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Members
Gary Chartrand
Tom Grady
Rebecca Fishman Lipsey
Michael Olenick
Andy Tuck

November 30, 2016

Mr. Joseph Adkins
Columbia County School District
372 West Duval Street
Lake City, FL 32055

Dear Mr. Adkins:

We are pleased to inform you that the Bureau of Federal Educational Programs has received County's 2016-17 LEA Parental Involvement Policy.

Please be reminded that the LEA Parent Involvement Policy/Plan must meet all of the requirements outlined in Section 1118 of the Elementary and Secondary Education Act. The LEA is also required to share the contents of the parental involvement policy with parents of children participating in the Title I program. The information must be provided in an understandable and uniform format, including alternative formats upon request.

If you have questions or need additional information, please contact Tony Graham via email at Tony.Graham@fldoe.org, or by telephone at 850-245-9893.

Sincerely,

A handwritten signature in black ink that reads "Sonya G. Morris".

Sonya G. Morris

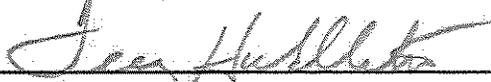
SGM/tog

COLUMBIA Title I, Part A Parental Involvement Plan

I, Terry Huddleston, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Assurances

- The LEA will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children;
- Consistent with Section 1118, the LEA will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118(b) of the ESEA, and each includes, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA;
- The LEA will incorporate this LEA-wide parental involvement policy into its LEA Plan developed under Section 1112 of the ESEA;
- In carrying out the Title I, Part A, parental involvement requirements to the extent practicable, the LEA and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and to the extent practicable, in a language parents understand [Section 1118(f)];
- If the LEA Plan for Title I, Part A, developed under Section 1112 of the ESEA is not satisfactory to the parents of participating children, the LEA will submit any parent comments with the plan when the LEA submits the plan to FDOE;
- The LEA will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools, after equitable provisions have been provided to participating private schools;
- The LEA will be governed by the statutory definition of "parental involvement" defined in Section 9101 (32), and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition; and



9.30.16

Signature of Superintendent or Designee

(Note: If this certification is signed by a designee, then the letter authorizing this person to sign in place of the Superintendent must be included with this request.)

Date Signed



Gary Chartrand, *Chair*
John R. Padgett, *Vice Chair*
Members
Ada G. Armas, M.D.
John A. Colon
Marva Johnson
Rebecca Fishman Lipsey
Andy Tuck

2015-2016 LEA Parental Involvement Adoption Page

LEA or District Name: *Columbia*

This policy was adopted by the LEA on 09/30/2016 and will be in effect for the period of one year through 09/30/2017. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before 10/09/2016.

Jay K. Ashlock

(Signature of Title I Authorized Representative)

9/13/16

(Date)

Provide evidence that the LEA PIP was developed with the input of parents and based on the evaluation of the previous year PIP.

COLUMBIA Title I, Part A Parental Involvement Plan

I, Terry Huddleston, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Assurances

- The LEA will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children;
- Consistent with Section 1118, the LEA will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118(b) of the ESEA, and each includes, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA;
- The LEA will incorporate this LEA-wide parental involvement policy into its LEA Plan developed under Section 1112 of the ESEA;
- In carrying out the Title I, Part A, parental involvement requirements to the extent practicable, the LEA and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and to the extent practicable, in a language parents understand [Section 1118(f)];
- If the LEA Plan for Title I, Part A, developed under Section 1112 of the ESEA is not satisfactory to the parents of participating children, the LEA will submit any parent comments with the plan when the LEA submits the plan to FDOE;
- The LEA will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools, after equitable provisions have been provided to participating private schools;
- The LEA will be governed by the statutory definition of "parental involvement" defined in Section 9101 (32), and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition; and

Signature of Superintendent or Designee

(Note: If this certification is signed by a designee, then the letter authorizing this person to sign in place of the Superintendent must be included with this request.)

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: The mission of the Columbia County School District's Title I program is to promote academic success for all students by creating opportunities and removing barriers for parents to become actively engaged in their child's education.

Involvement of Parents

Describe the actions the LEA will take to involve parents in the following required policies/plans:

- LEA-wide parental involvement policy (PIP)[Section 1118(a)(2)];
- LEA plan [Sections 1112 (c)(H), 1112(d)(1)]; -and
- How the funds reserved for parental involvement will be spent [Section 1118(a)(2)].

