

Gayle W. Harper
2017-2018

School District of Palm Beach County

Title I Parent and Family Engagement Plan

Northboro Elementary School #0291

Parent and Family Engagement Mission Statement

Enter your Parent and Family Engagement mission statement below. The mission statement should:

- Reflect the beliefs or values the school holds regarding the importance of family engagement;
- Explain the purpose of the parental involvement program;
- Be written in parent friendly language;
- Inspire stakeholders to be involved and supportive of the program; and
- Be different from your school mission statement.

Mission Statement
Northboro Elementary strives to create a cooperative learning community which empowers parents to take an active role in their child's education.

Evaluation of 2016-2017 Parent Capacity Building Trainings

Using your parent training reflections, parent evaluations, and the Title I Family Involvement Survey results, evaluate the parent trainings provided during the 2016-2017 school year.

Parent Capacity Training #1

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Literacy Workshop - engage families in hands-on literacy learning that will transfer to home	150	<ul style="list-style-type: none"> Hands-on activities Total engagement in differentiated literacy activities to support learning at home Varied time 8:30AM and 6:00PM WPB Library supported the event and signed parents/students up for library cards. 	<ul style="list-style-type: none"> Parents requested a section that addresses homework. 	Parents and students were engaged in hands-on learning activities that can transfer into learning at home.

Parent Capacity Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Math Workshop - engage families in hands-on math learning that will transfer to home.	136	<ul style="list-style-type: none"> Hands-on activities Total engagement in differentiated math activities to support learning at home Varied time 8:30AM and 6:00PM 	<ul style="list-style-type: none"> Parents requested a section that addresses homework. 	Parents and students were engaged in hands-on learning activities that can transfer into learning at home.

Parent Capacity Training #3

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Science Workshop - engage families in hands-on science learning that will transfer to home.	122	<ul style="list-style-type: none">• Parents were able to participate in completing a science fair project.• South Florida Science Museum provided 20 hands-on learning stations for parents/students	<ul style="list-style-type: none">• Parents requested a section that addresses homework.	Parents and students were engaged in hands-on learning activities that can transfer into learning at home.

Evaluation of 2016-2017 Parent Engagement Staff Trainings

Using your staff training reflections, teacher evaluations, and feedback to teachers on implementation of strategies taught in staff trainings, evaluate the staff trainings provided during the 2016-2017 school year.

Staff Training #1

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
What is parent involvement? - reviewing the parent survey and developing methods to engage parents	65	<ul style="list-style-type: none">• Teachers were able to share with one another the various ways parents are involved in school and their child's learning.	<ul style="list-style-type: none">• Utilize data from the Title One Parent Involvement Survey to expose the teachers to how the parents want to be engaged in the school environment.	Parents participated in a variety of activities at school-parents conferences, SAC, and PTO events.

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Staff Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
How does culture affect how parents engage in parent involvement? - staff develop an understanding on the impact of culture in parent involvement	65	<ul style="list-style-type: none"> • The ESOL department highlighted the various cultures that are in our school and how the school is looked upon. • The department highlighted things we have in place as well as ideas for next steps. • Language IS NOT a barrier in our school when it deals with parent communication. • Our parents desire to have a relationship with the school and come to school events. 	<ul style="list-style-type: none"> • Cultural events that engage the parent and students in sharing the culture and learning from others. 	In the 2017-2018, we will plan a cultural event which will invite families to share their culture. The desired effect will be building a learning community of mutual respect and collaboration.

2017-2018 Involvement of Stakeholders (Parents, Families, School Personnel and Community)

Describe how the school will engage stakeholders in the planning, review and implementation of Title I programs. Include decisions regarding how funds for parent and family engagement will be used.

