skills, they are empowered to contribute meaningfully to the CEBs.

Training Resource

OSPI provides the following volunteer training slide template as a tool to be adapted or implemented into a current training presentation to help meet the school district's needs.

- [OSPI Volunteer Training PowerPoint Template](#)

When to Provide Training

OSPI recommends offering comprehensive and in-depth board training when orienting all new volunteers. If in alignment with your CEB model and structure, you may consider also providing brief refresher training sessions throughout the year at the start of CEBs for all CEB volunteers, prior to the arrival of students and families. When initiating the CEB, consider starting with a volunteer orientation that emphasizes collaboration, transparency, and mutual respect. Additionally, fostering a culture of ongoing engagement can help to ensure long-term sustainability and impact the CEBs' efforts.

- **Volunteer Orientation:** Conduct an orientation session to introduce new volunteers to the CEBs mission, values, and expectations
- **Ongoing Engagement:** Maintain regular communication and engagement with volunteers to keep them motivated and involved
- **Sustainability:** Implement strategies to ensure the long-term sustainability of the CEB, such as continuous recruitment, regular training updates, and recognition of volunteer contributions



Volunteer Orientation

Volunteer training and orientation are important for the board to have the knowledge to support the whole student and their families. The following topics and training modules can be used by the school district or the juvenile courts to build a comprehensive presentation. The Washington State Legislature ([RCW.28A.225.025](#)) requires topics that have an asterisk*. The rest are recommended and complimentary training topics for volunteers to engage with students and families in a CEB.

Alternative Educational Resources*

- [OSPI's Approved Online Schools](#)
- [Open Doors Youth Reengagement](#)
- [CTE Skills Centers](#)
- [Washington Youth Challenge Academy](#)

Attendance and Truancy State Laws

- [Chapter 28A.225 RCW](#)
- [Chapter 392-401 WAC](#)
- WARNS or other assessment tools to identify the specific needs of individual children*
Note: If your district uses the WARNS or other formally researched and vetted tools (such as the GAIN-SS or the School Refusal Assessment Screener, it is advised to contact the developer directly for any training support).

Community Engagement Board Materials

- [Community Engagement Board Agreement Template](#)
- Confidentiality- [Notice of Client Confidentiality Template](#)
- [FERPA - Volunteers](#)

Culturally Responsive Interactions*

- [Culturally Responsive Teaching](#) (National Equity Project)
- [An Introduction to Culturally Responsive Teaching](#) (Institute of Education Sciences)

Trauma-Informed Approaches*

- [OSPI Trauma-Informed Resource Library](#) (Under Additional Resources)

Positive and Restorative Discipline*

- [School Climate: U.S. Department of Education](#)
- [Discipline: National Center on Safe Supportive Learning Environments \(NCSSLE\)](#)
- [School Safety, Discipline, and Restorative Practices: Learning Policy Institute](#)

District Attendance Policy & Procedures

- Link your school district attendance policies and procedures —Washington State School Director's Association Model Board Policy #3122

Substance Use Intervention & Prevention

- [OSPI's Substance Use Prevention & Intervention Best Practices & Resources](#)

Local Resources

- Add resources and services that are relevant in your school, juvenile court, and community such as:
 - Clothing resources
 - Community organizations*
 - Food banks
 - Mental health resources*
 - Shelter resources
 - Substance abuse support*
 - Transportation resources

Mental Health Resources*

- [FAST \(First Approach Skills Training\) Programs](#), from Seattle Children's Hospital
- [OSPI's Mental Health Related Absences](#)
- [OSPI Mental, Social & Behavioral Health](#)
- [School Refusal: FAST Caregiver Handout English | Spanish](#)
- [Patient & Family Resources](#)
- [School Avoidance & Refusal Alliance](#): Evidence-based strategies for parents and educators.

Safety & HIB Resources

- [OSPI Harassment, Intimidation, and Bullying \(HIB\)](#)
- [OSPI School Safety Center](#)

Additional Ongoing Training Material

Below is a collection of additional training materials that can be incorporated into your volunteer orientation. The training list aims to enhance the skills of CEB volunteers. By offering training sessions, volunteers will be better equipped to support the needs of students and families.

Greeting Student and Family

- [Be Curious Not Judgmental- Ted Lasso Video](#)

Effective Communication Training

- [Active listening; empathetic listening Empathetic Listening Video #2](#); comprehensive listening
- Communicate [clearly](#), empathetically, and follow through
- [Three ways to be a better listener](#)

Equity vs. Equality

- [Equity vs. Equality](#)

HOPE Science

- [HOPE Science](#)

Motivational Interviewing

- [Motivational Interviewing](#)

Parenting Resources

- [Guiding Choices](#)
- [Love and Logic](#)
- [Loving Solutions](#)
- [Parent Project](#)
- [Preparing Our Kids for Success](#)
- [Strengthening Families: for Parents and Youth 10-14](#)
- [Triple P Parenting](#) (sometimes available for free through local health jurisdictions)

Mini Training Templates

The following templates require less than 15 minutes to provide content and knowledge to your CEB volunteers and can be offered at the start of a CEB.

- [Active Listening & 80/20 Pareto Principle Template](#)
- [Belonging and Dignity](#)
- [FERPA & Confidentiality](#)
- [Motivational Interviewing Template](#)

As a reminder, OSPI's Attendance program recommends that school districts work with all volunteers to understand that the CEB is positive, considerate of equity, culturally appropriate, and operates with a trauma-informed lens. The core purpose of offering a CEB is to improve attendance, reengagement, and relationship building. By providing comprehensive training and ongoing support, volunteers will be well-equipped to contribute effectively to the CEB's objectives.

Read more about Preparing for the Community Engagement Board [here](#).

Contact

For questions, please contact Attendance@k12.wa.us.