

State Board of Education

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FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Pam Stewart
Commissioner of Education

December 15, 2015

Deborah Wood
Highlands County School District
426 School Street
Sebring, FL 33870


Dear Ms. Wood:

We are pleased to inform you that the Highlands County 2015-16 LEA Parental Involvement Policy/Plan meets all of the requirements outlined in Section 1118 of the Elementary and Secondary Education Act.

Please be reminded that the LEA is 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,


Sonya G. Morris

SGM/tog

SONYA G. MORRIS, CHIEF
BUREAU OF FEDERAL EDUCATIONAL PROGRAMS

HIGHLANDS Title I, Part A Parental Involvement Plan 2015-2016

I, Wally Cox, 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.)

7/23/15

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: "By uniting stakeholders, we will prepare our students to be college and career ready, empower our students to achieve personal excellence, and foster responsible citizens."



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2015-2016 LEA Parental Involvement Adoption Page

LEA or District Name: School Board of Highlands County

This policy was adopted by the LEA on 09/22/2015 and will be in effect for the period of one year through 09/22/2016. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before 10/31/2015.

Hebeah E. Wood 9/23/15
(Signature of Title I Authorized Representative) (Date)

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

HIGHLANDS Title I, Part A Parental Involvement Plan

I, Wally Cox , 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: "By uniting stakeholders, we will prepare our students to be college and career ready, empower our students to achieve personal excellence, and foster responsible citizens."

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 will establish a district-wide Parent Advisory Council called District School Advisory Council (DSAC). Each school asks for a parent representative from its own School Advisory Council. That representative will then attend the six District School Advisory Council (DSAC) meetings. The reps will bring concerns from the schools to the DSAC meetings as well as voice concerns during the DSAC meetings. After the DSAC meetings, the representative will return to the school's School Advisory Council meeting to report on previous concerns voiced to DSAC as well as new concerns, policies, or information. The input from the parents will be documented in the DSAC notes which are emailed to parent members, principals, administrator of Student Services, Elementary and Secondary Curriculum, Assistant Superintendent of Curriculum, and the Superintendent.

*The LEA (Federal Programs' Resource) will work in consultation with the members of the District School Advisory Council (DSAC) in the development of a written Parent Involvement Plan in March for review, corrections/suggestions, and approval and then the completed PIP will be given to the DSAC in October.

*The LEA will involve members of the DSAC in the development, implementation and periodic review of the LEA plan.

*Members of the DSAC will determine how funds reserved for parental involvement will be spent in October.

*Membership of the DSAC is comprised of representatives from each school in the LEA.

*Each school will organize a School Advisory Council (SAC) made up of an equal proportion of parents, reflecting the demographics of the school, to employees, which will serve as the decision-making body of the school.

*The schools' SAC will meet annually to develop, review and offer suggestions for improvement of the School Improvement Plan.

*The schools' SAC will review data, discuss strategies implemented, and evaluate progress made by students.

*All Highlands County Title I schools shall jointly develop with and distribute to parents a link to our LEA's Parental Involvement Plan and/or have written copies available in each school's front office, agreed upon by the parents that it meets Title I parental involvement requirements and is made available to all parents in the local community. The schools shall conduct an annual review (with parent representation) to determine the effectiveness of their parental involvement practices and policies in improving student academic achievement and school performance.

*The District Title I office will offer the Title I schools technical assistance in creating their policies by providing an electronic parental involvement plan template that addresses the Title I requirements for parental involvement.

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 Title 1 Resource will meet regularly as needed with principals to provide technical assistance.

*The district's email system will be utilized to provide efficient communication between site based administrators and district administrators.

*The LEA provides social workers to work with area schools as a support to parents and students. The social worker makes home visits at the request of the schools. The LEA is available to social worker if there are any concerns. The social workers suggest that early involvement with parents on the elementary level helps improve attendance with students.

*The district will allocate Title I funds earmarked for parental involvement activities to Title 1 schools.

*The Title I Resource will visit and/or speak with Title I participating schools to offer assistance and support of parental involvement activities.

*The district will allocate professional development funds to Title I schools to assist schools in attending state conference and regional workshops.