Brief Narrative
List the name and title for each group member responsible for the development of the Parent and Family Engagement Plan and School-Parent Compact.
Gayle W. Harper- Principal, Mary Beth Decker- Assistant Principal, Stephanie Gardiner- Reading Coach, Tiffany Greene-Whitaker- Math Coach Jennifer Lewanda- Science Coach, Lourdes Simon-Bower- ESOL Guidance Counselor, Carol Blake- Single School Culture Coordinator, Amy Gustafson- Magnet Coordinator, Andrea Boxill- K-2 Teacher Representative, Stacey Alexios- 3-5 Teacher Representative, and all parents in attendance at the June 1 meeting.
What are the procedures for selecting members of the group?
Parents are notified by school marquee, phone link, and multi-lingual flyers that the schools is looking for members to be part of a decision making group (SAC or PTO). Parents are selected to represent the community we serve. Business partners will be contacted to be a member of the school's SAC. Leadership team, teacher selected grade level representatives, and volunteers are also key stakeholders of this group.
How will input from stakeholders be documented?
Parents and Staff input was taken during the parent input meeting and documented in the Minutes from this meeting. During the year, input from stakeholders will be documented via meeting minutes.
How will stakeholders be involved in developing the plan?
At every monthly SAC meeting there will be time to give feedback on items discussed. Stakeholders will be involved in the development of the PFEP plan by providing input at SAC, Parent input meeting, parent trainings, and participating in District surveys and discussion. Stakeholder's input is ongoing throughout the year.
How will Title I parent and family engagement funds be used?
Title I parent and family engagement funds will be used to implement trainings as outlined in the PFEP plan (training materials; food for trainings, etc). All stakeholders will have opportunity to give input on type of trainings, review parent feedback, and other items they would like to include in the plan and budget during the year.

2017-2018 Parent and Family Engagement Staff Trainings

Describe the professional development trainings you will provide to build the capacity of teachers and other support personnel to effectively communicate and work with parents as equal partners in order to connect learning in the classroom to learning at home.

Staff Training #1 (First Semester)

Name and Brief Description	Month training will be held	Responsible Person(s)	Anticipated Impact of Staff Development (Include explanation on why this training is needed)
Parent Communication- Teachers will be trained in various ways to communicate and build relationships with their student's family.	September	Mary Beth Decker	The desired outcome is that staff members will understand the importance of effective parent communication and how it impacts relationships and student achievement.

Staff Training #2 (Second Semester)

Name and Brief Description	Month training will be held	Responsible Person(s)	Anticipated Impact of Staff Development (Include explanation on why this training is needed)
Cultural Sensitivity Training - Representative from the Mayan Center and the Multicultural Department will present information about the various cultures within the Guatemalan community.	November	Mary Beth Decker	The desired outcome will be that teachers understand the parent's culture and how it impacts the whole child resulting in a stronger partnership between home and school.

2017-2018 Title I Annual Parent Meeting

Families are invited to attend the Title I Annual Meeting to learn about the school's Title I programs and requirements. Describe the tasks the school will take to conduct an effective Annual Meeting. The meeting should be designed to inform parents about:

- What it means to be a Title I School;
- The school's Title I School-wide Plan;
- Parent and Family Engagement (plan), including the School-Parent Compact;
- Special programs such as Migrant Education and McKinney Vento;
- Parents' Right to Know; and
- Other opportunities for parents.

Brief Narrative
What is the date and time of the Annual Meeting?
September 13, 2017 8:30AM and 5:30PM
How will you notify teachers, parents and community of the Annual Meeting? Be specific (via EdLine, marquee, call-out, newsletter, invitation, etc.).
All stakeholders will be notified of the Annual meeting via Marquee; call-out; flyers
What resources do you plan to prepare for stakeholders?
We will prepare by setting up room, interpreters, child care, sign-in sheets, copies of handouts in all languages, evaluations, agenda, invitation, copy of PFEP summary, Compact, PowerPoint Presentation.
What materials/supplies are needed for the Annual Meeting?
We will need the Video or PowerPoint provided by Title I Office, school documents, sign-in sheets, evaluation forms, projector, computer, microphone, copies of handouts, etc.
How do you plan to reflect on the effectiveness of the Annual Meeting?
School leadership will determine effectiveness by reviewing parent evaluations, discussion and reflect on event. Leadership will take the suggestions provided by the parents and implement their ideas into our PIP and Compact.
Note: You must provide evidence of the implementation of the Annual Meeting. (Invitation, agenda, sign-in sheets, minutes and verification)

2017-2018 Parent Capacity Building Trainings

Describe the trainings you will offer parents that will build their capacity to support learning at home to improve student academic achievement. Parent trainings must focus on specific teaching and learning strategies that parents and families can use at home to help their child. Evidences that will be submitted through eBox include the invitation, agenda, sign-in sheets, handouts, evidence of parent and family interaction, evaluations, and reflection.