Response: The LEA promotes parent involvement as required in Title I Part A [Section 1118(a)(2)], [Section 1112 (c)(H)], and [Section 1112(d)(1)]. In order to meet these requirements a District Family and Community Involvement Council comprised of 45 members representing parents, teachers, administrators, private schools, and community representatives has been established. Schools place an open invitation for parents to join the District Family and Community Involvement Council and their School Advisory Council at Open House, the Annual Meetings, face to face, in newsletters, backpack, and on the web. From these names, two parent representatives from each school are elected to serve on the District Family and Community Involvement Council. All parents are encouraged to join together and communicate and provide input into the development of the District Five Year Plan, District Parent Involvement Policy, School Parent Involvement Policy and School Improvement Plan.

The District Family and Community Involvement Council meets a minimum of 3 times per year. The council provides input into the development, implementation and evaluation of all school related plans as required by LEA-wide parental involvement policy (PIP)[Section 1118(a)(2)],[Sections 1112 (c)(H), 1112(d)(1)]. Parents from the council volunteer to participate in one or more subgroups: Annual Meeting and Evaluation, School and District Parent Involvement Plan, Coordination and Integration of Strategies, and Building Capacity for Strong Parent Involvement. All parents are given the opportunity to review the District Parent Involvement Plan and offer input prior to approval. Attendance records and minutes are recorded to document the input from parents. Subgroups meet during the first and second semester. The subgroups report to the District Family and Community Involvement Council. When the council has approved the District Policy it is sent to the School Board and School Superintendent for review, approval, and adoption. The council is also involved in the review of the LEA's Five Year Plan.

The District Parent Involvement Plan is posted on the county website and copies are available in the County Parent Involvement Office. Schools post approved Parent Involvement Plans and School Improvement Plans on the web, copies are also available at meetings and upon request at the front office. Schools will hold several Parent Involvement Meetings throughout the year to accommodate parents schedule such as: different days of the week, times, childcare and serving food at meetings. All parents will receive a survey at the end of the school year seeking their input on activities, training and materials they need to help their child.

Decisions involving the use of Parent Involvement funds will be made during the development of the SIP by the School Advisory Council no later than the first nine weeks of school. Funds for parent involvement are usually spent on salaries and parent workshops to provide parents with the skills needed to support their children academically such as reading nights, math homework help, etc.

Technical Assistance

Describe the actions the LEA will take to provide coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and implementing effective parental involvement activities which build the capacity of parents to improve the academic achievement of their child and overall school performance [Section 1118(a)(2)(B and C) and 1118(e)(1-14)]. Include a description of the process the LEA will use to review the school-level PIP to ensure compliance with all requirements of Section 1118 [34 CFR 200.30(e)]. Include information on how the LEA will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

Response: The District Parent Involvement Contact provides technical assistance and other support to the Curriculum Resource Teachers at Title I schools. Meetings are scheduled monthly to discuss best practices and strategies related to parent involvement. Curriculum Resource Teachers return to the school to share information with faculty. Agendas, attendance records, and handouts are used for documentation.

School Improvement Plans will be developed at each school to incorporate parent involvement goals. This will be an ongoing process throughout the year.

Parents Right to Know information is printed in the back to school flyer supplement of the local newspaper, included in the first edition of school newsletters, on school websites, and/or in a parent brochures given out during the first nine weeks. Parents will also receive information during the first nine weeks of the school year on the interpretation and implementation of Parent Involvement Laws. Parents play an active role in the annual review of the school. Each parent is given the opportunity to complete an annual school survey.

School Level Parent Involvement Plans will be reviewed by the District Coordinator for compliance. School level CRT's will collaborate with school leadership to provide technical assistance regarding effective parent involvement strategies to be included in the school improvement plan. Opportunities will be made available for District Staff to attend local SAC meetings and/or Open House activities to present parent involvement information.

Schools maintain activity logs which are used to ensure activities offered provide meaningful opportunities for parents to become more involved in their child's education. Documentation will be attendance records, agendas, written comments and evaluations. The schools submit their Parent Involvement Plan to the LEA prior the LEA submitting the District Plan to DOE.