*All Title I schools are required to convene a Title 1 Annual Meeting, at a convenient time, to which all parents shall be invited and encouraged to attend. The purpose of the annual meeting is to explain to parents what Title 1A is and how it helps their children. In early September the LEA provides to the schools a Title 1 PowerPoint and/or a Title 1 handout (school's choice) to be used at the Title 1 Annual Meeting. They will also discuss how parents can get involved in their students' education and work on the School's Parent Involvement Policies and Plans. The administration also explains to parents what it means to be in a Title I school, including an explanation of the parental involvement requirements; to give availability notification and invite input into the individual School Improvement Plan and Title I Part A plan. The LEA will work with each Title 1 school in August and September to review its completed Parent Involvement Plan in order to meet the Title 1 requirements.

*All Title I schools shall jointly develop and annually review with parents, a School-Parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student academic achievement and the means by which the school and the parents will build and develop a partnership to help children meet the state's high standards. Every parent should have an opportunity to participate in the drafting of the compact.

*The elementary schools will conduct, at least annually, one parent-teacher conference during which the compact shall be discussed as it relates to the individual child's achievement.

*The LEA provides a translator for Title 1 Annual meetings, Migrant Parent Meetings,

and ELL Parent Meetings. Migrant Recruiters also accompany parents to some parent/teacher conferences.

*The LEA will use a variety of ways to communicate to parents including the District website which has links to all the schools' websites.

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	District School Advisory Council	This Parent Advisory Council represents each school in the District. The DSAC reviews Code Of Conduct, Student Progression Plans, Parent Involvement Plans, and other items of concern.
2	District Parent Advisory for Advanced Academics	This Parent Advisory Council is actively involved in the support and increasing the advanced academic program.
3	IDEA	Supplemental instructional support provided by Federal funds will be discussed with parents during the development of the Students' IEP.
4	Exceptional Students Education	This Parent Advisory Council is actively involved in reviewing parent educational activities and strategies.
5	Migrant Parent Advisory	The Migrant Parent Advisory is actively involved in reviewing parent educational activities and strategies, as well as student instructional programs.
6	Homeless-Title X Part C & Title 1 Part A	Student Services coordinates with Title 1 Part A and Title X to provide resources (school supplies, social services referrals) for students identified as homeless under the McKinney-Vento Act to eliminate barriers for a free and appropriate education (FAPE). Title X also funds a homeless advocate for homeless students.
7	VPK	These programs are provided and facilitated through the district each summer at a school location in each community for families of all eligible incoming kindergarten students not previously served in the private sector.
8	Adult Education	Adult Education programs are provided at South Florida State College. Numerous vocational programs, college level courses, and community interest workshops are available.
9	Nutrition Programs	LEA participates in the federal Free/Reduced lunch program and the free breakfast for all students program. Snacks are also provided for after school care and after school tutoring programs. Summer food programs are provided at various school sites and community locations. The USDA Fresh Fruit and Vegetable grant will fund Fred Wild Elementary and Memorial Elementary Schools.
10	Supplemental Academic Instruction (SAI)	Supplemental Academic Instruction (SAI) funds will be coordinated with Title I funds to provide summer school for Level 1 readers.
11	Title III	Supports activities to assist students to become proficient in English, supports teacher professional development in ELL strategies, parent involvement, and education.
12	Title II	Provides for teachers and administrators professional development and supports all teachers and paraprofessionals to be highly qualified.
13	Title I Part A	Will provide funds to all district Title 1 schools, in a school wide project format, to target academic assistance to all students, professional development for teachers and parent involvement activities. Title 1 A also funds a set aside for

		the neglected and delinquent students in the district This grant is also the funding source for implementing the requirements of NCLB which have not been waived by the FLDOE's waiver.
14	Title I Part C, Migrant	Provides services to migrant students (PreK-12) and their families. The primary goal of the Migrant program is to improve academic performance of migrant students, and provide health and guidance to them. The Migrant Early Childhood Program serves 3 & 4 year old children in a full time preschool program, focusing on readiness activities. Parent involvement and education is an integral part of the Migrant Program.
15	ELL	The ELL Parent Advisory Council is involved in reviewing parent education activities and strategies, as well as student instructional programs and strategies. Title I, Part A, Title I, Part C and Title III staff collaborate to provide quarterly parent education activities. Topics covered include, but are not limited to, acculturation, helping your child in school, English language acquisition, FSA standards, graduation requirements and post-secondary career opportunities.

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 District Federal Programs Office will be responsible for the Annual Survey's development, distribution and review of the findings for the Title 1 schools. The District School Advisory Committee(DSAC) will be comprised of parent volunteers from each Title 1 and non-Title 1 schools. These parents are members of the individual school's School Advisory Committee(SAC). Individual SAC members bring concerns and feedback from the schools to the DSAC. Parents on DSAC are encouraged to voice concerns and ask for follow up and data.

*The District Parent Involvement Plan will be evaluated annually at the District Parent Advisory Council which is also known as District School Advisory Committee (DSAC) during a District School Advisory Council meeting.

*The chairman of DSAC working with the Federal Programs Resource will be responsible for leading this evaluation. The parents will be given a copy of the submitted approved PIP in the October Meeting. The DSAC will be given a copy of the PIP at the February DSAC meeting. Parents will be notified by email of the Parent Involvement Plan review in the March meeting and by newspaper notification. During the March meeting, the Federal Programs Resource and/or DSAC chairperson will go step by step through the Plan. Concerns and questions will be addressed in each section. Members will make corrections or additions to the PIP and then vote to approve. This will be recorded in the DSAC minutes. Once PIP is submitted online to the Florida Department of Education, it will be brought back to the DSAC in October for the final acceptance.

*Data will be reviewed from District Migrant and ELL Parent Meetings held in October, January, and April. Numbers for growth will be presented. These numbers will be presented to the DSAC meeting in March when the PIP is reviewed and revised. Members of DSAC will represent each school in the District. The results of the data will be reviewed and revisions will be used to improve parent involvement at the District level.

*All Title 1 parents will have an opportunity and will be encouraged to complete a Title 1 parent survey.

*The current Parent Involvement Plan will be sent given to DSAC representatives to allow parents to have an opportunity to evaluate the plan through the DSAC committee.

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	District Parent Advisory Council for Special Needs Students	Saundra Bass	Incorporate and advise parents of the different programs available for special needs students.	February/March 2016	Parent Surveys; meeting minutes
2	District Parent Advisory Council for Special Needs Students	Saundra Bass	Incorporate and advise parents of the different programs available for special needs students.	April/May 2016	Parent Surveys; meeting minutes
3	District Advanced Academic Parent/Administration Committee	Jessica Thayer	Opportunities for advanced academic students	September 2015	Meeting notes
4	District Advanced Academic Parent/Administration Committee	Jessica Thayer	Opportunities for advanced academic students	October/November 2015	Meeting notes
5	District Advanced Academic Parent/Administration Committee	Jessica Thayer	Opportunities for the advanced academic students	January 2016	Meeting notes
6	District Advanced Academic Parent/Administration Committee	Jessica Thayer	Support and increase the advanced academic program	March 2016	Meeting notes
7	District Advanced Academic Parent/Administration Committee	Jessica Thayer	Support and increase the advanced academic program	April/May 2016	Meeting notes
8	District Parent Advisory Council for Special Needs Students	Saundra Bass	Incorporate and advise parents of the different programs available for special needs students.	December 2015	Parent Surveys; meeting minutes
9	District Parent Advisory Council for Special Needs Students	Saundra Bass	Incorporate and advise parents of the different programs available for special needs students.	October 2015	Parent Surveys; meeting minutes;
10	District School Advisory Council	Debbie Wood	Programs that Title 1 has to support student learning	October 2015	Parent Attendance and sign in sheets and meeting notes
11	Migrant Parent Advisory Council	Debbie Wood/Sonia Rivera	Continue student learning in the summer	April 2016	Advisory parents will review the surveys from the large parent

					meetings and meeting notes
12	Migrant Parent Advisory Council	Debbie Wood/Sonia Rivera	Reporting on FCAT/FSA and student achievement and how to increase it	February 2016	Advisory parents will review the surveys from the large parent meetings and meeting notes
13	Migrant Parent Advisory Council	Debbie Wood/Sonia Rivera	Increasing parent involvement in homework	November 2016	Advisory parents will review the surveys from the large parent meetings and meeting notes
14	ELL Parent Advisory Council	Sonia Rivera	Explaining FSA and student achievement	Winter 2016	Parents' ability to understand the FSA and student achievement/ Parents monitoring student performance
15	ELL Parent Advisory Council	Sonia Rivera	Reporting to parents how their involvement helps student achievement	Fall 2015	Parent sign in sheets & minutes from meeting
16	Migrant/ELL Parent Meeting	Debbie Wood/Sonia Rivera	A translator will explain the importance of continuing learning in the summer. LEA will supply books and workbooks for parents to use for the summer learning.	April 2016	Parents are more informed of the need to summer learning, and parents will monitor children to complete their workbooks.
17	Migrant/ELL Parent Meeting	Debbie Wood/Sonia Rivera	A translator will present information on the importance of the FSA and strategies to improve student achievement on the FSA. The CACCESS assessment for ELL students will also be explained, and the importance of students' doing their best is needed.	January 2016	Parents will understand how their help in the home can improve their child's FSA scores. Parents will monitor the FSA and ACCESS scores.
18	ELL/Migrant Parent Meeting	Debbie Wood/Sonia Rivera	A translator will present tips and strategies to work with their students at home. This increase of parent involvement in students' homework should improve student's grades and achievement. Parents will also be told how they can monitor student grades and	October 2015	Parents will understand how their help in the home can improve grades. Parents will monitor grades.

			achievement through the online grade keeper, Pinnacle.		
19	District School Advisory Council	Debbie Wood	Review Parent Involvement Plan and opportunities for parents	February 2016	Parents will review the Parent Involvement Plan.
20	District School Advisory Council	Debbie Wood	Parents will make revisions to the District's Parent Involvement Plan and opportunities for parent involvement.	March 2016	Parents will make revisions to the Parent Involvement Plan.

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	Train the Trainer/Title 1 Meeting	Federal Program Resource	School awareness of services available for student improvement and how to increase parent engagement in their students' education.	September 2015	Sign in sheets, folder of handouts and agenda

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: *The LEA will provide oral translators at parent workshops and provide written documents that are translated into other languages to ensure that information related to the school and parent-programs, meetings and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents can understand.

*LEA will ensure that parents with disabilities will have access to parental involvement activities and/or services by assuring that the activity or service is accessible and welcoming. In large rooms administration will provide loud speakers for adequate communicating.

*LEA has Rosetta Stone to allow teachers to learn a second language in the summer to communicate and interact with parents.

*LEA provides resources to the schools on a need basis to translate documents into the home language. LEA also communicates on a level of reading which will meet the needs of the majority of parents.

*The LEA will also use alternative means to inform and communicate to parents such as

ConnectEd (a district School wide phone system) and by posting information and events on district and school websites. The LEA also encourages the schools to use technology in communicating with parents.

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	ELL/Migrant Parent Meeting-Oct	3	140	A translator presented tips and strategies to work with their students at home.
2	ELL/Migrant Parent Meeting-Jan	3	129	A translator presented information on the importance of the FCAT and strategies to improve student achievement. The CELLA assessment was also explained.
3	ELL/Migrant Parent Meeting-April	3	188	A translator explained the importance of continuing the learning in summer. The LEA supplied books and workbooks for parents to use for the summer learning.
4	Migrant Parent Advisory Council	1	8	Increasing parent involvement in homework and school.
5	Migrant Parent Advisory Council	1	8	Reporting on FCAT and student achievement and how to increase it.
6	Migrant Parent Advisory Council	1	3	Continue student learning at home in the summer
7	District School Advisory Council	1	12	Programs that Title 1 has to support student learning and achievement
8	District School Advisory Council	1	7	Reviewing programs and terms for Title 1 Parent Involvement Plan
9	District School Advisory Council	1	7	Reviewing, making suggestions, approving PIP which will tell parents of opportunities for volunteering
10	District Advanced Academic Committee-	1	6	Reviewing Dual enrollment classes, IB update, AVID
11	District Advanced Academic Committee	1	6	AVID update, STEM update, Activities for STEM,
12	District Advanced Academic Committee	1	6	Science Fair report, Training more teachers for gifted, STEM update,
13	District Advanced Academic Committee	1	6	Common Core Standards and New Florida Standards presentation, STEM program for gifted and talented- these to
14	District Parent Advisory for Special Needs Students-Oct.	1	14	Update parents on opportunities to help our SNS.
15	ELL Parent Leadership Council-November	1	15	Introduction of ELL school staff, ELL accommodations,
16	ELL Parent Leadership Council-March	1	10	ESOL Plan, Parent Involvement Activities, Testing for CELLA & FSA
17	District Parent Advisory for Special Needs Students-Dec.	1	7	Update parents on opportunities to help our SNS.
18	District Parent Advisory for Special Needs Students-Feb.	1	8	Update parents on opportunities to help our SNS.

19	District Parent Advisory for Special Needs Students-April	1	8	Update parents on opportunities to help our SNS.
20	District Train the Trainer for Parents-Leader in Me	2	27	Train parents how to lead other parents in Leader in Me and become more involved in student achievement

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
1	Train the Trainer for Title 1 Parent Involvement	1	11	Title 1 schools representatives-Better Parental Involvement increases student achievement

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	Annual Title 1 meeting - Parkview	5	1	Student achievement and awareness of Title 1 program
2	Annual Title 1 meeting St. Catherine's	15	1	Student achievement and awareness of the Title 1 program

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	Economically Disadvantaged Parents and Students	At some of our LEA meetings, books are distributed to students and families. This usually creates excitement for new books.
2	Language barrier	Our Haitian Creole population is not very large, but some parents have been attending our parent meetings. The LEA provided a Haitian Creole interpreter for these families.

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)

**District School Advisory Council
District School Health Council
(Council) Minutes
March 9, 2015**

The Council meeting was called to order at 5:35 p.m. by Melanie Jackson, Chairperson.

Present: Brenda Longshore, Melanie Jackson, Marcia Davis, Barbara Moore, Briana Cox, Page Green, Ayla Boscarino, Katherine Eures (designee for Seth Lambert), John Varady, Dawn Miller, Linda Laye, Barbara Jane Pearce, Diane Juve, Susie Tucker, Laura Walden, Cheryl Velasquez, and Cindy Wester.

Visitors Present: None

Welcome/Introductions: Chair Melanie Jackson welcomed and thanked everyone for attending the meeting, and asked everyone to introduce themselves.

Approval of Minutes: A motion was made by Cheryl Velasquez, seconded by Barbara Moore, that the February minutes be approved. Vote was unanimous; motion carried. There was discussion about printed versus electronically sent minutes. After a short discussion, it was decided to discuss this further at the end of the meeting.

During the process of approving the minutes, there was discussion about bringing the Code of Conduct before the Council for review. It was brought to the attention of the Council that Dr. Rodney Hollinger, Deputy Superintendent, had already approached Secretary Wester about being added to the next meeting's agenda. The topic was discussed at length without a motion, and the members present agreed to add Dr. Hollinger to the May 4th agenda for a discussion of the Code of Conduct.

Superintendent's Topics: On behalf of Mr. Cox, Dr. Longshore shared that testing was underway. She acknowledged the District's Test Administrator, Marcia Davis, principals, technology teachers, and parents for their hard work in preparing for testing.

Dr. Longshore shared that Mr. Cox had written a letter, which was sent to all teaching staff. Mr. Cox works with a group of superintendents who are pleading the case of all school districts to Department of Education personnel and legislators, stating that schools are not ready for the implementation or the weight of the aftermath of the assessments. She will bring copies of Mr. Cox's letter to the next meeting.

Advancement via Individual Determination (AVID): John Varady, Coordinator, at Heartland Education Consortium (HEC) shared a PowerPoint presentation giving an update of AVID, currently being implemented in our secondary schools. A copy of the PowerPoint is attached and made a part of these minutes.

School Health Report: Barbara Moore presented statistics from the February Full Time Equivalency (FTE) week, noting how many and what types of services were given

during that captured week. A copy of the report is attached and made a part of these minutes.

Highlands Title I, Part A Parental Involvement Plan (Plan): Chair Jackson, on behalf of Debbie Wood, Federal Programs, presented the Highlands Title I, Part A Parental Involvement Plan 2014-2015 (Plan), which was introduced at the February meeting. Council members were asked to take a copy home and check for any necessary corrections or amendments. The Plan was presented page by page, and Chair Jackson asked for input, corrections, or amendments. None were made. A motion was made by Barbara Moore to approve the Highlands Title I, Part A Parental Involvement Plan as presented, and seconded by Diane Juve. Vote was unanimous; motion carried. A copy of the Plan is attached and made a part of these minutes.

Bylaws: Chair Jackson led the discussion in adding the title, "District Wellness/Smart Snack Policy Council" to the bylaws, since it was voted on at last month's meeting to allow the group to be a part of this Council.

Chair Jackson also commented that she was asked whether or not the Council had its own Vision and Mission statements. Dr. Longshore pointed out that the Council had input in helping word the District's Vision and Mission statements, and without motion, second, or vote, it was decided that the Council's Vision and Mission statements should be the same as the District's.

Chair Jackson suggested the Council consider the wording of the bylaws regarding quorum. There was discussion about how many would represent a quorum, and who may vote. Chair Jackson suggested the bylaws state that a quorum represents *members present*, and suggested adding "District Wellness/Smart Snack Policy Council" to the Council's name.

Minutes-Electronic vs. Printed: Resuming discussion regarding minutes being electronic or printed, without motion, second, or vote, the Council decided to continue receiving printed copies of the minutes.

Adjourn: Having no further business to discuss, Chair Jackson announced the next meeting of this Council will occur on Monday, May 4, 2015, at 5:30 p.m. and asked for a motion to adjourn. Motion was made by Barbara Moore, seconded by John Varady. Vote was unanimous; motion carried. Meeting adjourned at 6:47 p.m.

Respectfully submitted,

Cindy Wester

Cindy Wester
Council Secretary

**District School Advisory Council
District School Health Council
(DSAC/DHAC)
Minutes
February 9, 2015**

In the absence of the Chair and Vice-Chair, the meeting was called to order by Assistant Superintendent, Brenda Longshore, at 5:35 p.m.

Present: Brenda Longshore, Charlene Edwards, Marcia Davis, Debbie Wood, Seth Lambert, Laura Walden, Linda Laye, Carey Conner, Candis Dean, Barbara Moore, Dawn Miller, Casey Downing, Peggy Sueppel, and Susan Tucker.

Visitors Present: Isaac Durrance, Cara Dunford, Coral Rivera, and Leslie Comeaux, from Sun 'n Lake Elementary, Melissa Blackman, Jerry Lee Wright, and Amanda Vaughn from Woodlawn Elementary, Coaching Consultant from Covey, Bill Rogers, from Sun Coast Media Group, and Pam Crain, from Highlands County Health Department.

Welcome/Introductions: Dr. Brenda Longshore welcomed and thanked everyone for attending the meeting, and asked everyone to introduce themselves.

Approval of Minutes: A motion was made by Peggy Sueppel, seconded by Seth Lambert, that the January minutes be approved. Vote was unanimous; motion carried.

Leader in Me Symposium: Sun 'n Lake Elementary and Woodlawn Elementary gave a short overview of their presentations from the Leader in Me Symposium. Each shared a PowerPoint presentation which showcased the leadership programs being implemented at each of the schools. Dr. Longshore shared information regarding the two-day 7 *Habits of Highly Effective Families* event that recently took place at the district office, which included 25 parents and staff, who were trained to take the program back to their homes and communities.

Superintendent's Topics: On behalf of Mr. Cox, Dr. Longshore shared that the district is moving forward towards preparing for the new mandates regarding testing. She thanked Marcia Davis for her work in preparing the District for this endeavor.

Dr. Longshore shared that Martha Brown, Director of Food Services, has asked to be included in the DSAC/DHAC council meetings by joining her food grant-mandated parent group meetings to these. A motion was made by Linda Laye, seconded by Laura Walden, to include the Food Services Council to DSAC/DHAC. Vote was unanimous; motion carried.

Parental Involvement Plan: Debbie Wood, Federal Programs, introduced the Highlands Title I, Part A Parental Involvement Plan 2014-2015 (Plan). This is the district level plan and further discussion and explanation will occur at next month's meeting.

Mrs. Wood asked members to read over the Plan, noting changes as necessary. Question about the Plan should be directed to Mrs. Wood. Members will have opportunity to discuss and ask questions at next month's meeting after which a vote will be taken. A copy of the Plan is attached and made a part of these minutes.

School Health Report - Measles: Barbara Moore, RN, BSN, Highlands County Health Department, presented a PowerPoint presentation and spoke on the measles disease, the importance of vaccinating children against the disease, and the consequences when children are not vaccinated. A copy of the presentation is attached and made a part of these minutes.

Other business: Peggy Sueppel announced STEM QUEST 2015, at South Florida State College, on Saturday, February 28th, free of charge to participants.

Adjourn: Having no further business to discuss, Dr. Longshore announced the next meeting of this Council will occur on Monday, March 9, 2015, at 5:30 p.m. and asked for a motion to adjourn. Motion was made by Seth Lambert, seconded by Linda Laye. Vote was unanimous; motion carried. Meeting adjourned at 6:30 p.m.

Respectfully submitted,

Cindy Wester

Cindy Wester, Secretary
Curriculum Department