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The following is to ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

Assurances

The above named school agrees to the following assurances:

- ✓ Involve parents of children served in Title I, Part A in decisions about how Title I Part A funds are spent;
- ✓ Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;
- ✓ Jointly develop/revise plan with parents and make available to the local community;
- ✓ Involve parents and families in planning, reviewing, and improving schoolwide program plan;
- ✓ Use the findings of the parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan;
- ✓ Provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals;
- ✓ Notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher(s) who is out of field;
- ✓ Provide each family with an individualized student report about the performance of their child(ren) on the State assessments [ESEA Section 1116]

Mission Statement

1. Does the mission statement include: How the parent and family engagement plan is a shared responsibility?

How the parent and family engagement plan will assist in providing high quality instruction for all learners? Winegard Elementary is committed to developing successful students who are equipped with 21st century skills. The staff believes that the involvement of parents and community members is essential to student achievement. We, therefore, commit to involve all stakeholders in our students' education and encourage participation in all school activities. Winegard commits to inviting all parents to join the School Advisory Council where they will be able to review, plan, and improve on school programs. The Parent Engagement Liaison will work collaboratively with community members to provide high interest, high quality workshops so that parents can support education at home for all learners. We will host multiple curriculum nights aligned to grade level standards to demonstrate effective instructional strategies as a bridge between home and school.

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Involvement of Parents

2. Does the plan include:

How the school will involve the parents and families in an organized, ongoing, and timely manner in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used [ESEA Section 1116]?

Winegard Elementary will inform parents, and invite their active partnership in the education of their child in an organized, ongoing, timely manner. We will utilize a variety of methods to assure all parents receive open communication in the manner they are available to receive it. Examples include:

- *School to home communication in English and other languages
- *School Website
- *Weekly Patriot Press Newsletter
- *Student Agendas
- *School Marquee Posts
- *Connect Orange Messages
- *Emails
- *Texts
- *And other best known practices as needed

We believe that parents should be involved in all aspects of Title 1 programs and all meetings, including the Parental Involvement Plan discussion meeting. Winegard Elementary encourages parents to attend and participate in meetings. The Title 1 Committee will work in conjunction with the School Advisory Council to review, plan, and improve school programs. The principal and the Title 1 contacts will provide agendas and reminders of meetings (via Connect-Ed messages, flyers, and weekly email newsletters) to encourage participation. During the annual Title 1 meeting, parents will be educated on the purpose and requirements of being a Title 1 school and the parental involvement budget. Parents, teachers, and staff shall provide input for using these funds. Parents will be notified of Title 1 programs through the school website, flyers, meeting agendas, Connect-Ed messages, and weekly email newsletters. Curriculum family nights (by grade level), faculty meetings, PTA meetings, and SAC meetings will also have time allocated for an update on the PFEP. Minutes will be kept for all meetings held, as well as sign in sheets for attendance. A meeting will be held in the spring of each year to review the Title 1 Parental Involvement Plan, Title 1 budget, School Improvement plan, and Student/Teacher/Parent compact. The annual Title 1 Parent feedback survey will also gather parental involvement input.

Coordination and Integration with Other Federal Programs

3. Does the plan include:

How the school will coordinate and integrate parent and family engagement programs and activities?

How the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home [ESEA Section 1116]? Winegard Elementary will coordinate and integrate parent engagement programs and activities through our Parent Engagement Liaison, Mrs. Muchow. Our Family and Community Engagement Committee will plan and implement a variety of linked to learning programs and events to train parents on how to help their children at home. The Parent Engagement Liaison will work collaboratively with community members to provide high interest, high quality workshops so parents can support education at home for all learners. We will host multiple curriculum nights aligned to grade level standards to demonstrate effective instructional strategies as a bridge between home and school.

