

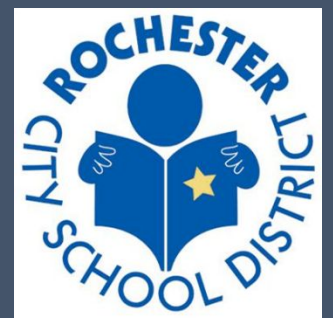
SCHOOL-BASED TITLE I PARENT/FAMILY ENGAGEMENT PLAN

The purpose of this plan is to align the funding of building-based parent/family engagement activities with a school's DTSDE Tenet 6 goals, RCSD Parent Involvement Policy and Title I regulations, to promote the engagement of families in their students' education.

School:

Person Completing the Form:

2017-2018



Context/Regulations:

The primary objective of the Title I Parent/Family Engagement funds is to enable greater and more meaningful parent participation in the education of their children aligned with the schools' DTSDE Tenet 6 goals and National PTA Standards.

Per New York State Education Department (NYSED) and the United States Department of Education (USDE), **all expenditures must be:**

- **Reasonable, ordinary and necessary to carry out the goals of the grant**
- **Allowable under the intent of the grant**

Expenditures must be aligned with the school's, SCEP Tenet 6 goals as well as the six National PTA Standards. **(See Appendix A).**

Completion of Plan Checklist:

To access Title I funds Parent/Family Engagement funds, the following MUST be completed and submitted as follows:

- **Part A:** Parent/Family Engagement Plan: Reflection/Evaluation (reflection of previous year's activities and ongoing reflection of this year's activities)
- **Part B:** Parent/Family Engagement Plan: Narrative and Budget
- **Part C.a:** School-Parent Compact
- **Part C.b:** Adoption of RCSD Parent Involvement Policy
- **Part D:** Acknowledgement of Agreement of Plan: signatures from Principal, SBPT Parent Representative, Parent Group (PTO/PTA/PTSO/PTSA) Member
- **Part E:** Submission of SBPT Minutes to document discussion of use of Parent/Family Engagement funds **and** to document adoption of school's own Parent Involvement Policy **OR** RCSD Parent Involvement Policy

Part A:

Parent/Family Engagement Activities: Reflection/Evaluation of Previous School Year's Activities

Directions:

Based on data collected from parent activities last year, please reflect and provide a response to the following questions:

- Possible reflection considerations:
 - Which activities were most successful? How do you know?
 - Which activities were least successful? How do you know?
 - What might your school adjust for this school year?

The most successful activities that we conducted with parents and families last year was the development of our Needs Assessment in conjunction with the Community Engagement Team (CET). With the engagement of parents, families, and community members we completed a comprehensive needs assessment and identified twenty recommendations. Together, the CET created a development plan that is focused on five of the recommendations. Parents and families continue to be instrumental in the implementation of this work in our school.

The least successful was getting a larger/wider (new parents) involved in the work that we are doing. We have a team of ten parents that are continually involved in supporting school activities but we would like to expand the parent volunteers during the next school year. FYI- this is one of the five recommendations that our development plan is focused on...

The adjustments that we have made this year are associated with our development plan. We have already sent out "Applications to Volunteer" in our building that lists specific tasks that our parents could participate within our school. We have received 120 completed applications from families so far this year and have already placed parent volunteers in our school library, our cafeteria, and as part of CET and SBPT.



Part B:
Parent/Family Engagement Activity Plan: Narrative and Budget
2017 - 2018

- Overarching DTSDE Tenet 6 Goals and/or Parent/Family Engagement Goals of School:**
1. 6.2 We will create a welcoming environment for all families.

 2. 6.3 We will create a uniform process for documenting reciprocal communication that will be used school-wide.

 3. 6.5 We will use multiple data points to assess the needs of our families and measure our responsiveness to the needs of our families.

Total Budget Available: \$ 5,658
 (See Appendix B for cost estimates).

| Activity #1: Literacy and Curriculum Parent Event | | | | |
|---|--|--|--|---|
| Rationale (How does the activity align with DTSDE Tenet 6 and/or National PTA Standards?) | Expected Outcomes/ Metrics for Success (What will result from this activity? Must be measurable.) | Evaluation Tools (How will you know to what degree the activity is successful?) | Timeline (How long will this work take to complete?) | Person(s) Responsible (Who is responsible for completing this work?) |
| Parents can have a better understanding of activities they can do at home to promote literacy, while also gaining knowledge about the curriculum. | 25 Parents will be expected to attend. Resource materials (brochures, etc.) will be sent to 100 percent of families. | Ticket out the door activity (one question you may still have/ one thing you learned today). | October-December, 2017 | Sharon Jackson Wanda Labrador Eric LeRoy Juana Peguero |

