

Title I PFEP Overview

BENOIST FARMS ELEMENTARY SCHOOL (2751)

Mission Statement

1. Mission Statement

The mission of the Parent and Family Engagement is to bridge the gap between parent, school and community and improve relationships between home and school, which empowers families to become proactive in their children’s education on a continuous basis. The program does this by providing information, training and assistance through family/parent education courses, activities and referral services.

Involvement of Stakeholders

Name	Title
Dr. Ruthann Miller	Principal
Hilary Hosford	SAI
Kiesha Haynes	Assistant Principal
Danielle Thomas	Boys and Girls Club
Chandra Thornton	Parent
Lakeytha Murray-Adin	Single School Culture Coordinator

2. What are the procedures for selecting members representing all stakeholders? Describe the process for electing members.

Invitations are sent digitally to all families, business, and community partners. During the initial SAC meeting of the year the purpose of SAC is explained and the floor is open for nominations. Parents nominate and vote in parents, teachers/staff nominate and vote in teachers/staff and community partners nominate and vote in community partners. Last, we ensure that our SAC Board is representative of the demographic of our student population.

3. How will stakeholders be involved in jointly developing the Schoolwide Plan (CNA/SWP/PFEP)? Include details of meeting dates and times.

Benoist Farms will hold a Stakeholders Input Meeting to get feedback on the most pressing needs of the school and strategies that stakeholders feel could be used to improve. Information gathered from parents will be used and collected to form the Comprehensive Needs Assessment (CNA). The CNA was then used to develop the SWP and PFEP. During the first SAC meeting of the year scheduled for August 27, 2026 at 5:30 p.m. the SWP and PFEP will be shared with families for additional input. Specific details of both plans will be shared with families. Conversations will be held around each section and parents will be provided the opportunity to make additions, corrections, and/or deletions during that meeting. Updates will be made at that time and if the SAC committee is in agreement they will be voted on and added to plan(s).

4. How did stakeholders provide input as to how Title I funding will support parent and family engagement? Include the outcome.

During the CNA process held in January of 2026 parents were provided with the opportunity to give feedback and share ideas about how Title I funding will be used to support parent and family engagement. During this meeting school needs were identified, resources and strategies outlined to meet the needs, and ideas were generated for ways in which parents and families can be supported to improve student outcomes. The outcomes included family nights where parents can see and learn about their child's progress. In addition, they suggested nights where they could learn about ways that they could support students at home for reading and math. This information will be shared with families during the first SAC meeting of the year scheduled for August 27, 2026 so that parents can provide additional input.

Name	Title
Dr. Ruthann Miller	Principal
Kiesha Haynes	Assistant Principal
Lakeytha Murray-Adin	Single School Culture Coordinator

Annual Parent Meeting

1. What is the actual date, time and location of the Annual Meeting?

The Annual Title I Parent meeting will be held on September 17 of 2026 at 6:00 pm. The meeting will be held in the media center.

2. How will you notify parents, teachers and the community of the Annual Meeting? Be specific (school website, marquee, call-out, newsletter, invitations, etc.).

Benoist Farms Elementary will notify parents of the Annual Title I meeting using Parent Link call out in all applicable languages marquee, and Class Dojo.

3. What resources will be prepared for the Annual Meeting? List materials or supplies needed to host the meeting.

To hold the annual meeting the following items will be needed: -Annual Meeting PowerPoint that explains what it means to be a Title I school, the Schoolwide Plan, Parent and Family Engagement, The School-Parent Compact, Special programs, Parent's Right to Know and other information that is unique to Benoist Farms. An invitation will be created to send to parents. An agenda will be provided to all stakeholders in attendance. Attendance will be collected as parents arrive on campus. -Evaluations

Staff Trainings

1. Staff Training for Parent and Family Engagement #1

- Name of Training

Holding Effective Parent Conferences

- What specific strategy, skill or program will staff learn to implement with families?

Teachers will be able to learn effective strategies to meet with families and hold effective parent conferences to share student progress and ways to support students at home.

- What is the expected impact of this training on family engagement?

Families will receive information during a parent conference about their child's academic performance and receive strategies that can be used at home to support the students progress.

- What will teachers submit as evidence of implementation?

Teachers will submit a sampling of Parent Conference Forms (Form 1051).

Month of Training

September

- Responsible Person(s)

Assistant Principal

3. Staff Training for Parent and Family Engagement #2

- Name of Training

Engaging Students and Families in at home Literacy and Math Strategies

- What specific strategy, skill or program will staff learn to implement with families?

Teachers will be able to learn new and easy strategies that they can send home with students so that families can support students with Literacy and Math Learning.

- What is the expected impact of this training on family engagement?

Families will learn how to support literacy and math instruction at home and they will be given resources to do so.

- What will teachers submit as evidence of implementation?

Teachers will submit literacy and math activities sent home with families.

- Month of Training

January

- Responsible Person(s)

Assistant Principal

Parent Trainings

1. Parent and Family Capacity Building Training #1

- Name of Training

Fall into Family Fun Night

- What specific strategy, skill or program will parents learn to implement with their children at home?

To support students learning at home, parents will be able to learn about literacy and math using

hands-on strategies and games.

- Describe the interactive hands-on component of the training.

Parents will receive hands-on games and learning activities that can be used to enhance literacy and math skills.

- What is the expected impact of this training on student achievement?

As a result of this training, families will learn about literacy and math activities that will improve ELA and Math outcomes for students.

- Date of Training

October 2026

- Responsible Person(s)

Assistant Principal

- Resources and Materials

Flyer/Invitations Agenda Sign in Sheet Teacher Presentations Evaluations

3. Parent and Family Capacity Building Training #2

- Name of Training

Literacy Night

- What specific strategy, skill or program will parents learn to implement with their children at home?

To support students learning at home parents will be able to learn strategies to help students use reading in real-world situations.

- Describe the interactive hands-on component of the training.

Parents will be able to move to different stations in the cafeteria in which parents and teachers conduct read-alouds and engage in hands-on games and learning activities that can be used to enhance literacy skills.

- What is the expected impact of this training on student achievement?

As a result of this training, families will learn about literacy skills and strengthen their ability to work with their children on skills and standards being assessed.

- Date of Training

January 2027

- Responsible Person(s)

Assistant Principal

- Resources and Materials

Flyer/Invitations Agenda Sign in Sheet Teacher Presentations or Sample of Activity shared with families Evaluations

- Amount (e.g. \$10.00)

N/A

5. Parent and Family Capacity Building Training #3

- Name of Training

STEM Night

- What specific strategy, skill or program will parents learn to implement with their children at home?

To support students learning at home parents will learn about the standards and concepts that students are working on throughout the school year in both Math and Science.

- Describe the interactive hands-on component of the training.

Parents will rotate throughout the Cafeteria to different stations and engage in hands-on games and learning activities as they learn about STEM concepts and connect them to real world experiences.

- What is the expected impact of this training on student achievement?

As a result of this training, student achievement will improve in Math and Science due to exposure to real world experiences.

- Date of Training

February/March 2027

- Responsible Person(s)

Assistant Principal

- Resources and Materials

Flyer/Invitations Agenda Sign in Sheet Teacher Presentations or Sample of Activity shared with families. Evaluations

- Amount (e.g. \$10.00)

N/A

Coordination and Integration

1. Partnership #1 - List Federal Program such as Migrant, Homeless, Professional Learning, ESOL/ELL, IDEA, Region Support, or Safe Schools

- Name of Agency

Department of Multicultural Education

- Describe how agency/organization supports families.

The ELL and Multicultural departments support and provide the school with resources to share with families to promote and support student achievement for ELL students. Monthly trainings are held for ELL contacts and services are provided for new families via the welcome center.

- Based on the description list the documentation you will provide to showcase this partnership.

-Follow-up emails from the departments - Agenda's from trainings that were provided -Flyers from welcome center and resources available.

- Frequency

Ongoing as needed

2. Partnership #2 - List Department, Organization, or Agency

- Name of Agency

Rotary Club

- Describe how agency/organization supports families.

The Rotary Club provides backpacks and uniforms to our families that need them. They adopted 100 families and provided essentials during the holidays. They provided a buddy bench to support being a buddy and not a bully. They provide dictionaries annually to our third grade students.

- Based on the description list the documentation you will provide to showcase this partnership.

- Pictures from interactions with the organization when they are on campus providing support and donations. - Thank you letters written to the Rotary Club. - Emails

- Frequency

Rotary club donations are received about 3 times per year.

3. Partnership #3 - List Department, Organization, or Agency

- Name of Agency

Community Outreach Program of West Palm Beach & Keller Williams (Neil Picart)

- Describe how agency/organization supports families.

The Community Outreach Program of West Palm Beach & Keller Williams (Neil Picart) provides school supplies, teaching materials, gifts for the holidays. The school supplies support our families with providing needed materials to fulfill academic requirements as well as to support the fulfillment of homework and at home learning with parents that builds their academic skills. The teaching supplies provide opportunities for our educators to enrich their lessons and classroom environment to support productive and efficient learning that is impactful to students. Lastly, the gifts for the holidays provide opportunities for our students and families to overcome financial obstacles and to build and promote positive social-emotional support. All together these various measures will encourage our families to be more engaged in their student's academic success as it alleviates some of the economic and emotional obstacles that they can incur in a school year.

- Based on the description list the documentation you will provide to showcase this partnership.

-Pictures from interactions with the organization when they are on campus providing support and donations. -Thank you letters written to the organizations that Mr. Neil Picart represents. - Emails

- Frequency

As needed.