Parent Capacity Training # 1 (First Trimester/Semester)

Name and Brief Description	Expected Learning Outcomes	Date of Training	Responsible Person(s)	Resources and Materials
Literacy Workshop - hands-on literacy resources and training on how to use them at home	<ul style="list-style-type: none"> Parents will have a variety of literacy strategies and activities to support their student at home. 	October 2017	Stephanie Gardiner Carol Blake Amy Gustafson	<ul style="list-style-type: none"> Hands-on activities and resources..

Parent Capacity Training # 2 (Second Trimester/Semester)

Name and Brief Description	Expected Learning Outcomes	Date of Training		Resources and Materials
Math Workshop - hands-on math resources and training on how to use them at home	<ul style="list-style-type: none"> Parents will learn a variety of math strategies and create activities to support their student at home. 	November 2017	Tiffany Whitaker Carol Blake Amy Gustafson	<ul style="list-style-type: none"> Hands-on activities and resources

Parent Capacity Training # 3 (Third Trimester – required for elementary schools, optional for secondary schools)

Name and Brief Description	Expected Learning Outcomes	Date of Training	Responsible Person(s)	Resources and Materials

Science Workshop- hands-on science resources and training on how to use them at home	<ul style="list-style-type: none"> Parents will learn a variety of science strategies and create activities to support their student at home. 	January 2018	Jennifer Lewanda Carol Blake Amy Gustafson	<ul style="list-style-type: none"> Hands-on activities and resources
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2017-2018 Coordination and Integration

Describe how your school collaborates with other federal programs, district departments, business community, library systems, and governmental and non-governmental organizations to provide integrated parent and family engagement opportunities by identifying the three (3) most relevant agencies/organizations that tremendously **support your school's parent and family engagement goal** (for example: Literacy Coalition, Multicultural Department, ESE Department, Migrant Education, Publix, Boynton Beach Fire Department).

Partnership # 1

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
Publix at Village Shops	Publix Grocery store donates food items to families in need. They also donates for student, parent and teacher incentives.	Business Partner Agreement Thank you letters	<ul style="list-style-type: none"> ✕ One-time ✕ Weekly ✕ Monthly ✕ Quarterly ✕ Annually ✕ As Needed

Partnership # 2

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
Multicultural Department	The SDPBC Multicultural Dept. supports parent meetings by providing staff to translate and present information to parents regarding services that are available in the community.	Meeting agendas Volunteer sign-in log	<ul style="list-style-type: none"> ✕ One-time ✕ Weekly ✕ Monthly ✕ Quarterly ✕ Annually ✕ As needed

Partnership # 3

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
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Molina Healthcare	Representative presents information on related health care services available in the community for families.	Business Partner Agreement Thank you letters	✕ One-time ✕ Weekly ✕ Monthly ✕ Quarterly ✕ Annually ✕ As needed
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2017-2018 Communication

After reflecting on your 2016-2017 Title I Family Involvement Survey results, describe the process that your school will use to provide timely and easy to understand updates to parents and families on Title I programs, curriculum, assessments and student progress/proficiency level information. Evidences that may be uploaded in eBox include agendas, sign-in sheets, minutes, evaluations, Edline screenshots, newsletters, translated letters, marquee photos, emails, text print-outs, phone call-out transmissions/scripts, and social media snapshots.

Key Points of Communication		
Describe how school will inform parents about timely information about the Title I programs.	List frequency and timeline	How will school ensure information was shared?
Title I information and services (Annual meeting, tutorial programs, parent training, parent conferences, etc.) will be shared via multi-lingual flyers in the backpacks; marquess; flyers; Newsletters; call-outs.	week prior to event monthly night prior to event	<ul style="list-style-type: none"> ● copy of flyer ● copy of newsletter ● call-out report print-out
Describe how school will inform parents about curriculum at the school, forms of academic assessment used to measure student progress, and proficiency levels students are expected to meet.	List frequency and timeline	How will school ensure information was shared?
This will be communicated to families via Open house; Curriculum Night; Student agendas/parent signatures on assessments; report cards; progress reports; Diagnostic Reports; PMP, iReady proficiency reports; Parent Conference Fair and individual parent conferences.	once on-going December 2017/ on-going	<ul style="list-style-type: none"> ● copy of flyer and sign in sheets ● copies of signed tests/agendas ● copies of conference notes
Describe how school will inform parents about opportunities for regular meetings to formulate suggestions and to participate, as	List frequency and timeline	How will school ensure information was shared?

