



MIAMI-DADE COUNTY PUBLIC SCHOOLS
2019-2020 TITLE I SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PLAN (PFEP)

REVIEWED
NAME: JR
DATE: 12.05.19
TITLE I ADMINISTRATION

School Name: SOMERSET ACADEMY (SILVER PALMS)

Loc. #: 0332

Principal's Name: Kerri Ann Rodriguez

Hereby certifies that all facts, figures, and representations made in this plan are true, correct, and consistent with the statement of assurances. 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 the Parent and Family Engagement Program. All records necessary to substantiate these requirements will be available for review by appropriate District, State and Federal staff for a minimum of five (5) years. 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. This plan has been jointly developed and agreed upon by stakeholders (i.e., staff, families, community members, etc.) in compliance with Title I Federal funding regulations. The school will adhere to the plan of action for parent and family engagement activities throughout the academic year and will ensure its transparency of efforts by providing communication to parents and families in multiple languages, flexible meeting times, needs-based workshops, and accommodations to parents and families with special needs. Additionally, the school will disseminate this document in multiple languages and make it accessible by making it available on our school's website. The school will also ensure that its PFEP is aligned to the School Improvement Plan (SIP) for the current school year.

PARENT AND FAMILY ENGAGEMENT PLAN ASSURANCES

The school will be governed by the statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101, ESEA;

Engage the parents and family of children served in Title I, Part A, in decisions about how Title I, Part A, funds reserved for parental involvement are spent [Section 1116(a)(3)(b)];

Jointly develop/revise with parents and family the School-level PFEP, distribute it to parents of participating children, and make the plan available to the local community [Section 1116 (b)(1)];

Engage parents and family, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the School-level PFEP and the joint development of the schoolwide program plan under Section 1116(c)(3);

Use the findings of the Parent and Family Engagement Plan review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's Parent and Family Engagement Plan [Section 1116(a)(E)];

If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents and family of participating children, the school will submit parent comments with the plan when the school submits the plan to the Local Educational Agency (LEA) [Section 1116(b)(4)];

Provide each parent and family with an individualized student report about the performance of their child on the State assessments [Section 1112(e)(1)(B)(i)];

Provide each parent and family timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned [Section 1112(e)(1)(B)(ii)]; and

Provide each parent and family timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112 (e)(1)(A)].

Signature of Principal or Designee

Date Signed

10/3/19



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This plan is aligned with Section 1116 of the Every Student Succeeds Act

MISSION STATEMENT

To enhance parent and family engagement, access, and advocacy in order to build parents' and families' capacity for stronger parent, family, school and community engagement, in support of measurable improvement in student achievement.

The School-level PFEP is a shared responsibility, parents and family members will provide input in the update and review of the PFEP and assist in providing high quality instruction for all learners, as follows:

Focus Area	Evidence	Meeting Name	Meeting Date
The School-level PFEP is a shared responsibility.	The school will provide an overview of the PFEP and make it available to all parents for input and review, and ensure that it is jointly developed with, agreed upon and amended by all stakeholders.	Title I Annual Meeting	09/18/19
	The school will present the final approval of the PFEP for input and review from all stakeholders.	1st EESAC Meeting of the school Year	11/06/19
Focus Area	Evidence	Timeline	
Parents/families will assist in providing high quality instruction for all learners.	School-Parent Compact	8/19/19 - 6/05/20	
	Monitoring attendance	8/19/19 - 6/05/20	
	Monitoring homework completion	8/19/19 - 6/05/20	
	Participation in decisions relating to the child's education	8/19/19 - 6/05/20	

INVOLVEMENT OF PARENTS

The school will involve parents and family members in an organized, and timely manner in the planning, reviewing, and improvement of Title I School-wide Programs including involvement in decision-making of how funds for Title I will be used, as follows:

Focus Area	Evidence	Meeting Date
Parents and families' engagement in the planning, reviewing, and improvement of Title I programs.	Title I Annual Parent Meeting minutes and agenda	09/18/19
	☐ Other: (specify below):	
Parents and families' engagement in the decision-making process of how funds for Title I will be used.	Title I Annual Parent Meeting minutes and agenda	09/18/19
	EESAC meeting verified minutes	09/04/19
	☐ Other (specify below):	

COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

The school will coordinate and integrate parent and family engagement programs and activities to teach parents how to help their child(ren) at home, as follows:

Coordination with Other Programs	Activity	How Will Participation in the Activity Teach Parents to Help Their Children at Home
☐ Head Start		
☐ VPK		
☐ Title III (Tutoring for EL)		
☒ Title IX (Project UP-START)	Support Services	Resources provided to families in transition will help students overcome barriers to learning.
☐ Title I, Part C (Education of Migratory Children)		
☐ Title I, Part D Local Programs for N & D (Alternative Outreach)		



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TITLE I ANNUAL PARENT MEETING