| |
|--|
| Activity #1: Budget Plan |
| Code 15: Professional Salaries |
| Code 16: Support Staff Salaries |
| Code 40: Purchased Services |
| Code 45: Supplies and Materials Light Refreshments \$150 |
| Code 46: Travel/Transportation |
| Code 80: Employee Benefits – calculated as 19.75% for Code 15; 24.85% for Code 16 |
| Total for Activity #1: \$150 |
| Activity Reflection: |
| <ul style="list-style-type: none"> o <i>To what extent was this activity successful?</i> o <i>What might be changed if this activity is conducted in the future?</i> |

| | | | | |
|--|--|---|--|--|
| Activity #2: Monthly Parent Newsletter | | | | |
| Rationale (How does the activity align with DCIP Tenet 6 and/or National PTA Standards?) | Expected Outcomes/Metrics for Success (What will result from this activity? Must be measurable.) | Evaluation Tools (How will you know to what degree the activity is successful?) | Timeline (How long will this work take to complete?) | Person(s) Responsible (Who is responsible for completing this work?) |
| Parents and school staff need multiple interactive communication tools to provide regular opportunities for purposeful, strategic and authentic dialogue about school issues and concerns. | Newsletters will be mailed to 100 percent of our families. They will inform parents about events scheduled as well as what has taken place at MLK and our community. | Written surveys. | Monthly from October-2017 to June-2019 | Sharon Jackson Sandy Hernandez Wanda Labrador |
| Activity #2: Budget Plan | | | | |
| Code 15: Professional Salaries | | | | |

| |
|--|
| Code 16: Support Staff Salaries |
| Code 40: Purchased Services |
| Code 45: Supplies and Materials \$500 |
| Code 46: Travel/Transportation |
| Code 80: Employee Benefits – calculated as 19.75% for Code 15; 24.85% for Code 16 |
| Total for Activity #2: \$500.00 |
| Activity Reflection: <ul style="list-style-type: none"> o <i>To what extent was this activity successful?</i> o <i>What might be changed if this activity is conducted in the future?</i> |

| Activity #3: 10 Community Engagement Team Meetings | | | | |
|--|--|---|--|--|
| Rationale (How does the activity align with DCIP Tenet 6 and/or National PTA Standards?) | Expected Outcomes/ Metrics for Success (What will result from this activity? Must be measurable.) | Evaluation Tools (How will you know to what degree the activity is successful?) | Timeline (How long will this work take to complete?) | Person(s) Responsible (Who is responsible for completing this work?) |
| To continue the development of the community school model. | At least 5 parents will participate at members of the Community Engagement Team to develop recommendations based on Levels 1 and 2 metric data to support implementation of School Comprehensive Plan. | -Minutes -Attendance -Final needs assessment | Monthly meetings during the 2017-18 School Year | Sharon Jackson Eric LeRoy |
| Activity #3: Budget Plan | | | | |

| |
|--|
| Code 15: Professional Salaries |
| Code 16: Support Staff Salaries |
| Code 40: Purchased Services |
| Code 45: Supplies and Materials Light Refreshments \$540 |
| Code 46: Travel/Transportation |
| Code 80: Employee Benefits – calculated as 19.75% for Code 15; 24.85% for Code 16 |
| Total for Activity #3: \$540 |
| Activity Reflection: <ul style="list-style-type: none"> o <i>To what extent was this activity successful?</i> o <i>What might be changed if this activity is conducted in the future?</i> |

| Activity #4: 10 Parent Meetings and Workshops | | | | |
|--|---|---|--|--|
| Rationale (How does the activity align with DCIP Tenet 6 and/or National PTA Standards?) | Expected Outcomes/ Metrics for Success (What will result from this activity? Must be measurable.) | Evaluation Tools (How will you know to what degree the activity is successful?) | Timeline (How long will this work take to complete?) | Person(s) Responsible (Who is responsible for completing this work?) |
| Parents need to be able to advocate for their children. | Increase parents' knowledge, ability and skills to impact and advocate for their children's education, create a sense of belonging and increase attendance. | Attendance Feedback surveys | Monthly meetings during the 2017-18 School Year | Sharon Jackson Eric LeRoy |
| Activity #4: Budget Plan | | | | |
| Code 15: Professional Salaries 5 teachers 20 hours x \$33= \$3,300 | | | | |

| |
|--|
| Code 16: Support Staff Salaries 1 parent liaison 24 hours x \$18.75= \$450 |
| Code 40: Purchased Services |
| Code 45: Supplies and Materials Light refreshments \$450 |
| Code 46: Travel/Transportation |
| Code 80: Employee Benefits – calculated as 19.75% for Code 15; 24.85% for Code 16 \$435.07 |
| Total for Activity #4: \$4635.07 |
| Activity Reflection: |
| <ul style="list-style-type: none"> o <i>To what extent was this activity successful?</i> o <i>What might be changed if this activity is conducted in the future?</i> |

