



Miami-Dade County Public Schools Department of Title I Administration



Additional Information Pertaining to the Implementation of the 2019-2020 Title I Parent and Family Engagement Program

Title I School-level Parent and Family Engagement Plan (PFEP)

Title I Schools are required to:

- Jointly develop/revise with parents and families, the Title I School-level (PFEP) and make it available to parents, families and the community;
- Engage parents and families, in an organized, ongoing and timely way, in the planning, review, and improvement of the Title I School-level PFEP;
- Use the findings of the Title I School-level PFEP to design strategies for more effective parent and family engagement and revise, if necessary, the PFEP;
- Upload the revised Title I School-level PFEP to the Title I School-level Compliance Collaboration Site for review by the Department of Title I Administration **on or before Tuesday, October 8, 2019**. ([click here for instructions to upload the completed Title I School-level PFEP](#)).
- For support with the upload process of the 2019-2020 Title I School-level PFEP, or for technical assistance regarding the contents of the PFEP, you may contact one of the Title I staff members assigned to your region.

Region	Staff Name	Telephone #	Email Address
North Region	Marina Prieto	305 995-7126	MAPrieto@dadeschools.net
Central Region	Yalili Low	305 995-1496	YaliliLow@dadeschools.net
South Region	Maria Salas	305 995-7637	MariaSalas@dadeschools.net
Charter Schools	Janeth Rodriguez	305 995-1954	janeth_rodriguez@dadeschools.net

Title I Parent Notification Letter

Distribute the 2019-2020 Title I Parent Notification Letter in English, ([click here](#)), Spanish, ([click here](#)), and Haitian-Creole, ([click here](#)). **Please be reminded that as per Federal and State requirements, this letter must be, personalized and printed on school letterhead, signed by the Principal, dated, and distributed to all parents.**

Title I Annual Parent Meeting

Federal guidelines require all Title I schools to hold a Title I Annual Parent Meeting to explain and discuss the Title I schoolwide program. During the meeting, parents and families should be encouraged to provide input and feedback in the decisions regarding how the set-aside is allocated for parent and family engagement.

The Title I Annual Parent Meeting may be held on the same night as the school's annual "Open House" but at a different time. A **separate** flyer/invite must be sent in a language that the parents understand. The Title I Annual Parent Meeting notification flyer shall include the topics that will be covered during the meeting. Additionally, the Title I Annual Parent Meeting sign-in roster and agenda (both **separate** from the Open House roster and agenda) shall all be available during the meeting. All documents used during the meeting must be filed and maintained for a minimum of five (5) years. Schools are strongly encouraged to utilize the 2019-2020 Title I Annual Parent Meeting PowerPoint Presentation Template ([click here](#)). Please be advised that the template must be updated with the current school year information for your school.

The following topics must be included on the Title I Annual Parent Meeting Agenda and reviewed/discussed with parents and families during the meeting:

- The requirements of the Title I Program:
 - Explanation of how Title I schools are identified;
 - Explanation of the school's curriculum;
 - Information on the forms of academic assessment used to measure student progress; and
 - The proficiency levels students are expected to meet.
- Rights of Parents:
 - Becoming involved in the school's programs; and
 - Rights to request opportunities for regular meetings for parents to formulate suggestions and participate in decisions about the education of their children. The school must respond to any such suggestions as soon as practicably possible.
- The rights of parents and families to provide input in the following areas:
 - How Title I Schoolwide Funds are allocated;
 - The development and review of the Title I School-level PFEP;
 - Title I School-Parent Compact.
- Information regarding the availability of the Title I District-level PFEP; the Title I School-level PFEP; the Title I Program Notification Letter; and the Title I School-Parent Compact (which should be distributed at the meeting).
- Information regarding the Title I District Advisory Council (DAC) General Meetings, scheduled as follows: **Thursday, October 24, 2019**, 6:30 p.m. at Booker T. Washington Senior High School; **Thursday, January 30, 2020**, 6:30 p.m. at Miami Carol City Senior High School; and **Thursday, April 23, 2020**, 6:30 p.m. at Miami Sunset Senior High School.

For additional information and resources regarding the Title I Annual Parent Meeting, please access the Department of Title I Administration's website, Title I Parent & Family Engagement Page ([click here](#)).

Dissemination of the Title I District-level PFEP, Title I School-level PFEP, and School Improvement Process (SIP)

- Upload the 2019-2020 Title I District-level PFEP, your 2019-2020 Title I School-level PFEP, and your 2019-2020 SIP (which serves as the Title I Comprehensive Schoolwide Plan) to the school's website as soon as possible.
- Print copies of the three (3) plans and have them immediately accessible in the school's main office and the Parent Resource Center/Parent area for parents.
- Provide copies of the plans, upon parents' request, within 72 hours of notification.
- Send home the attached flyer ([click here](#)), notifying parents that the plans are available for review at the school; and that they may also access the plans, via the school's website.
- Remind parents and families throughout the school year of the opportunity to review and/or receive the plans via student's agenda; school's calendar; PTA meeting/correspondence; and at other meetings involving parents and families such as EESAC.

