TITLE I, PART A
PARENT AND FAMILY ENGAGEMENT
COMPLIANCE COMPONENTS OVERVIEW
2019 Spring & Fall Timeline

MAY 10, 2019

AGENDA

2019 Spring Timeline
- Program Evaluation/CNA/CIP
- PFE Policy Review & Revise for 2019-2020 School Year
- School Parent Compact Review & Revise for 2019-2020 School Year
- End-of-Year Tasks

2019 Fall Timeline – 1st 9 Weeks
- 2019-2020 PFE Policy Distribution
- 2019-2020 School Parent Compact Distribution/Conferences
- PFE Annual Title I Meeting
- Value and Utility of Parents Training for Campus Staff
**SPRING TIMELINE**
**MARCH - APRIL - MAY**

- Program Evaluation/Campus Needs Assessment (CNA)/Campus Improvement Plan (CIP)
- 2018-2019 Parent and Family Engagement Policy (PFE) and School-Parent Compact
  - Review/revise both for the 2019-2020 school year
- End-of-Year Tasks
  - PFE Receipts turned in with supporting documentation by Monday, May 20, 2019
  - Title I Documentation (Binder)

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**PROGRAM EVALUATION**
**CAMPUS NEEDS ASSESSMENT (CNA)**
**CAMPUS IMPROVEMENT PLAN (CIP)**
SPRING TIMELINE
MARCH - APRIL - MAY

Program Evaluation:
- Surveys
- Evaluations
- Focus groups
- Interviews
- Assessments
- Questionnaires
- Increased involvement of parents and families
- Decrease in discipline referrals

SPRING TIMELINE
MARCH - APRIL - MAY

2019-2020 CNA:
- Evaluated Area: Parent and Family Engagement Needs are under "Perceptions"
- Perceptions Section (Data Analysis Area - Multiple Measures of Data)
  - Summary
  - Strengths
  - Problem Statements Identifying Perceptions Needs
- A Problem Statement and Root Cause addressing the Parent and Family Engagement Program

SPRING TIMELINE
MARCH - APRIL - MAY

2019-2020 CIP:
- Evaluate/Update CIP Parent and Family Engagement area which consists of:
  - Goal(s) - Stakeholder Engagement
  - Performance Objective(s) - Parent Involvement
  - Strategy(ies) - Activities involving Parent and Family Engagement
    - Resources Needed, Supplies and Refreshments
    - Fund Sources and Dollar Amount
    - Problem Statement and Root Cause
REVIEW/REVISE PARENT AND FAMILY ENGAGEMENT POLICY AND SCHOOL-PARENT COMPACT

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SPRING TIMELINE MARCH - APRIL - MAY
Parent and Family Engagement Policy - General Overview
- Both the District and the Title I, Part A school must have a written Parent and Family Engagement Policy:
  - Developed jointly with parents and family members
  - Agreed upon by parents and family members
  - Distributed to parents and family members
- The Parent and Family Engagement Policy must be developed, reviewed, and revised annually with input from parents and family members.

Reference: 2018-2019 PFL ESSA Policy (Slides #9-16) and School-Compact (Slides #17-22) (03-05-2019)

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SPRING TIMELINE MARCH - APRIL - MAY
School and Parent Compact - General Overview (Key Components)
How the school will enable students to meet the State’s challenging academic standards by:
- Providing high-quality curriculum and instruction
- Providing a supportive and effective learning environment
- Building and developing a partnership between the school and parents and family members

How the parent and family members will enable students to meet the State’s challenging academic standards by:
- Providing support for their child’s learning
- Participating in decisions relating to the education of their child
- Volunteering in their child’s classrooms and encouraging positive use of extracurricular time

Reference: 2018-2019 PFL ESSA Policy (Slides #9-16) and School-Compact (Slides #17-22) (03-05-2019)