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	Please refer to the detailed outline below for each school-based program.			
Program	Coordination			
Pre-K Varying Exceptionalities ESE - IDEA	The school will collaborate with the Title 1 office and district level office to coordinate transition for students entering regular kindergarten and other VE, ESE, and IDEA programs. Supplemental instructional support provided by Title 1 will be discussed with parents during the development of the students IEP. The school will hold meetings with parents, VPK teachers, and Kindergarten teachers to discuss the needs of the students and the skills that will be needed in kindergarten. The VPK teacher will coordinate with the kindergarten teachers to transition the VPK students by visiting the kindergarten classrooms in the spring.			
Title I	Title 1 funds are used to support the core curriculum, staff development, tutoring, and supplies for parent involvement (SAC meetings and monthly Family Nights). The Principal and Title I Contact will Coordinate with the Title I office for these events.			
Title II	Title II funds support professional development needs of the staff as it related to Parental Involvement, Professional Learning Communities and Staff Development. Staff training will be held at least four times to train the teachers in effectively using parental involvement modules. The information gained from these trainings will be shared with parents in SAC meetings and parent teacher conferences to keep parents informed about Florida Standards.			
Title III	Title III funds provide support for ELL students. We have a Title III bilingual paraprofessional dedicated to supporting students in all grade levels with a focus on those preparing for the FSA. Funds also provide support for ELL students in the Saturday School Program.			
Title X	The Title X funds are to assist any of our students who are homeless. The school will provide immediate enrollment, transportation, school supplies, free meals, and any other needed support with the help of the McKinney-Vento Program.			

Annual Parent Meeting

4. Does the plan include: A description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school's Title I program? A description of the nature of the Title I Program that is shared	Winegard Elementary will present an annual Title I Meeting to families and community members so that all stakeholders are well informed and united in vision regarding the Title I Program at our school. A well-organized program planned with specific steps will be utilized to assure a thorough information session is provided. This will include the following: Participants will sign in and be provided with an agenda. They will view a guided power point presentation with our Title I Compliance representative. The information contained in the presentation will inform and educate participants about How Title I schools are designated, how they receive funding and how that funding is used to support learning. Parental rights, information on Adequate Yearly Progress, school choice and resource information is provided as well as the school compact. Parents are given the opportunity to ask questions. Translation is provided throughout the meeting.
with parents (schoolwide or targeted assistance)?	Parents and community member stakeholders are informed of the mission of the Title I Program by the following statement as shared in the power point:
A description of how the meeting will cover adequate yearly	Title I schools receive services from the largest federal aid to education program in existence. Title I has been in existence since 1965 and continues to level the academic playing filed for children victimized by poverty Title I funds

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progress (AYP), school choice, and the rights of parents are covered at the annual meeting?

provide services and educational programs to help students achieve. Title Immigrant Programs administer in excess of 500 million in federal funds to school districts and agencies in Florida for high quality supplemental instruction and support services for educationally disadvantaged children. Our mission is to provide leadership and technical assistance to local education agencies and local operating agencies to implement programs and services that ensure that all children obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments, We provide service to local school districts, agencies, private schools, and local Homeless Programs.

Please refer to the outline below that details the specific steps Winegard Elementary will implement to conduct the Title I Annual Meeting.

Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Notices sent home to parents in English and/or other languages	Title I Coordinator, PEL	Sept. 2019	Copy of notice
Title I Annual Meeting date posted on the school Marquee	School Administrators	Sept. 2019	Picture of marquee
Title I Meeting advertised in the Patriot Press school newsletter	Title I Coordinator, School Administrators, PEL	Sept. 2019	Copy of newsletter
Reminder offered via Connect Ed	School Administrators	Sept. 2019	Copy of message
Title I Meeting agenda and presentation materials, and sign in sheets developed	Title I Coordinator, PEL	Sept. 2019	Copy of agenda, power point intro page, copy of sign in sheet
Title I Meeting Conduction	Title I Coordinator, PEL and Translator	Sept. 2019	Copy of agenda, handouts, pictures
Title I Compliance documentation maintained	Title I Coordinator, PEL	Sept. 2019	Copies of documentation

Flexible Parent Meetings

5. Does the plan
include:
How will the school
offer a flexible number
of meetings, such as
meeting in the morning
or evening?

Winegard Elementary recognizes that our parents have diverse work/home schedules as evidenced in recent parent surveys. Many of our events are planned at various times so that all parents have the opportunity to attend. During the first and third semester of school, parent conferences are scheduled to discuss students' progress. Winegard has designated certain days for parent conferences. Conferences will be scheduled in the afternoon from 2:45pm to 6:45 pm. If a parent is unable to attend, teachers will work with parents to accommodate work/home schedules. Conferences may be scheduled in the morning, afternoon, night, or during teacher planning time. Phone conferences

How will the school provide, with Title I

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funds, transportation, child care or home visits, as such services relate to parent and family engagement [ESEA Section 1116]? are another option that parents may choose. Winegard also hosts grade level presentation evenings frequently on campus. Translators will be offered at all events where families are invited, including conferences, family events, and other meetings (as needed). Free Parent English classes are offered once a week in the am and the pm. Parent Life Skills Workshops are also offered in the mornings, to allow those who cannot attend evening trainings and events the opportunity to obtain the same skill building offered in the evenings. Weekend parent related meetings and workshops are also offered for those with busy weekday schedules. We will provide bus transportation to a district provided Parent Academy. We will also offer off campus PTA meetings and family events for those who not comfortable with on campus activities

Building Capacity

6. Does the plan include:

How the school will implement activities that will build the capacity for meaningful parent/family engagement?

