

Title I Meeting Toolkit for Principals 2023-2024



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Introduction

This Toolkit is designed to guide you through the process of meeting Federal and State compliance for completing successful Title I Meetings at your school for the parents. Each Title I school is responsible for presenting the Title I Meeting two (Fall/ Spring) or more times to optimize maximum parent participation.

Federal Education Laws require documentation of communication to parents regarding Title I programs, Title I budget, and Parent and Family Engagement Plans for activities at each Title I designated school. It is imperative to document your efforts to incorporate parent recommendations into your school's parent engagement activities. At the Title I Meetings, please document parent discussion, distribute and collect completed Title I Meeting Surveys from parents/guardians upon exiting. In addition, if you would like to hold an additional virtual meeting, please make sure to keep screen shots or any QR forms for compliance documentation. Record attendance from the participants' screen in the virtual meeting platform you choose for compliance purposes.

****Reviewing the responses on the Title I Meeting surveys and addressing input and concerns will add positive growth and guidance for your school.**

The Florida Department of Education oversees the implementation of Federal Education Laws about audit requirements: "All Title I schools must convene Title I Meetings and maintain records including agendas, sign-in sheets, and evaluations. Remember that an Open House is not sufficient to serve as the Meeting. The Meeting should be clearly identified in documentation and incorporated into the school plan where appropriate."

Specifically, The Local Education Agency (LEA/**District**) shall involve parents of participating children in the planning of such programs, activities, and procedures and shall develop a written Parent & Family Engagement Plan (PFEP) that describes how the LEA will:

- involve parents in the joint development of the PFEP and the process of school review and improvement;
- provide the coordination and technical assistance necessary to plan and implement effective parent and family engagement activities;
- build the schools' and parents' capacity for strong parent and family engagement;
- coordinate and integrate parent and family engagement strategies with other federal programs;
- involve parents in the activities;
- ensure that the LEA's PFEP was distributed to parents of participating children;
- conduct with parents an evaluation of the content of the LEA's PFEP and its effectiveness in improving the academic quality of schools funded by Title I, Part A;
- identify barriers to greater participation by parents in authorized activities;
- use evaluation findings to design more effective strategies;
- revise the PFEP, if necessary.
- review parent, teacher and student compact
- review second quarter meeting to discuss pros/cons for next school year's PFEP

The pages in the Toolkit sequentially follow the planning, the realization, and the evaluation of the Title I Meetings. You are encouraged to review the checklists, suggested strategies, templates, sample scripts, and specific instructions. Please use the forms that are available on the intranet labeled printable. Print them out and save them for audit purposes. Please create QR codes if conducting virtually and keep information for auditing purposes.

All information will be available on the VCS Intranet which is located **under the Employee tab** on the Volusia County Schools main website. Once there, go to departments, Federal Programs and Grants, **then Title 1 Annual Meeting**, and you will see the Title I Meeting Toolkit. We hope this toolkit serves as a positive resource for you in achieving this compliance requirement.

Do not hesitate to contact your Parent Education Facilitator with any input, questions, or concerns.

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Materials Provided

1. A checklist for completing the Title I Meetings
2. Suggested meeting strategies for presenting the Title I Meetings
3. A Parent/Guardian Invitation Flyer sample which can be customized with school name and meeting date(s)/times(s) in English and Spanish
4. A suggested Volusia Connect script in English and Spanish
5. A suggested agenda which can be customized with school name and meeting date(s)/times(s)
6. A Parent/Guardian Sign-in Sheet sample which can be customized with school name and meeting date(s)/times(s)
7. Key Points template for Principals/Designee to use
8. Suggestions for conducting the Title I Meetings (Brick & Mortar / In addition to the two you may hold Virtual)
9. Instructions for documenting Title I Audit requirements
10. The Principal Assurance Form
11. Sample Title I Meeting Surveys in English and Spanish (Create QR or Survey Monkey)
12. Parents-to-Kids Literacy Program Flyer (FYI - Reference for the Title I Meetings)
13. Title I brochures in English and Spanish (FYI - Title I orders copies for each school)

Copies YOU will need to make or show virtually.