12
Clarification on School-Parent Compacts

Required:
1. Is the campus required to collect signed compacts? NO
2. What replaced collecting signed compacts? School-Parent Compact Certification Form

Optional:
If your principal wants compacts collected:
• Collect compacts for campus documentation only
  Note: Not required for Compliance Monitoring Review

END-OF-YEAR TASKS

 SPRING TIMELINE MARCH - APRIL - MAY

End-of-Year Tasks
- Receipts turned in with supporting documentation by Monday, May 20, 2019
  - Parent and Family Liaison’s last day is May 29, 2019
- Title I Documentation (Binder)
  - Ensure all Title I documentation is left in a location for administrators to retrieve during the summer months
Parent and Family Engagement Timeline
March 2019 – November 2019

SPRING TIMELINE
March, April and May

SPRING TIMELINE RESOURCES

FEDERAL PROGRAMS DEPARTMENT
  • Parent and Family Engagement Resources
    • [http://www.sabq.net/gtp/ParentEngagement/](http://www.sabq.net/gtp/ParentEngagement/)

ESC REGION 16
  • State Parent Initiatives
    • [https://www.esc16.net](https://www.esc16.net)
  • Publications (Title I Part A Parent and Family Engagement Handbook)
    • [http://www.esc16.net/TitleIA](http://www.esc16.net/TitleIA)

Parent and Family Engagement Timeline
March 2019 – November 2019

FALL TIMELINE
3rd 9 WEEKS

SPRING TIMELINE
March, April and May
2019-2020 PARENT AND FAMILY ENGAGEMENT POLICY AND 2019-2020 SCHOOL-PARENT COMPACT

FALL TIMELINE – 1ST 9 WEEKS (AUGUST 12, 2019 - OCTOBER 11, 2019)

2019-2020 Parent and Family Engagement (PFE) Policy distribution
- HS/MS distribute PFE Policy
- ES/Academies distribute PFE Policy

2019-2020 School-Parent Compacts distribution
- HS/MS distribute School-Parent Compacts
- ES/Academies conduct School-Parent Compact Conferences

Elementary Grades - If a school has an elementary campus number, then all grade levels at that campus should conduct a parent-teacher conference to discuss the compact. If a school does not have an elementary campus number but has any configuration of grades K-5 as that campus, then parent-teacher conferences to discuss the compact should be held for grades K-5 at a minimum and all other grade levels may distribute the compacts.

What if campus 2018-2019 Parent and Family Engagement Policy and/or School-Parent Compact have not been revised for 2019-2020?
- Conduct a parent meeting to review the 2018-2019 Parent and Family Engagement Policy and/or School-Parent Compact and revise for 2019-2020 school year
  - Schedule parent meetings early on during the 1st 9 weeks to review and revise the 2018-2019 Parent and Family Engagement Policy and the School-Parent Compact for 2019-2020
  - Distribute the revised 2019-2020 Parent and Family Engagement Policy and the School Parent Compact prior to the November 2019 monitoring
  - Conduct School-Parent Compact conference(s) (if required) to discuss the revised 2019-2020 Compact during the 1st 9 weeks.
2019-2020 ANNUAL TITLE I MEETING AND
2019-2020 THE VALUE AND UTILITY OF PARENTS

FALL TIMELINE – 1ST 9 WEEKS (AUGUST 12, 2019 – OCTOBER 11, 2019)

Conduct the campus 2019-2020 Annual Title I Meeting
  • Annual Title I Meeting Public Law 114-95, Section 1116(c)(1)
    (c) POLICY INVOLVEMENT—Each school served under this part shall—
    (1) convene an annual meeting, at a convenient time, to which all parents of
    participating children shall be invited and encouraged to attend, to inform parents
    of their school’s participation under this part and to explain the requirements of
    this part, and the right of the parents to be involved;

Reference: PFL Training Presentation for Annual Title I Parent Meeting (Slides #11-20) and The Value and Utility of Parents (Slides #22-39) (5-8-2018)