How will the school implement activities that will build relationships with the community to improve student achievement?

How the school will provide material and training to assist parents/families to work with their child(ren)?

How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?

Winegard Elementary is a family friendly school! We welcome and embrace every opportunity to build and enrich the capacity of all our stakeholders. Our Parent Engagement Liaison assures enrolling families receive personalized orientation, maintains current information regarding school and community family events, provides free English classes and parent workshops, and sponsors at least one Parent Academy event and at least one virtual Parent Academy event. The PEL also provides and maintains a family resource center for parents to visit and receive needed materials to support education as well as free community resources and services. The heart of our school is the positive relationships we have with our families and community members. Together we have done great things and commit to challenge ourselves to go above and beyond expectations. We have established our first Family Resource Center. Community members and Partners in Education have been extremely generous in donating nearly all the resources and materials we have for families at no cost. These items include clothing, food, school supplies, tutoring, volunteers, counselor, job training and preparation, student incentives and rewards and on site trainings. In turn, our families have shown their gratitude by creating thank you notes, posters, letters, and have even created file folder games they can check out. The Family Resource Center has quickly become a buzzing hub of parent workshops, community meetings, socials, and resources to boost academic success. Our ELL parents are able to attend free English classes thanks to the support of our volunteers with the Adult Literacy League and Discovery Church. The Orlando Public Library also provides literacy workshops to model effective shared reading strategies for families. Lockheed Martin provided 34 Math mentors who visit campus twice weekly to support our students and offer assistance for take home materials for parents. T Mobile, Target and Discovery Church also provide much needed resources for our families so that they can provide positive support for their children at home. Indeed, it takes a village to raise a child. Our families have the assurance that if they reach out to our Parent Engagement Liaison or visit to our Family Resource Center, they will receive what is needed for their family.

Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Meet the Teacher	Administration, Teachers, PEL	A positive rapport is established, classroom and campus policies and	Aug. 2019	Flyers, newsletter, marquee, Connect Orange
		procedure are introduced		campus pictures,

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				handout samples
Open House and Title I Annual Meeting	Administration, Title I Coordinator, Teachers, PEL	Focus on student performance and achievement, sustained engagement	Sept. 2019	Flyers, newsletter, school marquee, Connect Orange, agenda, minutes. pictures, compacts
Free English Classes	PEL	Parents will learn the English Language and how to support literacy at home	Ongoing	Flyers, pictures, sign in sheets, surveys, and pictures
School Advisory Council Meetings PTA Meetings, and PLC Meetings	Administration, Teachers, PEL, Parents, Community Members	Intense focus on academic achievement, sustained family and community engagement and partnership in decision making	Monthly	Flyers, marquee, agenda, minutes, sign in sheets, pictures
Parent Workshops	PEL	Intense focus on literacy support at home for ELL Families	Monthly	Flyers, agenda, sign in sheet, pictures
Report Card Conference Nights	Classroom Teachers	Teachers will conduct individual conferences to discuss student progress toward benchmarks and share individual needs.	Nov. 2019 Jan. 2020	Newsletter, marquee, Connect Orange, Conference / Parent Communication Logs, School Compact follow up
Family Curriculum Nights	Instructional Staff	Parents will interact with instructional staff and their children while learning a targeted new skill.	FALL Oct. 2019 Nov. 2019 SPRING Feb. 2020 April 2020	Flyers, marquee, newsletter, Connect Orange, sign in Sheets, handouts, pictures
Newsletter, Marquee, Website, and Connect Orange	Administration	Parents and students will have current access to school related events and activities.	Ongoing	Sample copies of newsletters
Multicultural Family Night	Administration, Teachers, Parent	School personnel, families, and	May 2020	Copies of newsletter,

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1	Representatives, and	community	flyers, marquee,
	community members	-	Connect
		to celebrate	Orange, sign in
		diversity.	sheet, survey,
		understanding, and	pictures
		tolerance	

Staff Development

7. Does the plan include:

A description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff:

- with the assistance of parents/families, in

- with the assistance of parents/families, in the value and utility of contributions of parents/families?
 in how to reach out to, communicate with,
- and work with parents/families as equal partners?
 in implementing and coordinating parent/family programs, and in building ties between parents/families and

the school [ESEA Section 1116]?

Winegard Elementary is dedicated to building the capacity of all our faculty and staff. We provide a variety of onsite professional development activities to educate our leadership team, teachers, specialized support personnel, paraprofessionals, and other team members. All personnel are encouraged to attend district training specific to their position as well.

In additional to academic training, all personnel receive Title I training to build capacity in parent and family engagement. As a title school, it is vital that we are all united in our support for student academic success The contributions of parents and families as education partners is vital in assuring every possible resource has been provided for students at school and at home. We are all in this together in training today's youth to be tomorrow's confident, competent leaders.

Below is a detailed outline of the four Title I training modules we use throughout the year to train all of our faculty and staff in making that positive connection between home and school.

Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families	PEL	Improved school staff resources to create a welcoming school environment, understand and value the importance of parent and family engagement, and maintain strong school to home partnerships	Oct. 2019	Sign-in sheets, exit slips

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Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School	PEL	Improved ability of staff to work with parents and families	Dec. 2019	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs	PEL	Increased parent and family participation in school activities which support student achievement	Feb. 2020	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents	PEL	Improved relationship, communication and collaboration between parents and school	April 2020	Sign-in sheets, exit slips

Other Activities

How other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their

child(ren) [ESEA

Section 1116]?

8. Does the plan

include:

Winegard Elementary is fortunate to have a generous supply of time, talent, and resources to support our parents, families, and students with their needs. The following are some of the resources we provide to support families in their desire to have more personal, meaningful engagement in the education of their child.:

- Family Resource Center
- Food Pantry
- Exceptional Student Services
- Behavioral Support Services
- English Classes
- Parent Workshops
- District Parent Academy and Virtual Academy events throughout the vear

Below are specific activities designed to promote and support parents and families in more personal, meaningful engagement in the education of their children

	Critiaren.		
Activity/ Task	Person Responsible	Timeline	Evidence of
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			Effectiveness
Family Resource	PEL	Ongoing	Flyers, sign in sheets,
		1 -1.9-1.0	survevs
Center			00

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Food Pantry	School Counselor, PEL	Ongoing	Pantry Log
Exceptional Student Services	MTSS/Staffing Specialist	Ongoing	Data
Behavior Support Services	Dean	Ongoing	Data
English Classes	PEL	Ongoing	Sign in sheets, surveys, pictures, data
Parent Workshops	PEL	Ongoing	Sign in sheets, surveys, pictures, data
District Parent Academy and Virtual Workshops	PEL	Ongoing / School hosting one of each	Newsletter, flyers, sign in sheet, survey, pictures

Communication

9. Does the plan include:

How the school will provide timely information about the Title I programs?

How the school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?

How, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?

How the school will submit parents/ families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]? Winegard Elementary will maintain timely communication in multiple languages about Title I programs through the following methods:

- Hosting a Title I Annual Meeting
- Conducting one on one New Parent Orientation for parents new to the school to orientate parents to school resources and the Title I Program.
 A Welcome to Winegard take home pack will also be provided for further home reference.

Administration and other faculty members will support parents' understanding of Title I information via translation as needed. Parents will be educated on the curriculum, policies, and procedures as well as assessments and be shown how those assessments measure progress indicate expected progress. Parents are informed about Title I programs to support students and families. Several communication techniques used to convey information about Title I programs include:

- School Compact
- Report Card Nights
- Progress Book
- Student Planners
- Regularly scheduled SAC/PTA meetings
- Parent Conferences
- Newsletters/ Connect Orange Messages/Marquee

Winegard Elementary provided monthly SAC meetings. Meetings are advertised school wide via newsletter, flyers, the school marquee, and Connect Orange. PTA meetings are also held at least quarterly with the same advertisement to encourage parent participation. We value the input of our parents in decision making related to the education of their children. The perspective of our parents is valuable in helping administration learn the needs of our students and families from a personal dialogue. Parents are also invited and encouraged to provide suggestions at conferences, in surveys, and through our Parent Comment Box located in the main office. The school will submit parents/families comments if the school wide plan is not satisfactory to them at the next SAC meeting to collaborate for review, revision and resolution.

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Accessibility

10. Does the plan include:

A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?

A description of how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand? Winegard Elementary will provide full opportunities for participation in parent/family engagement activities for all parents and families by providing multiple opportunities for access by:

- Providing translation in written information, Connect Orange messages, conferences, meetings, and events for ELL families.
- Offering multiple times during mornings, afternoons, and evenings as well as alternating days for parents and families to participate.