Title I School-Parent Compact

- All Title I schools are required to develop a Title I School-Parent Compact.
- Schools must maintain evidence of parent and family engagement in the development of the Title I School-Parent Compact and a copy of the Compact in English, Spanish and Haitian-Creole must be made available to parents and families.
- Additionally, elementary schools (K-5 only) must maintain samples of a **Communication Log** from a few teachers, demonstrating that at least one parent conference per child with appropriate school staff was conducted to amend the School-Parent Compact with the parent. All teachers must maintain a Communication Log. The log must delineate that the purpose of the communication was to discuss the School-Parent Compact and clearly indicate that parents were contacted to discuss and/or amend the Title I School-Parent Compact. Documentation samples should be collected throughout the school year. Schools are required to use the Title I School-Parent Compact Template ([click here](#)), provided by the Department of Title I Administration.

District and School Testing Data

- To meet Federal, State and District requirements, schools implementing the 2019-2020 Title I Schoolwide Program are required to notify parents/guardians of the most recent testing data available through the Office of Assessment, Research, and Data Analysis' website <http://oda.dadeschools.net/>. A Weekly Briefing from the Office of Assessment, Research, and Data Analysis will be forthcoming.

Professional Development Training

For the 2019-2020 school year, the Department of Title I Administration will establish Training Centers throughout the District to provide technical assistance and support for:

- **Principals of Schools Implementing the 2019-2020 Title I Schoolwide Program** – Training sessions to promote adherence to Federal, State and Local mandates regarding the implementation of the Title I Schoolwide Program.
- **Title I School-level Compliance Facilitators** – Training sessions will include guidance on the completion of the Title I School-level PFEP Template, effective utilization of the Title I School-level Compliance Collaboration Site and Title I Compliance (TIC) Web-based System, and information regarding the compliance documents required for each section of the 2019-2020 Title I School-level Compliance Filing System.
- **Community Involvement Specialists (CIS)/ Community Liaison Specialists (CLS)** – Orientation Meetings and CIS/CLS Training Sessions will include hands-on professional development activities, not limited to, the Title I Compliance (TIC) Web-based System, the submission of the Title I School-level Monthly Parent and Family Engagement Data Reports, and the compliance documents required for Section VI of the 2019-2020 Title I School-level Compliance Filing System. Additionally, the CIS/CLS will be provided with strategies and tools to build their capacity to engage in effective partnerships with local community agencies, and to increase the number of high-quality options available to families.

Assurance of Accountability and Compliance with Title I Schoolwide Programs Guidelines

The Every Student Succeeds Act (ESSA) of 2015 requires that principals assigned to schools implementing the Title I Schoolwide Program, certify compliance with specific requirements of the law and further requires that copies of the written assurance be maintained at the school and the District office and be made available upon request.

- Upload the completed and signed Assurance of Accountability and Compliance with Title I Schoolwide Programs Guidelines to the folder designated for your school, under the Evidence

Sources Upload tab of the Title I School-level Compliance Collaboration Site. The original, completed, signed, and dated assurance form should be maintained in the designated folder of the 2019-2020 Title I School-level Compliance Filing System.

Community Involvement Specialist (CIS)/Community Liaison Specialist (CLS)

Please be reminded that your schoolsite Title I School-level PFEP is supported by the Title I funded CIS/CLS or the Title I School-level Compliance Facilitator (in the absence of a Title I funded CIS/CLS) to support the following areas of compliance:

- Compile and maintain the required compliance documentation in the Parent and Family Engagement Section of the 2019-2020 Title I School-level Filing System.
- Electronic submission of the Title I School-level Monthly Parent and Family Engagement Data Report (by the 5th school day of each month), via the Title I Compliance (TIC) Web-based System. A copy of all submitted reports with the Principal's initials and the corresponding back-up documentation must be kept in the Parent and Family Engagement, Section VI of the 2019-2020 Title I School-level Compliance Filing System.
- Support the provision of the Title I District-level PFEP, the Title I School-level PFEP, and the Title I School-Parent Compact to parents and families.

Title I School-level Monthly Parent and Family Engagement Data Report

- Ensure that the current CIS/CLS or Title I School-level compliance facilitator has access to the Title I Compliance (TIC) Web-Based System, in order to submit the required Monthly Parent and Family Engagement Data Report. **Access to the "WCIS-COMM INVLVMT SPEC" web-based application may be provided via Quad-A.**
- Employees who are no longer assigned to the location should have their permissions removed from the web-based system.

Additional resources to support completion of the areas of compliance listed above, may be accessed via the Department of Title I Administration's website at <http://title1.dadeschools.net>; the Title I School-level Compliance Collaboration Site (<https://collaborationportal.dadeschools.net/departments/9102/default.aspx>); and the online version of the 2019-2020 Title I Administration Handbook (forthcoming).