Communication

1. Describe how school will provide parents and families with timely information about the Title I programs, meetings and other activities in a format and language parents can understand. Consider Title I programs such as tutoring, mentoring, parent/family training.

2. Describe how school will inform parents about the curriculum and proficiency levels students are expected to meet.

3. Describe how school will inform parents about forms of academic assessments used to measure student progress and achievement levels of State academic standards.

<https://titleiswp.palmbeachschools.org/reporting> 10/14

8/25/26, 9:33 AM PFEP Overview

4. Describe how school will inform parents about opportunities to participate in decision-making related to the education of their children.

5. Describe how the school will offer flexible meeting dates and times for training, activities and events to remove barriers for attendance.

- Description

Benoist Farms Elementary provides families with timely information about Title I programs, meetings and other activities by using translated newsletters and flyers shared through email and class dojo. The school also uses the marquee, flyers, the school website and parent link to provide parents with information. In addition, this information will also be shared at Title meetings.

- List evidence that you will upload based on your description.

Evidences will include -Flyers/Invitations -Parent Link Reports and or Class Dojo Posts - Agenda/Minutes

- Description

Benoist Farms Elementary will provide parents with information about the curriculum and proficiency levels students are expected to meet through Curriculum Night, parent teacher conferences, IEP meetings, ELL meetings, progress reports, and report cards.

- List evidence that you will upload based on your description.

Evidence will include agenda/sign in sheets from events, parent invitation flyer/letter, and a sampling of student progress reports or report cards. Conference notes with iReady proficiency levels, PM testing scores, and state testing levels.

- Description

Benoist Farms Elementary will provide parents with information about assessments as well as the proficiency levels students are expected to meet through Curriculum Night, parent teacher conferences, IEP meetings, ELL meetings, progress reports, and report cards.

- List evidence that you will upload based on your description.

Evidence will include: -sampling of student report cards, - progress reports and/or PMPs. -
Conference notes

- Description

Benoist Farms Elementary will provide families with information about opportunities for them to participate in decision making related to their child's education through translated newsletters and flyers, school marquee, call outs, SAC meetings, and during parent training. In addition notes will be sent home inviting parents to IEP and LEP meetings.

- List evidence that you will upload based on your description.

Evidence will include agenda/sign in sheets at events, parent invitation flyer, and a sampling of letters sent to families to attend meetings.

- Description

Benoist Farms Elementary will offer parent meetings both virtual and in person. The school will also conduct home visits if needed to share information with parents. All IEP/LEP/SBT meetings are scheduled with parent input that reflects a time that is convenient for families to attend.

- List evidence that you will upload based on your description.

Evidence will include agenda/sign in sheets at events, parent invitation flyer, a sampling of home visit notices

and IEP/LEP/SBT meetings showing offering of various times and means of virtual or in-person meetings.

Accessibility

1. Parents and families with limited English proficiency
2. Parents and families with disabilities
3. Families engaged in migratory work
4. Families experiencing homelessness

- Description

In order to provide accommodations for parents with limited English proficiency the CLF facilitators will attend meetings and conferences as needed. All school communication is translated in the appropriate languages for families.

- List evidence that you will upload based on your description.

-Parent communication flyers translated in the appropriate languages for families. -CLF/sign language facilitator sign-in sheets. -translated compacts

- Description

In order to provide parents and families with disabilities accommodations the school building is ADA accessible. Wheelchair accessible entrances and seating will be offered as requested. Schools will utilize audio enhancement equipment upon request to support families who may have a hearing impairment. If necessary, Benoist Farms Elementary will contact the district office for support.

- List evidence that you will upload based on your description.

photos of the ramp, elevator and handicap parking.

- Description

Administration and the Guidance counselor will meet with families to ensure that they feel welcomed and to let them know we are here to help, however possible. The school will coordinate with the Migrant Department as needed to provide additional support to our migratory working families. The school will provide home visits as needed to share information and connect families with the migrant program in the district.

- List evidence that you will upload based on your description.

Evidence to include screenshots of SIS report identifying migrant families, flyer for migrant office/services, Annual Title I Meeting Slides with listed migrant services provided, and comments log documenting conversations with families.

- Description

Benoist Farms Elementary will provide accommodations for families experiencing homelessness by meeting with families and ensuring that they feel welcomed and offer to provide assistance and support in any way that we can. The school will provide accommodations to families experiencing homelessness by helping parents fill out the Student Residency Questionnaire. The school will provide the students with uniforms and supplies. The school will assist families and connect them for support with transportation as needed. School personnel will assist families in setting them up with the McKinney-Vento program if needed.

- List evidence that you will upload based on your description.

Evidence to include screenshots of SIS report identifying homeless families, MVP flier, and comments log documenting conversations with families.

Other Activities

1. Activity #1

- Name of Activity

none

- Brief Description

none

2. Activity #2

- Name of Activity

none

- Brief Description

none

3. Activity #3

- Name of Activity

none

- Brief Description

none