We will share information related to school/family programs, meetings, school reports, and other activities in an understandable uniform format and in languages parents can understand. The methods used will be:

- School Newsletter
- School Website
- Student Planners
- Emails
- Texts
- And other know best practices as needed

Discretionary Activities (optional)

11. Does the plan include:

Any activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)

Winegard Elementary explores every opportunity to provide the maximum support for our students and their families. Title I, Part A funding provides for additional activities to support student achievement. These activities are supplemental to those that are required.

Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Parent Training Workshops	Administration, PEL	Increase the engagement of parents and their knowledge of student achievement expectations. Provide parents with the skills and tools	Ongoing	Sign in sheets, surveys, pictures

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		to necessary to provide effective academic support at home.		
Parent Academy Transportation	Administration, PEL	Increase the engagement of parents and their knowledge of varies methods to disconnect from technology and reconnect with their children.	Winter 2020	Sign in sheets, surveys, pictures

Barriers

12. Does the plan include:

A description of the barriers that hindered participation by parents/families during the previous school year?

A description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children [ESEA Section 1116]?

Winegard Elementary has identified barriers our families experience related to being engaged in their child's education and/or at home. We reviewed the prior year's Parent and Family Engagement Plan (known as the PIP at that time), and noted feedback from parents and families at SAC and PTA meetings as well as surveys and the Parent Comment Box. The following barriers to parent and family engagement expressed and recorded are:

- Language
- Education
- Homelessness
- Lack of current phone numbers
- Child Care
- Time

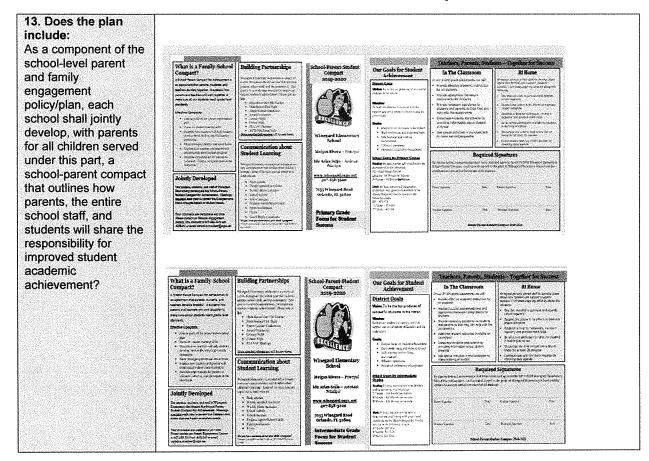
Below are the specific methods we will use to address the barriers that existed in the previous year. We will continue to address any additional barriers as they are presented.

Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Parents do not speak the language(ELL)	Make Connect ED calls to all parents in English and Spanish for events and meetings. Provide translators at events and meetings .Provide written information in multiple languages Provide English classes for parents.
Parents lack of literacy skills (ELL and Free/Reduced Lunch)	Provide literacy training and support and referrals to local community trainings as well
Homeless and/or trouble getting to events (Economically disadvantaged, ELL, White, Asian, Hispanic and African American)	Provide transportation support, if needed.

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Lack of current phone numbers (Free/Reduced) Lunch, White, Asian, Hispanic and African American)	Send home requests for updated phone numbers twice a year. Send home meeting and event information via flyers. Put information on the marquee and tell parents personally when they come on campus to pick up students
Single parents with no childcare options (Free/Reduced Lunch, White, Asian, Hispanic and African American	Make all events and meetings family friendly so parents can bring the younger children with them. Provide childcare, if needed
Lack of parent attendance due to schedule challenges (Economically disadvantaged)	Provide different times for meetings, trainings, and events.

School-Parent Compact



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Adoption
The Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by (See below for sample evidence. List here.)
This policy was adopted by the school on and will be in effect for the period of .
The school will distribute this policy to all parents of participating Title I, Part A children on or before .
Signature of Authorized Personnel
Date
Provide evidence that this policy has been developed with input from parents based on the review of the previous school year's Parent and Family Engagement Plan, if applicable. (previously referred to as the Parent Involvement Plan – PIP)
The following documents can be scanned with this document and submitted as evidence:
 □ Parent surveys of previous year's events and activities □ Any SAC and/or PTA artifacts with Title I/PFE topics on the agenda □ Parent Feedback Summary of PFEP Evaluation □ Parent and Family Engagement Activities Tracking Form