| Activity #5: End of year parent volunteer workshop | | | | |
|--|---|--|--|--|
| Rationale (How does the activity align with DCIP Tenet 6 and/or National PTA Standards?) | Expected Outcomes/ Metrics for Success (What will result from this activity? Must be measurable.) | Evaluation Tools (How will you know to what degree the activity is successful?) | Timeline (How long will this work take to complete?) | Person(s) Responsible (Who is responsible for completing this work?) |
| Parents need to have a wrap up session to reflect and evaluate the school's volunteering program. | Parents will give feedback regarding volunteering opportunities in the school. | Parents will take a survey where they will be able to make recommendations for the following year. | 1.5 hour workshop in June, 2018 | Sharon Jackson Eric LeRoy Wanda Labrador Juana Peguero |
| Activity #5: Budget Plan | | | | |
| Code 15: Professional Salaries | | | | |
| Code 16: Support Staff Salaries | | | | |
| Code 40: Purchased Services | | | | |
| Code 45: Supplies and Materials Light refreshments \$100 | | | | |
| Code 46: Travel/Transportation | | | | |
| Code 80: Employee Benefits – calculated as 19.75% for Code 15; 24.85% for Code 16 | | | | |
| Total for Activity #3: \$100 | | | | |
| Activity Reflection: | | | | |
| <ul style="list-style-type: none"> o <i>To what extent was this activity successful?</i> o <i>What might be changed if this activity is conducted in the future?</i> | | | | |

**copy and paste table to add additional activities

Part C.b:
Adoption of Parent Involvement Policy

Part C.a:
School-Parent Compact

Title I regulations require the development and communication of a school-parent compact, where responsibilities of the school, the student and the family are described and agreed upon. The compact is required to be developed in collaboration with parents and posted on the school's webpage.

This school, in collaboration with parents, has developed and shared a School-Parent Compact (check one):

- Yes
- No

This school's School-Parent Compact can be found on the school's webpage at the following link:

(insert link here)

Part C.b:
Adoption of Parent Involvement Policy

Title I regulations require that the school has its own Parent Involvement Policy **OR** that the school adopts the [District's Parent/Family Involvement Policy](#). Should the school develop its own, it must be done in collaboration with parents from the school and adopted at a SBPT meeting. Should the school adopt the RCSD's the adoption must be discussed and voted upon at a SBPT meeting.

This school has (check one):

- Developed its own Parent Involvement Policy and has adopted it by vote at a SBPT meeting
- Adopted the RCSD's Parent Involvement Policy and has adopted it by vote a

**copy and paste table to add additional activities

Grand Total of All Activities: \$

Remaining: \$

Part C.a: School-Parent Compact

Title I regulations require the development and communication of a school-parent compact, where responsibilities of the school, the student and the family are described and agreed upon. The compact is required to be developed in collaboration with parents and posted on the school's webpage.

This school, in collaboration with parents, has developed and shared a School-Parent Compact (check one):

- Yes
- No

This school's School-Parent Compact can be found on the school's webpage at the following link:

(insert link here)

Part C.b: Adoption of Parent Involvement Policy

Title I regulations require that the school has its own Parent Involvement Policy **OR** that the school adopts the [District's Parent/Family Involvement Policy](#). Should the school develop its own, it must be done in collaboration with parents from the school and adopted at a SBPT meeting. Should the school adopt the RCSD's the adoption must be discussed and voted upon at a SBPT meeting.

This school has (check one):

- Developed its own Parent Involvement Policy and has adopted it by vote at a SBPT meeting
- Adopted the RCSD's Parent Involvement Policy and has adopted it by vote at a SBPT meeting

Part D:

By signing below, we hereby acknowledge that the following collaboration has occurred in development of this Parent/Family Involvement Plan:

- ✓ Activities planned and use of funds were discussed with parents of the school's community and at a SBPT meeting
- ✓ A School-Parent Compact has been developed in collaboration with parents and is posted on the school's webpage
- ✓ The school has developed and adopted its own Parent Involvement Policy by vote at a SBPT meeting **OR** has adopted the RCSD Parent Involvement Policy by vote at a SBPT meeting
- ✓ SBPT minutes documenting discussion of the aforementioned items are submitted with this plan

| Constituent | Print Name | Signature | Date |
|--|------------|-----------|------|
| School Principal | | | |
| SBPT Parent Representative | | | |
| Parent Group (PTO/PTA/PTSO/PTSA) President | | | |
| OPE – Coordinator of Parent Engagement | | | |
| OSI – Director of Program Accountability | | | |