FALL TIMELINE – 1ST 9 WEEKS (AUGUST 12, 2019 – OCTOBER 11, 2019)

2019-2020 Annual Title I Meeting
  • Customize the “Annual Title I Meeting” PowerPoint template with your campus
    information
  • Update the PowerPoint template with 2019-2020 campus data information
  • Resources
    • Annual Title I Meeting

Reference: PFL Training Presentation for Annual Title I Parent Meeting (Slides #11-20) and The Value and Utility of Parents (Slides #22-39) (5-8-2018)
Annual Title I Parent Meeting Template

Instructions on how and where the campus will need to update the templates are provided.

**Note:** Annual Title I Meeting Resources will be updated by August 2019.

**Timeframe suggestions:**
- First Meeting - during 1st 9 weeks
- More than one time throughout the school year
- Have a joint or separate meeting to address the Annual Title I Meeting requirement

(Note: “Parent and Family Engagement Annual Title I Meeting” must be indicated on the sign-in sheet and the agenda.)

**FALL TIMELINE – 1ST 9 WEEKS (AUGUST 12, 2019 – OCTOBER 11, 2019)**

Conduct staff training on 2019-2020 The Value and Utility of Parents

- What does public law say about the School Parent and Family Engagement Policy Requirements?
  - Building Capacity For Involvement. “To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve academic achievement, each school and LEA shall provide various services and trainings.”

**FALL TIMELINE – 1ST 9 WEEKS (AUGUST 12, 2019 – OCTOBER 11, 2019)**

Conduct staff training on 2019-2020 The Value and Utility of Parents

- What does public law say about the School Parent and Family Engagement Policy Requirements?
  - Shall educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff*, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; Public Law 114-95, Sec. 1116(e)(3)

*The term “other staff” means specialized instructional support personnel, librarians, career guidance and counseling personnel, education aides and other instructional and administrative personnel; Public Law 114-95, Sec. 8101(35)
FALL TIMELINE – 1ST 9 WEEKS (AUGUST 12, 2019 – OCTOBER 11, 2019)

Resources:
- Staff Training: Value and Utility of Parents

The Value and Utility of Parents Template

A PowerPoint template has been created by the Federal Programs Department with all requirements for “The Value and Utility of Parents” training. Note: The Staff Training – The Value and Utility of Parents template will be updated by August 2019.

Timeframe suggestions:
- During 1st 9 weeks
- More than once throughout the school year
- Have a joint or separate meeting to address “The Value and Utility of Parents” training requirement (Note: “The Value and Utility of Parents” must be indicated on sign-in sheets and the agenda.)

Parent and Family Engagement Timeline

SPRING TIMELINE
March, April and May

FALL TIMELINE
1st 9 WEEKS

2019

AGENDA

COMPLIANCE MONITORING REVIEW
November 2019

SPRING TIMELINE
Revision

2020
COMPLIANCE MONITORING REVIEW
NOVEMBER

• Compliance Review:
  ✓ Pre-review will be conducted in October as a snapshot
  ✓ Verification to ensure 100% completion of compliance components will occur in November

Parent and Family Engagement Timeline
March 2019 – November 2019

QUESTIONS
The Federal Programs Department Team
Is here to help.
If you require assistance, please call our office at 210-554-8320.
Federal Programs Department
Parent and Family Engagement
Compliance Components Timeline

**March 2019 -- November 2019**

Don’t forget: If there is no documentation, it did not happen. **Document, Document, Document!**