appropriate, in decisions relating to the education of their children.		
Families will be invited to attend SAC meetings; parent conferences, ELL Plans, and IEP meetings to be part of the decision making process as it relates to their child's education.	on-going	copy of the meeting minutes

2017-2018 Accessibility

It is important to address barriers that hinder parents' and families' participation in activities. After considering your 2016-2017 Title I Family Involvement Survey results and information gathered at your parent input meetings, describe how your school will provide opportunities for participation in all activities. Evidences that may be uploaded in eBox include translated letters, agendas, sign-in sheets, flyers, child care rosters, transportation logs, CLF/sign language facilitator timesheets, and parent evaluations.

Brief Narrative	
Parents and families with limited English proficiency	
Northboro has a growing Hispanic population (47%). We strive to have all of our communication in Spanish as well as English. School has staff that speaks parent's native language are available for parent meetings and conferences to ensure proper communication. Furthermore, we've reached out to a local high school Spanish club to support our school-wide events to ensure we have enough translators.	
Parents and families with disabilities (i.e. Hearing impaired parent may need sign language support)	
We are an ADA approved facility that allows easy access for disabled individuals to navigate the school. Parents are surveyed on their needs and depending on their disabilities, accommodations are made to ensure that they can actively participate in their children's learning. Home visits/conferences, interpreters, ramps, etc. are some of the supports that can be put in place to assist parents and families. In the event that a family is in need of additional support, Northboro will contact the appropriate department.	
Parents and families engaged in migratory work	
Parents of migrant students are invited to all meetings. CLFs and teachers invite them to all the meeting/trainings and interpreters are available for the meetings. Migrant parents are surveyed on their needs when their child enters our school, so that the school staff (ELL Coordinator, CLFs, and Migrant Liaison, etc.) provide the resources and information needed. Northboro will continue to work with the Multicultural Department as needed. We will reach out to the Mayan Cultural Center for additional support.	
Parents and families experiencing homelessness	

Parents are surveyed on their needs so that the school provide support, information, and resources needed. School staff will also assist families experiencing homelessness by making connections with District staff (MVP - McKinney Vento Program) for additional and appropriate resources as needed.

Other Activities (Optional)

List other activities that are planned to strengthen parent and family engagement at your school.

Activity # 1

Name of Activity	Brief Description	Frequency
		<ul style="list-style-type: none">✕ One-time✕ Weekly✕ Monthly✕ Quarterly✕ Annually✕ As needed

Activity # 2

Name of Activity	Brief Description	Frequency
		<ul style="list-style-type: none">✕ One-time✕ Weekly✕ Monthly✕ Quarterly✕ Annually✕ As needed

Activity # 3

Name of Activity	Brief Description	Frequency
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		<ul style="list-style-type: none">✕ One-time✕ Weekly✕ Monthly✕ Quarterly✕ Annually✕ As needed
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Uploads

Please prepare evidences below. Directions on how these documents will be collected is forthcoming.

- Evidence of Parent Involvement in the Development of the School Parent and Family Engagement Plan (Invitation meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
- Evidence of Parent Involvement in the Development of the Parent-School Compact (Invitation, meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
- Parent-School Compact (Final in all languages)

Resources

Support resources are available on the Title I SharePoint site under the Resource tile. Go to Annual Requirements/Parent and Family Engagement Plan. In this folder you will have access to editable documents to support the development of your school's Parent and Family Engagement Plan.

- Parent Input Meeting Invitation
- Parent Input Meeting Agenda
- Parent Input Meeting Sign-in Sheets
- Parent Input Meeting Evaluation
- Parent Input Meeting PowerPoint
- Parent Input Meeting Recording Template
- Parent Input Meeting Minutes Checklist
- Parent and Family Engagement Plan Template
- Recording of Technical Assistance Chat held April 6th
- Principal Assurance of Compliance Item KIA-1