- Title I Meeting Parent/Guardian Invitation flyer customized with school name and meeting date(s)/time(s) for each scheduled presentation. (refer to pages 9 & 10)
- Volusia Connect Script (pg.11)
- Agenda customized with school name and meeting date(s)/time(s). (refer to page 12)
- Parent/Guardian Sign-in sheets customized with school name and meeting date(s)/time(s). (refer to page 13) (QR codes)
- Key points. (refer to page 14)
- Title I Meeting Survey for Parents (refer to page 17) (QR codes)

Copies WE will send to you:

- Title I Brochures: Understanding Title I Programs in English and Spanish (will come directly from copy center)

Checklist for Completing the Title I Meetings

Meeting Date and Time

- ☐ Plan **two or more** meeting dates, times, and locations to allow the most number of parents/guardians to participate. When held during your school's events, the Title I Meeting must be presented distinctly and separately with supporting documentation. (See *Suggested Meeting Strategies for Presenting the Title I Meetings* on page 9).
- ☐ Review PFEP and Compact with Parents.

Advertise the Meeting

- ☐ Advertise the Title I Meeting separately from any other school event.
- ☐ Customize the Parent/Guardian Invitation flyer found on the staff intranet (refer to page 10) with your school's planned Title I Meeting date(s) and time(s). Save a copy of the flyer(s) for audit purposes.
- ☐ Send a separate Connect message from any other school event (sample provided see page 11). Save a copy of your Connect message script for audit purposes.
- ☐ Advertise the meetings. BEST PRACTICE – use school marquee, newsletters, text message and website. Save a copy of each advertising venue and take photos of marquee for audit purposes.

Create and Copy Supporting Materials

- ☐ Create separate meeting agendas for your school event and for the Title I Meeting. A best practice would be to copy them back-to-back. A suggested agenda has been included and can be customized for each school (refer to page 12). Save a copy of your agenda for audit purposes.
- ☐ Customize the sign-in sheet for your school and copy the sheets (see page 13). Save a copy of each sign-in sheet signed by attending parents/guardians for audit purposes. (Create QR code)
- ☐ Check for supporting materials, Title I Brochure, sent to your attention from the Title I office. Will be in English and Spanish and are to be distributed to parents/guardians at the Title I Meeting. In addition, have School Parent & Family Engagement Plans for parents to review.
- ☐ Gather pens/pencils for parents/guardians to use when completing the Title I Meeting Survey or QR Survey Information at the conclusion of the Title I Meeting.

Prepare Presentation

- ☐ **Test** the Narrated PowerPoint found on the Intranet.
- ☐ Complete a Key Points Template to be used for your presentations. A sample is provided **in this Toolkit on page 14** on the Intranet. Insert your school's specific information to be shared with parents/guardians at the meetings.

Conduct the Meeting

- Have enough staff to assist with handing out the Title I Brochures in English and Spanish, the Title I Meeting Surveys (English and Spanish are back-to-back), and pencils as parents/guardians enter for the meetings. Then, have the staff collect the completed Title I Meeting Surveys as parents/guardians exit the meetings. Note QR Codes and forms if conducting virtually.
- After welcoming the parents/guardians and giving a simple explanation for the purpose of the Title I Meeting, plan to show the narrated PowerPoint presentation. Follow up by presenting your school's specific information using the Key Points Template (refer to page 15).
- Conduct a question and answer session after you present your school's information making sure you solicit parent/guardian input. BEST PRACTICE –have someone write parent input statements, questions, and concerns; record speakers' name. Save a written copy for audit purposes. Keep track via Zoom or Teams.
- Explain the Title I Brochure and let parents/guardians know that they can provide input anytime during the year.

After the Meeting

- Make the PowerPoint presentation available on your school's website for parent/guardian review. Include QR Survey Form for documentation purposes. Include a school contact and explain your school's procedure for obtaining parent/guardian input.

Audit Requirements

- Upload completed Title I Meeting items to your school's Office 365 Compliance Folder Compliance Site
- Analyze input and incorporate into your school's parent and family engagement activities and events specified in your Parent & Family Engagement Plan (PFEP) and School Improvement Plan (SIP).

Suggested Meeting Strategies for Presenting the Title I Meetings

- ❖ DOE Compliance - The Title I Meetings should be held during the first 9 weeks and the last 9 weeks
- ❖ DOE Compliance – **Offer two (2 fall/spring) or more Title I Meetings with flexible times and dates.** If offering additional virtual meetings, make sure to obtain login information for supporting documentation and compliance.
- ❖ DOE Compliance – Involve parents/guardians; collect and review input.
- ❖ DOE Compliance - The Title I Meetings must be presented distinctly and separately.
- ❖ Remember when having other school events such as SAC Meetings, PTA Meetings and Academic nights to encourage parents to review the Parent & Family Engagement Plan and School – Parent Compact and provide input.

Sample Parent/Guardian Invitation

Please feel free to fill in the parent/guardian invitation with your school name, meeting date, and time. Or, you may wish to make modifications to reflect your school's uniqueness.

NOTE: The information listed is DOE required.

**A copy of this Parent/Guardian Invitation is available in the Toolkit
on the Intranet for your customization.**

ENGLISH SAMPLE:



You Are Invited to Our Title I Meeting

Your Input is Important!

Please come and attend the Title I Meeting at _____ (school name) on
_____ (date, time, and location). At this meeting you will
receive information about Title I programs and services available at _____,
(school name) and your rights as a parent/guardian. We look forward to sharing this important event.
Please plan to attend and offer your input, comments, questions and concerns. Thank you.

SPANISH SAMPLE:



SPANISH TRANSLATION:

Estas Invitado la Reunión de Título I

¡Su Aporte es Importante!

Por favor, venga y asista a la Reunión del Title I en _____ (***Insert School Name***) en _____ (***Insert Date, Time, and Location***). Durante esta reunión, recibirá información sobre los programas y servicios de Título I que están disponibles en _____ (***Insert School Name***) y sus derechos como padre/guardián. Esperamos con interés poder compartir con usted este importante evento. Por favor, haga planes de asistir y ofrecer su opinión, comentarios, preguntas e inquietudes. Gracias.

Suggested Volusia Connect Script

Please feel free to fill in the script with your school name, meeting date, and time. Or, you may wish to make modifications to reflect your school's uniqueness. **NOTE: The information listed is DOE required.**

A copy of this Script is available in the Toolkit on the Intranet for your customization.

ENGLISH SAMPLE

"Good evening parents, guardians, and family members. You are invited to attend the Title I Meeting for _____(insert School Name) on _____(insert date, time, location). This meeting will be held on _____ (Insert Modality – Teams, Zoom, Face to Face, etc.). At this meeting you will receive information about Title I programs and services available at _____, (insert your School Name); and your rights as a parent/guardian.

We look forward to seeing you at this important event. Please plan to attend and offer your input, comments, questions and concerns. Thank you and have a wonderful evening."

SPANISH SAMPLE

SPANISH TRANSLATION:

"Buenas noches, padres, guardianes y familiares. Usted está invitado a asistir a la Reunión del Título I para _____ (insert School Name) el _____ (insert Date, Time, Location). Esta reunión se llevará a cabo en modalidad de _____ (insert Modality-TEAMS, ZOOM, Face-to-Face, etc.)

En esta reunión, recibirá información sobre los programas y servicios del Título I disponibles en _____ (insert your School Name); Esperamos con interés poder verte en este importante evento. Por favor, haga planes para asistir y ofrecer su opinión, comentarios, preguntas e inquietudes. Gracias y que tengas una noche maravillosa."

Suggested Agenda

Please feel free to fill in the agenda with your school name, meeting date, and time. Or, you may wish to make modifications to reflect your school's uniqueness. **NOTE: The information listed is DOE required.**

A copy of this Agenda is available in the Toolkit on the Intranet for your customization.

(Insert School Name)

Title I Meeting Agenda / Spanish

(Insert Date & Time / Spanish)

- Welcome
- PowerPoint Presentation or YouTube Video / Spanish
- Key Points About Our School/ Spanish
 - Title I Programs at Our School / Spanish
 - Our School Improvement Plan (SIP) Goals /Spanish
 - Our School's Title I Parent & Family Engagement Plan & Budget/Spanish
 - School-based Parent & Family Engagement Activities/Spanish
- District Parent & Family Engagement Activities
 - Parents-to-Kids Literacy Program
 - FACT Fairs
 - Additional academic enrichment activities
- Questions and Answers
- Title I Meeting Survey / Spanish or QR Code surveys

Sample Parent/Guardian Sign-in Sheet

Please feel free to fill in the sign-in sheet with your school name, meeting date, and time. Or, you may wish to make modifications to reflect your school's uniqueness.

NOTE: The information listed is DOE required.

A copy of this Sign-In Sheet is available in the Toolkit on the Intranet for your customization.

[Insert school name]

Title I Meeting Parent/Guardian Sign-In Sheet/Spanish

[Insert date and time of meeting] /Spanish

Parent Name / Spanish	Student Name / Spanish

Key Points Template

Please make necessary changes to reflect your school's use of Title I funds. You must include the amount of funding and activities spent on Parent and Family Engagement programs.

NOTE: The information listed is DOE required.

A copy of this Key Points Template is available in the Toolkit on the Intranet for your customization.

Template for Key Points

- Title I Programs at Our School:
 - _____
 - _____
 - _____
 - _____
- Our School Improvement Plan (SIP) Areas of Focus:
 - _____
 - _____
 - _____
 - _____
- Our School's Title I Parent & Family Engagement Budget:
 - \$ _____
- School-Based Parent & Family Engagement Plan Activities planned for the 2023-2024 School Year:
 - _____
 - _____
 - _____
- District Parent & Family Engagement Activities: Parents-to-Kids Literacy Program (see program flyer for details), FACT Fairs, and additional academic enrichment activities.
- Fill-out and hand-in the Title I Meeting Survey in English or Spanish at the end of the meeting. If completing virtually, please use QR and print documentation for compliance purposes.

Things to **Print/Copy**

For your convenience, **the following** Title I Meeting forms are available **for customization purposes in the Toolkit on the Intranet. Modify** the forms to fit your school's uniqueness and then print them.

- A. Parent Guardian Invitation Flyers
- B. Agenda
- C. Parent/Guardian Sign In Sheets

The Title I Brochure, Understanding Title I Programs, in English and Spanish has been ordered for each school and sent directly to the principal's attention through Copy Center **for reprinting and distribution.**

For Title I compliance and monitoring purposes, please do the following:

1. Upload Title I Meeting items such as (parent/guardian invitations, Volusia Connect messages, photos of advertising (i.e. marquee, newsletter, website etc.) announcing the meetings, meeting agendas, key points, parent/guardian sign-in sheets with parent signatures, and completed surveys directly to your school's Office 365 Compliance Folder compliance site.
2. Scan and upload the original **signed** Principal Assurance form, attesting that you have held the meetings according to the requirements for Title I, directly to your school's Office 365 Compliance Folder compliance site.
3. **Keep a paper copy of all uploaded items!**

Principal Assurance Form

NOTE: ***You will need to upload the **signed** original to your school's Compliance Office 365 Compliance Folder.

A copy of this form is available in the Toolkit on the Intranet for editing/printing purposes.
The information listed is DOE required.

Title I Meeting Assurance

I, _____, Principal of _____,

attest that our school held the Title I Meeting at two or three different times to accommodate parents'/guardians' work schedules. During these meetings, we informed our school families about the district and school's Title I programs and budget, our School Improvement Plan (SIP) goals, our planned Parent and Family Engagement activities/events, and the rights of parents/guardians. My school will maintain records of these meetings including the parent/guardian invitations and event advertisement, the agendas, the key points, sign-in sheets, and parent/guardian input. We will incorporate input results into our School Improvement Plan (SIP) and our Parent & Family Engagement Plan (PFEP). We distributed the VCS Understanding Title I Programs: A Guide for Families brochure in English and Spanish. It is also available to parents via school website and school front office.

Meeting #1 was held on _____ from _____ to _____ (Fall 2023)

Meeting #2 was held on _____ from _____ to _____ (Spring 2024)

Meeting #3 was held on _____ from _____ to _____

Principal Signature

Date

Title I Meeting Survey

2023-2024

School Name/Date/Time

(A copy of this Title 1 Meeting Survey is available in the Toolkit on the Intranet for editing/printing purposes.)

Thank you for attending the Title I Meeting. Please take a few minutes to answer the questions below. We **really** appreciate your input!

Was the information shared at this meeting helpful? _____ yes _____ no

Was the time and date convenient for you? _____ yes _____ no

Prior to this meeting did you know your child attends a Title I school? _____ yes _____ no

Comments: _____

Signature _____ Date: _____

SPANISH TRANSLATION:

Reunión Anual de Título I

2023-2024

(Insert School Name/Date/Time)

Gracias por asistir a la Reunión Anual de Título I. Por favor tome unos minutos para contestar las preguntas a continuación. ¡**Realmente** agradecemos su aportación!

¿Fue útil la información presentada en esta reunión? _____ sí _____ no

¿Encontró la hora y fecha conveniente? _____ sí _____ no

Antes de esta reunión, ¿sabía que su hijo(a) asiste a una escuela de Título I? _____ sí
_____ no

Comentarios:

Firma: _____ Title I _____ Fecha: _____

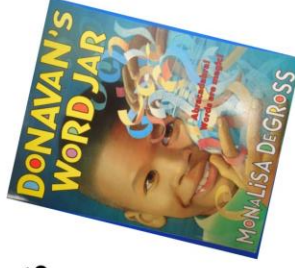
PARENTS-TO-KIDS

Literacy Program for K-2 and 3-5

*Activities Demonstrate Rigor of New Standards

- *Gain Strategies to Improve Reading
- *Learn To Make Reading Together Fun
- *Books & School Supplies for Families Who

Complete the 5 Sessions



Title I Parent & Family Engagement

A Parent's Guide to Title I



2023-2024



THE PURPOSE OF TITLE I

to ensure that
all children
have a fair,

equal, and
significant
opportunity

to obtain a
high-quality
education

2

TITLE I



On December 10, 2015, the Every Student Succeeds Act (ESSA) replaced the No Child Left Behind (NCLB) Act giving states more responsibility and flexibility over the education of their students.

States:

- must adopt challenging standards
- establish goals for measuring academic achievement
- have flexibility in how Federal funds are used
- require assessments and annual report cards

3

Title	Title I, Part A: Improving Academic Achievement
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Title	Title I, Part C: Migrant Education Program
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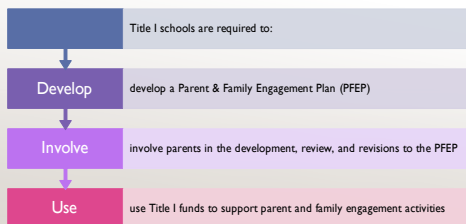
Title	Title I, Part D: Neglected and Delinquent
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TITLE I SECTIONS UNDER ESSA

4

TITLE I, PART A IMPROVING ACADEMIC ACHIEVEMENT

5



MIGRANT EDUCATION PROGRAM

* funds additional education programs for migrant children (ages 3-21)

* helps migrant students meet academic challenges due to frequent moves and educational disruption

* coordinates educational and support services for migrant children and their families

MIGRANT EDUCATION PROGRAM

6

TITLE I, PART D

NEGLECTED AND DELINQUENT PROGRAM

Neglected and Delinquent Program

facilitates the enrollment, attendance, case management, and academic achievement of at-risk, adjudicated and neglected youth

provides transition services and support to incarcerated youth and youth completing a mandated department of juvenile justice program, upon their return to school

provides transition services and support to at-risk youth as they transition back to their zoned school or an alternative setting from a drop-out prevention program

7

FREE/REDUCED MEAL PROGRAM FOR 2023 -2024

- All students will receive FREE lunch and breakfast.
- We have moved to the CEP Model which identifies student who are already receiving public assistance.

8

HOW TITLE I FUNDING HELPS OUR SCHOOL



- Additional Personnel
- Staff Training
- Materials and Supplies
- Parent & Family Engagement Activities
- Tutoring
- Technology

9

Students needing additional services will be asked to complete an income verification form.

10

YOU HAVE THE RIGHT TO:

- ✓ receive progress reports
- have regular conferences
- know the qualifications of your child's teacher
- receive information in a language you understand
- have flexible meeting times
- provide input to the School Improvement Plan (SIP), Parent & Family Engagement Plan (PFEP), and School-Parent Compact

11

Parents are a child's **FIRST** and **MOST** important teacher.

Parents provide opportunities for children to use what they learn at school in real world activities

PARENT ENGAGEMENT IS AN ACADEMIC INTERVENTION!!

12

Parents are a child's **FIRST** and **MOST** important teacher.

Parents provide opportunities for children to use what they learn at school in real world activities

PARENT ENGAGEMENT IS AN ACADEMIC INTERVENTION!!

12



If you have any questions or concerns, please don't hesitate to contact us.

**Federal Programs & Grants
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2400 Eustace Ave
Deltona, FL 32725
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