<table>
<thead>
<tr>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June/July</th>
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<tbody>
<tr>
<td>☐ Program Evaluation</td>
<td>□ Conduct meeting to Review/Revise (Update) Campus PFE Policy for 2019-2020 school year</td>
<td>□ Turn in final receipts for payment</td>
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<td>– Collection of data</td>
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<td>□ Ensure all documentation is kept on campus for a minimum of 5 years</td>
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<td>– PFE Survey</td>
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<td>□ Ensure that someone (preferably your principal) knows where the 2018-2019 Campus Title I PFE Supporting Documentation (binder) is located</td>
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<td>– Evaluation of Meetings</td>
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<td>☐ CLT: Comprehensive Needs Assessment –  <strong>Perceptions</strong></td>
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<td>☐ CLT: Campus Improvement Plan – Parent and Family Engagement Strategies</td>
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<td>☐ Plan with your principal to determine when parents will have an opportunity (March-May) to review/revise Campus PFE Policy and the School Parent Compact for the 2019-2020 school year</td>
<td>□ Conduct meeting to Review/Revise (Update) School/Parent Compact for 2019-2020 school year</td>
<td>☐ PRE-REVIEW Federal Programs Parent and Family Engagement Title I Compliance</td>
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<td>□ Campuses with *Elementary Org #: (By mid-October) Completion of Teacher-Parent conferences to discuss 2019-2020 School/Parent Compact</td>
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<td>□ Campuses with *Elementary Org #: Start Teacher-Parent conferences to discuss 2019-2020 School/Parent Compact and how it pertains to the individual child</td>
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<td>□ Conduct PFE Annual Title I Meeting</td>
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<td>□ Conduct Staff Training – “The Value and Utility of Parents”</td>
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| August                                    | September                                                             | October                                                               | November                                                                 |
|-------------------------------------------|                                                                      |                                                                      |                                                                           |
| ☐ Distribute Campus 2019-2020 PFE Policy  | ☐ Continue to distribute 2019-2020 Campus/District PFE Policy        | ☐ Campuses with *Elementary Org #:                                   | ☐ Federal Programs Parent and Family Engagement Title I Compliance        |
| ☐ Distribute District (LEA) 2019-2020 Parent and Family Engagement Policy |                                                                      |                                                                      |                                                                           |
| ☐ Distribute (Only high schools): 2019-2020 School/Parent Compact |                                                                      |                                                                      |                                                                           |
| ☐ Campuses with *Elementary Org #: Start Teacher-Parent conferences to discuss 2019-2020 School/Parent Compact and how it pertains to the individual child |                                                                      |                                                                      |                                                                           |
|                                            |                                                                      | □ PRE-REVIEW Federal Programs Parent and Family Engagement Title I Compliance |                                                                           |
|                                            |                                                                      | ☐ Federal Programs Parent and Family Engagement Title I Compliance      |                                                                           |

**Note:** All HEB payments should be turned in after each parent meeting with all supporting documents attached. Please refer to the Payment Quality Control Worksheet for your reference.

*Elementary Grades Only - If a school has an elementary campus number, then all grade levels at that campus should have the parent-teacher conference regarding the compact. If a school does not have an elementary campus number but has any configuration of grades K-5 on that campus, then parent-teacher conferences to discuss the compact should be held for grades K-5 at a minimum.*

Revised 3/5/2019
Session Evaluation

Session Name: Title I, Part A Parent and Family Engagement Compliance Components Overview

Session Date: May 10, 2019
Session Time: 10:15 am

Your opinions are important to us. We would like your feedback regarding this session. Please take a few minutes to let us know what you think.

Please indicate your level of agreement with the statements listed below:

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
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<tr>
<td>1. The objectives of the training were clearly defined</td>
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<td>2. Participation and interaction were encouraged</td>
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<td>3. The topics covered were relevant to me</td>
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<td>4. The content was organized and easy to follow</td>
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<td>5. The materials distributed were helpful</td>
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<td>7. The speaker(s) were knowledgeable about the training topic(s)</td>
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<td>8. The speaker(s) were well prepared</td>
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<td>9. The training objectives were met</td>
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<td>10. The time allotted for the session was sufficient</td>
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11. What did you like most about this session?

12. What aspects of the session could be improved?

13. Comments: