

# Title I Annual Meeting Meeting Guide and Sample Agenda

## NOTE TO SCHOOLS:

- Each school served by Title I, Every Student Succeeds Act (ESSA) Section 1116 (c) 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 requirements of this part, and the right of parents to be involved, and; (2) offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement.

## Notice of the Annual Meeting could include the following information:

- **Flexible number of meetings** – List the date, time, location of the meetings and contact information. You might mention other possible opportunities for parents to get the same information, so they have a choice as to which meeting they would like to attend.
- **Understandable and uniform format**, including alternative formats – Provide the meeting notice in various languages of the families/students in your district/school. Provide alternate formats for parents with disabilities upon request.
- **Transportation and child care** – Offer participants transportation and child care to remove those barriers that might prevent the families from attending the meeting. Provide contact information so they can request those services.

## Evidence/documentation of parent involvement can be achieved by the:

- **Agenda** – Prepare and maintain a detailed agenda reflecting proposed discussions.
- **Sign-in Sheet** – Have parents sign an attendance sheet, giving their name and indicating their child's name and grade. This will help document that parents of affected students were present to receive the information. Check to see that the families who have students in a Title I Targeted Assistance program get the information presented.
- **Greeter** – Have a person at the door to assure that attendees sign in, and make an announcement during the meeting reminding people to sign in. The greeter can record the total number of attendees and collect the meeting evaluation sheets for future reference.

INSERT  
SCHOOL LOGO  
HERE

**Annual Title I Meeting**  
**[Insert School Name]**  
**[Insert Date of Meeting]**

**1. Purpose of the meeting:**

Each school served by Title I, Every Student Succeeds Act (ESSA) Section 1116 (c) *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 requirements of this part, and the right of parents to be involved, and; (2) offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement:*

- **Convenient time/Flexible number of meetings** - This may include meetings in the morning and/or evening – to make it easier for parents to make arrangements to attend. You may provide recordings and/or a video taping of the meeting for the convenience of the families who were unable to attend via your district's or school's website.
- **Right of parents to be involved** – Parents play a key role in helping our programs work for students.
- **Transportation** – Parent involvement funds can be used to offer transportation with school buses, etc.
- **Child care** – Parent involvement funds can pay for child care during meetings, so the parents can concentrate on the subject matter.
- **Home visits** – Administrators may travel to the parents' homes to discuss the meeting agenda, especially for parents with disabilities. Make sure that two people attend the visit for safety.

**2. Information about Title I, Part A:**

a. Targeted Assistance Program describes the following:

- Targeted Assistance components;
- Multicriteria (two out of three);
- Eligibility/waiting list;
- Method of delivery of services (pull out/in class).

b. Schoolwide Programs (if applicable) describe the following:

- Ten components reviewed annually;
- ALL students served.

c. Assessment tools that will be used:

- Share what tests the students will be given;
- When the tests will be given.

d. Two-way communication:

- Give contact information, so parents have an opportunity to provide input and suggestions (decision-making) via the district/school websites, newsletters and annual parent survey (program evaluation).

e. How to be involved:

- Participate on decision-making committees, such as a school improvement committee, parent advisory committees, and district/building leadership teams. Volunteer to review the district parent involvement policy (annually), school parent involvement plan (periodically), School-Parent Compact (annually) and the schoolwide plan (if applicable) (annually);
- Attend and participate in parent-teacher conferences, school events, activities and parent training programs.

**3. Description and explanation of the:**

a. Curriculum used in the school.

b. Proficiency levels students are expected to meet:

- State, district and school report cards.

c. Ohio Academic Content Standards:

- Ohio Department of Education website at [education.ohio.gov](http://education.ohio.gov);
- Search for: Ohio's Academic Content Standards.

**4. Information about parent programs, activities and trainings planned for this school year (parent math workshops, family literacy night, etc.).**

**5. Conclusion and evaluation of the meeting**

Be sure to distribute a short evaluation to the attendees to see what they thought of the meeting and what they feel could be added or changed. There are also electronic evaluation tools available for attendees to share their opinions of the meeting.

*Thank you for coming.*

Always thank the families that took the time to attend the meeting and invite them to continue to be involved. Announce the next opportunity (program, meeting, training, etc.) for their involvement.