Coordination and Integration

Describe how the LEA will coordinate and integrate parental involvement strategies from Part A of Title I with other federal programs (including but not limited to Head Start, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters (HIPPY), Voluntary Pre-

Kindergarten, Title I, Part C, Title I, Part D of Title I, Title III, and Title IV, Part A) [Sections 1118 (a)(2)(D) and 1118(e)(4)].

count	Program	Coordination
1	Suwannee Valley 4C's Head Start , Early Learning Coalition of Florida and community daycares	Workshop for VPK daycare staff on what to expect in kindergarten and how they can assist in preparing the child for school. Community preschool children and parents are invited to a school tour and kindergarten screenings. Request agencies post or disseminate flyers to community businesses and churches, daycares, public library local TV station with information.
2	Public Library Literacy Program	Throughout the year curriculum resource teachers will distribute flyers and encourage families to attend literacy programs.
3	Title VI	Provides substitute teachers for grade level data meetings and extended school year for all Title I schools.
4	Evenstart	Collaborate with Evenstart to coordinate transitions programs for students entering public school
5	Title X	Parents and families are invited to all Title I workshops and meetings, provide tutoring and supplies for students.

Annual Evaluation

Describe the actions the LEA will take to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the academic quality of the Title I, Part A schools [Section 1118(a)(2)(E)].

Response: The LEA will meet three times a year with the District Family and Community Involvement Council for input into the development, implementation, and evaluation of the existing Parent Involvement Plan. Council members volunteer to serve on one or more subgroup: Annual meeting and Evaluation, School and District Parent Involvement Plan, Coordination and Integration of Parent Involvement strategies, Building School and Parent's Capacity for a stronger parent involvement. Sign in sheets and Minutes are recorded to document the input from parents. Subgroups meet the first and second semester. The subgroups report to Council members at regularly scheduled council meetings.

District Family and Community Involvement Council's Annual review and evaluation subgroup reviews the District plan and practices, and revises the PIP as needed based on the information from surveys, parent participation and face to face interviews. The committee will identify barriers to parent participation and present the findings to the Family and Community Involvement Council in March/April. The findings will be documented in the minutes. This will be addressed each year with the input from parents, business, community leaders and stakeholders at the Family and Community Involvement Council. The LEA will use the findings to design strategies for more effective parent involvement.

Based on the survey, participation data and school demographics the subgroup felt the majority of barriers to greater participation could be summarized as follows:

*Work schedules

*Schedule conflicts of other children

*Time of event

The PIP was revised with these strategies for the 2015-2016 school year, which will address barriers.

Continue to provide flexible days and times for parent and teacher meetings.

Plan at least one Parent Involvement activities that provide childcare and/or child appropriate activities.

Work towards planning at least one Parent Involvement activity in collaboration with community partners to offer easier access to events.

Curriculum Resource Teachers collect climate surveys from their parents and staff to assist them in determining the effectiveness of their school plan to improve student academic achievement and performance. Each School Advisory Council will identify barriers to greater participation at the end of the school year. Each school will maintain and submit to the LEA a copy of the plan along with agendas, minutes and attendance sheets of the annual review with parents.

The LEA will offer Technical Assistance in creating and revising school plans to each Curriculum Resource Teacher.

The District Parent Involvement Plan and the School Parent Involvement Plans will be made available at the District Office, each school and on the Web.

Building Capacity

If the LEA plans to implement LEA-wide activities, describe the actions the LEA will take to build the

schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Sections 1118(a)(2)(C), 1118(e)(1-14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	State's academic standards Grade level Curriculum Nights	All Title I schools Teachers and Staff	Provide information to parents on content of standards	October 2016	The number of parents attending the Grade Level Curriculum Nights will show an increase of at least 2%.
2	State and local assessments Distribute hard copy documents related to FCAT and FAIR	All Title I Schools Grade level teachers, Curriculum Resource Teacher	Provide information to parents on the state assessments and child's progress	Sept 2016- Jan 2017	Flyer samples, emails from CRTs and parent conferences will indicate that 100% of parents will be notified about local assessments.
3	Kindergarten Expectations Kindergarten Orientation	All Title I Schools Kindergarten teachers, Curriculum Resource Teacher	Provide information to parents on what is expected and what is tested in kindergarten	April 2017	Sign in sheets from K registration, flyers, and program participation
4	School Reading Nights	All Title I Schools, Curriculum Resource Teacher	Student achievement on FCAT, FAIR, STAR	Sept 2016- May 2017	Sign in sheets, program materials, and the number of parents that attend
5	District Parent Committee Meeting	District Parent Involvement Contact	Improve the ability of Parent Involvement staff and school staff to work effectively with parents	Aug 2016- May 2017	Minutes from the quarterly meetings of the Columbia County Family & Community Involvement Council Meeting will reflect an overall increase in attendance.
6	Parent Computer	Curriculum Resource Teacher	1 computer/printer at each Title I school for parent access	Ongoing	Log of usage of parent portal at each school will show an increase in parent use by the end of 2013-2014 school year.
7	Produce and distribute school newsletter which will increase parents' knowledge of the curriculum, instruction, and assessment used at the Title I schools to improve academic achievement.	Curriculum Resource Teacher	Effective strategies include communicating with families about school programs and student progress through effective school-to-home and home-to-school communication	Aug 2016- May 2017	Each Title 1 school will include curriculum/instruction/assessment information in a minimum of 4 newsletters sent home.
8	Parent Involvement Paraprofessional	Parent Involvement Paraprofessional	The Parent Involvement Paraprofessional will be available	Ongoing	Increase in parent contact through activities such as School newsletter, parent resource

	at each Title I school		at each Title I school to assist the Curriculum Resource Teacher with Parent Involvement activities		checkout, and use of parent portal.
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Staff Training

Describe the professional development activities the LEA will provide, with the assistance of the schools and parents, to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	The Importance of Parent Involvement	Curriculum Resource Teacher	Increased student achievement and attendance at school	First semester	Increased communication between parent and teachers indicated by increased parent/teacher contacts on sign in sheets and parent conferences.
2	Building ties between Home and School	Curriculum Resource Teacher	Increased student achievement and behavior at school	Throughout the year	Increase in favorable responses to survey indicating that communication takes place
3	Volunteering	Curriculum Resource Teacher	Increased student achievement	August/September	Increase in volunteer hours indicated by sign in sheets.
4	Communicating and Working with Parents	Curriculum Resource Teacher, Reading Coach	Increased student achievement and behavior	Throughout the year	Increased communication between parent and teachers indicated by increased parent/teacher contacts on sign in sheets and parent conferences.
5	Implementation and Coordination of Parental Involvement	Title I Coordinator	Increased student achievement and attitude toward school	Monthly during 2016-2017 school year	Through the effective training of CRTs, Parent Involvement will increase district wide will increase.

Communication and Accessibility

Describe how the LEA will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the LEA plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

Response: All mailings, Title I information, and district/school documents will be made available to parents in English. Other languages are available upon request. Parent

conferences and meetings will be translated as needed by bilingual staff. The District Parent Involvement Plan is posted on the District website. Each School's plan will be posted on the school's web site. If needed, American Sign Language and Braille translations can be provided for those families who would benefit from the services.

The school will have opportunities both during and after school to encourage parent involvement. Activities will be advertised on the school marquee, in the local newspaper, in the school newsletter, and through notes or flyers sent home with students. The School Messenger phone/email/text system will be used to promote family involvement activities. Parents are encouraged to utilize the school website where activities and parental resources are available electronically. Parents will have web access at each school through their parent computers available at each Title I school.

Parents are also provided regular reports of academic progress through report cards, progress reports and completed assignments. Invitations to school meetings and conferences go home by backpacks. If needed, a Response to Intervention Plan is developed and discussed with the parent. Regular RtI meetings are encouraged as follow up to the strategies outlined to check on progress. If an interpreter is required, a guidance counselor is available to assist to ensure that the needs of the parents and students are met.

Discretionary Activities

The LEA parental involvement policy may include additional discretionary activities that the LEA, in consultation with the parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement [Section 1118(e)]. Check here if the LEA does not plan to implement the discretionary parental involvement activities. Check all activities the LEA plans to implement:

Not Applicable

Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

Uploaded Document

Evaluation of the previous year's Parental Involvement Plan

Building Capacity Summary

Provide a summary of the activities offered to help build the capacity of parents improve their children academic achievement [Section 1118(e)(1-2)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Curriculum Night	17	704	Building relationships with families-- Increase student achievement by training parents to understand the state standards.
2	Reading Night	48	1445	Building relationships with families-- Increase student achievement by training parents how to use reading strategies with their children. Allow opportunities for students to take AR tests.
3	Science Night	8	678	Building relationships with parents. Increasing their knowledge of Science Standards. Providing resources to do science experiments.
4	District Parent Committee Meeting	4	210	Improve the ability of Parent Involvement staff and school staff to work effectively with parents
5	Community Activity	5	1119	Building relationships with parents. Providing an alternative venue to work with families and provide information on how to help their child academically.
6	Kindergarten Roundup	7	350	Provide information to parents on what is expected in kindergarten.
7	School Newsletters	75	29614	Provide information to the parents on school activities, school programs, school progress and other information necessary to promote parent communication.
8	Title I Brochures	10	5326	Provide information to the parents on Title I and Parent Rights.
9	Family Fun Activities (Carnivals, Donuts with Dads, Tea/Luncheon)	34	2847	Building relationships with families-- Increase student achievement by training parents to understand strategies to work with their children. Quick workshops are held before each fun event. Parents attend the training before being released to have family time with their children
10	Open House	21	4618	Building relationships with families—Meeting school staff, procedures, receiving Title I information, and other appropriate information to use throughout the school year. Parents will know who to contact and how to communicate with the school.
11	Parent Teacher Conferences	583	5191	Provide information to parents on student progress.

Staff Training Summary

Provide a summary of the professional development activities provided by the LEA to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118(e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
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1	The Importance of Parent Involvement	8	696	Increased student achievement and attendance at school
2	Building ties between Home and School	8	348	Increased student achievement and behavior at school
3	Volunteering	8	696	Increased student achievement
4	Communicating and Working with Parents	8	696	Increased student achievement and behavior
5	Implementation and Coordination of Parental Involvement	8	696	Increased student achievement and attitude toward school

Private School Summary

Provide a summary of the parental involvement activities provided for private schools implementing a Title I, Part A program [Section 1120(a)(1)]

count	Content and Type of Activity	Number of Participants	Schools Participating	Anticipated Impact on Student Achievement
1	Contracted provider meets parents at the beginning and end of each year to discuss the academic plan	38	All Private schools(A+ Academy, Epiphany Catholic, Lake City Christian Academy)New Generation	Increased awareness of child's needs, expectations, and student progress increases student achievement.

Barriers

Describe the barriers which hindered participation by parents in parental involvement activities during the previous school year. Include the steps the LEA will take during the upcoming school year to overcome the barriers and design more effective parental involvement policies (with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(2)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Work Schedules	Flexible meetings
2	Activities of other children	Provide Daycare during events when needed
3	Event schedule	Community Events

Best Practices (Optional)

Describe the parental involvement activity/strategy implemented during the previous school year that the LEA considers the most effective. This information may be shared with other LEAs as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
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Family and Community Involvement Council Meeting
Agenda
February 3, 2016
Quail Heights

TOPIC	NOTES
WELCOME	Yvette Hooper Office of Parent Involvement
MINUTES	The minutes were accepted by a motion from Lisa Lee. Tom Lashley seconded the motion and the group voted unanimously to accept.
ASSISTANT SUPERINTENDENT OF SCHOOLS-NARRIE SMITH	Ms. Smith shared the accreditation results. The accreditation team was very complimentary of the school district. They went to the schools on Tuesday and visited classrooms. One thing that stood out to them was the excellent behavior of the students. The accreditation forced the district to look at the current practices with a microscope lens. This enabled the teams to see for themselves where improvements were needed. Our Superintendent had already mentioned that he wanted us to renew our vision and mission statement. The accreditation team agreed and wanted us to come up with a unified plan or strategic plan for our district. Ms. Smith shared that the accreditation team compared our district with other districts around the world. The district should be very proud of the report.
PRESENTATION OF BEST PRACTICES	Ms. Hooper asked the schools to present parent involvement best practices that have been successful. In the past, schools have shared ideas and learned from each other the types of things that are super effective. Schools have even combined ideas from multiple places into one event.
EASTSIDE-NANCY GLASS	Readingworks.org—Free Access reading passages—all levels CRT prepares folders for supported literacy at home Child receives treats for completing and returning folder to school Parents learn about this opportunity through parent conferences and via the newsletter. The newsletter has a tear off portion to request the materials. This has been very successful even with students requesting the materials.
FIVE POINTS-JAYNE EARLE	Five Points gave out a summer bridge book. They began by having a workshop for parents to explain the activities and give out information on prizes that could be earned. They also fed the parents after the workshop. Approximately 30 parents signed up and almost 100% turned the completed workbooks back in. They have noticed that the workbooks helped these students significantly. The summer bridge books covered all core areas as well as social studies and writing. An anonymous donor provided a table and a bicycle as prizes. Names from students that participated were placed in the drawing.

TOPIC	NOTES
<p>MEROSE PARK-ANDREA COX</p>	<p>At MPE we hosted a Science Parent Night where each grade level took and created a station that exhibited some type of hands-on science activity (edible rocks, goo, density with oil and water, etc...) and then the students received a ticket/punch card. They had to rotate around the stations and participate in a minimum of four to receive a free science fair board, labels, and construction paper to create their science fair project. The parents loved it and it was a huge success.</p> <p>The other item that has been a hit is our Sight Words Folder for Kindergarteners. We assemble a folder that has games on one side, ways to practice sight words, and the sight words. The other side has sight words flash cards.</p>
<p>NIBLACK-TESS SOTO</p>	<p>Niblack hosted a picnic type event at the beginning of the year. Parents enjoyed this event and Niblack had great attendance. They also did individual math workshops (primary and intermediate) using ideas from last year's Best Practices presentations at the Family Involvement meeting. Niblack combined ideas from Eastside and Ft. White to create their own unique Math workshops. These were very successful.</p>
<p>RMS-NARVETTE KELLY</p>	<p>Parent Involvement at Richardson Middle School</p> <h2 style="text-align: center;">Parent University</h2> <p>What is "Parent University"?</p> <p>Parent University is an initiative designed collaboratively by RMS Classroom Teachers, RMS Instructional Coaches, the RMS Parent Involvement & Curriculum Resource Teacher, and RMS Administrators to equip parents with the necessary information and training to support their children in the transition to the Common Core standards in core content areas. The planning and preparation was spearheaded by Mrs. Latoya Stills, an 8th grade English Language Arts Teacher at Richardson. Designed based on the <i>Parent Standards Toolkit</i> created by the Florida Department of Education, information from the toolkit was combined with information pertaining specifically to academic success at Richardson Middle School to create a series of sessions that would equip parents with the knowledge and skills needed to help their children have a successful Richardson Middle School experience.</p> <p>How does "Parent University" look at Richardson Middle School?</p> <p>On the evening of Tuesday, September 29, 2015, Parent University was held at the school. The Introductory Session took place in the Richardson Middle School auditorium. In the introductory session, the principal welcomed parents to the event and general</p>

TOPIC

NOTES

information about how the evening would flow was shared. The format of Parent University consisted of breakout sessions that parents would rotate through. The parents were placed in two tracks - parents of students in the SAIL program, and regular education students not participating in the SAIL program. Parents were given resources and helpful information in breakout sessions, 15 minutes in length, based on the following topics:

- English Language Arts
- Mathematics
- Parent Involvement - being involved in your child's education
- Success in the RMS SAIL Program (SAIL Parents Only)
- Common Core Standards - How to work with your child at home(non SAIL parents)
- FSA Testing
- Clubs, Activities, and Athletics at RMS

In order to encourage parent participation, child care was provided for preschool and elementary aged children. The younger children participated in organized activities under the supervision of Richardson Middle School staff members. Homework help was made available by RMS teachers for Richardson Middle School students who accompanied their parents to the event.

At the conclusion of the sessions, parents were given an opportunity to sign up for Parent Portal in the RMS Cafeteria, and opportunities to sign up to become a School Volunteer were provided. Parents also completed a survey of their experience. All parents who remained until the end of the evening were entered in drawings for a series of small door prizes.

What were the results of the initiative?

Approximately 30 families attended. This is the feedback shared by parents who attended based on the completion of exit surveys:

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<p> <ul style="list-style-type: none"> • What did you enjoy most about Parent University? Information was greatly appreciated & very informative Everything The information folder Friendly, helpful attitudes of staff Apparent commitment to student performance & parent involvement It was informative Education on what's going on in the school It was really helpful Information about the testing. I had no idea so much was required I thought it was enlightening Everything Very informative The chance to ask questions was great. Thank you for taking the time. The communication </p>	<p> <ul style="list-style-type: none"> • What other topics would you like at the next meeting? STEM Classes School Policies and Procedures More about FOCUS Portal Bullying How to help students at home with Math, Language Arts, etc. Science Fair Typing/ Keyboarding Extracurriculars Parent Resources Volunteering PTO </p>
<p> <ul style="list-style-type: none"> • What changes would you like to see us make to the event? Longer sessions Have a question time afterward Can't think of anything at this time Nothing Interactive presentations If it grows, grade level sessions might be great! More advanced notification </p>	<p> <ul style="list-style-type: none"> • General Comments: Very informative! Well done! If you had full sessions, I'm not sure how it would have gone </p>

Next Steps...

We look to strive for greater attendance in the future, yet, the event was such a success among the parents who did attend that the decision was made to host another "Parent University" in the Spring Semester. Ironically, the parents who attended liked the more

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	<p>intimate atmosphere created by having only a small number of parents in each session. In keeping with the "Parent University" theme, for our subject area nights, we are infusing components of Parent University into the evening events, and including Parent Conference components where the information gained can be specifically connected to the performance of the students. Parents will be given opportunities to ask questions specific to their child's progress in relation to learning standards and their children's progression at Richardson.</p>
<p>SUMMERS-LORI ROBINSON</p>	<p>The information for the Traveling Sea Mobile is:</p> <p>Gulf Specimen Marine Laboratories 850-984-5297 P.O. Box 237 Panacea, FL 32346</p> <p>http://www.gulfspecimen.org</p>
<p>COMMITTEE REVIEW</p> <ul style="list-style-type: none"> • BUILDING CAPACITY • COORDINATION AND INTEGRATION • ANNUAL MEETING AND EVALUATION • SCHOOL AND DISTRICT PARENT INVOLVEMENT PLAN 	<p>Each committee met to determine necessary changes for the 2016-17 year. Each team had a talking points guide as well as the evaluation summary from the 2015 school year.</p> <p>Coordination and Integration- Present members-Nancy Glass, Janora Crow, Jamie Revis, April Bolkosky, Sherri Daar</p> <p>School and District Parent Involvement Plan- Tina Matsabura, Jennifer Freeman, Jayne Earle, Robert Cooper, Lori Robinson, Lisa Lee</p> <p>Changes were made and voted on for the year 2016-17.</p> <p>Annual Meeting and Evaluation- Andrea Cox, Tess Soto, Rachel Umstead, Michelle Mann, Janna Hornbaker</p> <p>Building Capacity-Narvette Kelly, Don Heeke, Mary Keen, Denyse Vieira, Tom Lashley, Sheri Daar, Kelly Trimble</p>
<p>MR. HUDDLESTON</p>	<p>Mr. Huddleston shared that the district has agreed to a new bus contract. With this contract, technology will be enhanced to do the following:</p> <ul style="list-style-type: none"> • Parents will be able to locate the bus via a parent portal at any time. • System will interface with the Sheriff's department to keep students safe. • Parents, when worried about late buses can go on the parent portal to see where the bus is located.

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Mr. Huddleston also shared information on the district's request to change RMS to a 6th grade center.

- Goals are to protect the innocent upcoming 5th graders as they transition to 6th grade.
- Eliminate 'out of zone' requests (currently at 150 LCMS and 50 RMS)
- In order to pay teachers more, the district must reduce staff. This will be done through attrition. This year the district has a huge population of retirees which will make this transition easier.
- District has gone from 3.5 million in the red to 2.75 million in the black. The school board had to borrow 2 million to meet payroll. The district has made many cuts. There are no more places to reduce costs.
- The change will cut 1.5 million from the budget. This will help provide raises to teachers.
- Even though the state increases funding, they categorize the funds which doesn't allow for salaries.
- Transportation is currently funded at 40%. The district has to pick up the rest.
- CCSD insurance is \$514/family per month taken out of 20 checks while next door at SCSD the insurance is \$918 per family per month taken out of 24 checks.
- The district plans to expand Title I schools to all elementary schools next year.
- The Robotics program has grown. Next year the district plans to have robotics in grades K-3. Expo at Florida Gateway February 6, 2016. 10:00 am -4:00 pm

School & District Parent Involvement Plan Sign in Sheet

Tina Mataubera	• S-PIP D-PIP - Front
Ornida Julian	back colorful - bulleted
Laura Puleo	Brochure
Robert Cooper	• Barriers - Language in
Lori Robinson	plan needs to be parent appropriate
Jusi De Lee	• Continue to hold parent nights
	• Put copy of plan - Highlights about's etc. in the
	Book to school Newspaper

Date _____

School & District Parent Involvement Plan Sign in Sheet

Date _____