The school will conduct the Title I Annual Meeting to inform parents and families of the school's participation in the Title I Schoolwide Program. During the meeting, the school will provide a description of the Title I Schoolwide Program which will include an explanation about the forms of academic assessments, the school performance data, and the rights of parents. Additionally, the school will document that the communication has been provided to stakeholders, as follows:

Activity/Tasks	Description (check all that applies)		Evidence of Effectiveness	
Notification (Before)	☒ Electronic Messages	☐ Apps	Number of parents who attended the Title I Annual Meeting as evidenced by the sign-in sheet(s):	
	☒ School Calendar/ Newsletter	☒ Flyers		
	☐ School Marquee	☒ School Website	63	
Documentation (During)	☒ Title I School-level PFEP	☒ Sign-in Sheets	☒ PFEP reviewed/ discussed/updated with parents and families	☒ Sign-in sheets signed by meeting attendees
	☒ Meeting Agenda	☒ PowerPoint Presentation	☒ Meeting Agenda includes all required items, updated with school information	☒ PowerPoint Presentation personalized with school information
	☒ Meeting Minutes	☒ Parent Survey	☒ Meeting Minutes include record of dialogue with parents/families	☒ Parent Surveys discussed and available to parents and families
	☒ Title I Program Notification Letter	☒ DAC/PAC Representative Form	☒ Title I Program Notification Letter made available to parents and families	☒ DAC/PAC Representative Form reviewed, discussed and updated
	☒ Title District-level PFEP	☒ School-Parent Compact	☒ District-level PFEP made available to parents and families	☒ School-Parent Compact reviewed & updated with input from parents and families
Follow-Up (After)	☒ Title I School-level PFEP	☒ Sign-in Sheets	☒ Updated PFEP posted on the school's website	☒ Sign-in sheets filed in the Title I Filing System
	☒ Meeting Agenda	☒ PowerPoint Presentation	☒ Meeting Agenda filed in the Title I Filing System	☒ PowerPoint Presentation posted on the school's website
	☒ Meeting Minutes	☒ Parent Survey	☒ Meeting Minutes filed in Title I Filing System	☒ Compilation of Surveys Results completed and filed
	☒ Title I Program Notification Letter	☒ DAC/PAC Representative Form	☒ Title I Program Notification Letter available to parents and families	☒ DAC/PAC Representative Form submitted to Title I and filed
	☐ Social Media Post(s)	☒ School-Parent Compact	☐ Evidence of Social Media Post(s)	☒ Updated School-Parent Compact available to parents and families
	☐ Meeting Photos	☒ Meeting Data	☐ Meeting Photos posted on website	☒ Meeting data entered on Monthly Report



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FLEXIBLE PARENT MEETINGS

The school will offer a flexible number of meetings, such as meetings in the morning, afternoon, or evening. Additionally, the school will provide, with Title I funds, webinars, teleconferences, video conferences, or home visits, and services related to parent and family engagement, as follows:

Flexible Meetings	Meeting Time(s)	Documentation of Meeting/Activity		
☒ Morning Meetings	8:00 a.m. – 12:00 p.m.	☒ Meeting Flyers	☒ Electronic Messages	☒ School Calendar/ Marquees/Newsletters and/or Website
☒ Afternoon Meetings	12:00 p.m. – 4:00 p.m.	☒ Meeting Flyers	☒ Electronic Messages	☒ School Calendar/ Marquees/Newsletters and/or Website
☒ Evening Meetings	4:00 p.m. – 7:00 p.m.	☒ Meeting Flyers	☒ Electronic Messages	☒ School Calendar/ Marquees/Newsletters and/or Website
Flexible Meetings	Title of Person Responsible	Description of Meeting/Activity		
☐ Home Visits				
☐ Webinars				
☒ Conference Calls	Assistant Principal	Parent Teacher Conferences, Field Trip Conferences, How to become a volunteer?, Grades-Academic Advisement, How to use the Parent Portal		
☐ Video Conferences				
☒ Face-to-Face Meetings or Workshops	Assistant Principal	Parent Teacher Conferences, Field Trip Conferences, How to become a volunteer?, Grades-Academic Advisement, How to use the Parent Portal, How to check student grades?		
☐ Workshops/Training				

BUILDING CAPACITY

The school will implement activities that will build the capacity for meaningful parent and family engagement. The activities implemented by the school will help to build relationships with the community in order to improve student achievement. Additionally, the school will provide resources and training to assist parents and families to work with their child(ren), and provide other reasonable support for parent and family engagement activities, as follows:

Activity/Tasks	Title of Person Responsible	Resources Provided	Description of Implementation
☒ The Parent Academy	Assistant Principal	☒ Brochures	
☐ Agency Referrals		☒ Flyers	
☒ Community-Based Partnerships	Assistant Principal	☒ Handouts	
☒ EESAC and Title I Annual Parent Meeting		☐ PowerPoint Presentations	
☒ Parent & Family Engagement Workshops	Assistant Principal	☐ School Supplies	
☒ Official Title I School-level Parent and Family Engagement Surveys	Assistant Principal	☐ Referral Forms	
☐ Family Support Services (FSS)		☐ Materials	



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STAFF DEVELOPMENT

The school will provide the following professional development opportunities to encourage and educate staff, which may include:

- How to value and utilize the contributions of parents and families;
- How to reach out to, communicate with, and work with parents and families as equal partners;
- How to implement and coordinate parent and family programs; and
- How to build upon ties between parents and families and the school.

Activity	Title of Person Responsible	Parent/Family Engagement Focus Areas	Documentation
☒ Online PD to Build Relationships with Parents	Assistant Principal	Valuing and utilizing parent contributions	Master Plan Points from MyLearningPlan Professional Development Management System.
☒ M-DCPS Meetings/ Training/Workshops	Assistant Principal	Enhancing capacity to work with parents and families	Master Plan Points from MyLearningPlan Professional Development Management System.
☒ District-sponsored Title I Facilitator Training Sessions or CIS/CLS Training Sessions	Facilitator	Implementing/ Coordinating parent/family programs	Agenda, handouts, PowerPoint presentation, implementation of knowledge gained, and Master Plan Points from MyLearningPlan Professional Development Management System.
☒ District-sponsored Title I Principal Training Sessions	Principal	Implementing/ Coordinating parent/family programs	Agendas, handouts, PowerPoint presentation, implementation of knowledge gained, and Master Plan Points from MyLearningPlan Professional Development Management System.
☒ PD activities conducted by outside agencies	Assistant Principal	Implementing/ Coordinating parent/family programs	PowerPoint, follow-up activity and/or MPPs; sign- in sheets
☒ Professional Learning Community/School-based Projects	Assistant Principal	Implementing/ Coordinating parent/family programs	Sign-in sheet, artifacts (photos, Twitter, etc.)

OTHER ACTIVITIES

The school will conduct other activities/events/meetings to encourage and support parents and families in more meaningful engagement in the education of their child(ren), as follows:

Content and Type of Activity	Title of Person Responsible	Parent/Family Engagement Focus Areas	Timeline	Evidence of Effectiveness
☒ Parent/Engagement Meetings/Training	Assistant Principal	☒ Curriculum	From: 08-20-2019	☒ Agenda
☒ The Parent Academy Meetings/Training	Assistant Principal	☒ Assessments		☒ Handouts
☒ Special Events for Families	Assistant Principal	☒ Technology		☐ Minutes
☒ ESSAC Meetings	Assistant Principal	☒ Social Media		☒ Sign-in Sheets
☒ Workshops	Assistant Principal	☐ Parenting	To: 05-30-2020	☐ Photos
☒ Community-based Partnerships	Assistant Principal	☒ Data Driven Instruction		☐ Other (Please specify)
☒ FSA Night	Assistant Principal	☒ Parent Portal		



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ACCESSIBILITY

The school will provide full opportunities for participation in parent and family engagement activities for all parents and family members. Additionally, the school will share information related to school and parent and family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents and families understand as well as provide accessibility accommodations for parents and family members with special needs, as follows:

Accessibility Focus Areas	Accommodations	Title of Person Responsible	Timeline	Evidence of Effectiveness
Language	☒ Translator/Interpreter	Assistant Principal	From: 08-20-2019	☒ Multi-language Materials/Flyers/Handouts
	☒ Translated Materials		To: 06-05-2020	☒ Accessibility accommodations and translation services statement
Parents with Special Needs	☒ Handicapped Parking	Assistant Principal	From: 08-20-2019	☒ Multi-language Materials/Flyers/Handouts
	☒ Wheelchair Ramp ☐ Sign Language Interpreter ☐ Other Support/Services		To: 06-05-2020	☒ Accessibility accommodations and translation services statement
Other(specify):				☐ Notification to parents/ families of availability of services
				☐ Documentation of support/services provided

COMMUNICATION

The school will provide timely information about the Title I Schoolwide programs, explanation about the curriculum at the school, the forms of assessment used to measure student progress, the achievement levels students are expected to obtain, identify students who are at risk of not meeting state standards on performance standards assessments and provide parents with information regarding their child(ren)'s attendance. If requested by parents, the school will provide opportunities for regular meetings in order to formulate suggestions and to participate, as appropriate, in decision-making related to the education of their child(ren). Additionally, the schools will submit parent and family's comments if the schoolwide plan is not satisfactory to parents and families, as follows:

Communication Focus Areas	Content and Type of Activity	Timeline	Evidence of Effectiveness
Title I	☒ Title I Annual Parent Meeting	9/18/2019	☒ Agenda ☐ Handouts ☒ Sign-in Sheets ☐ Flyers/Photos ☒ Handouts/Meeting Materials
	☒ Other Parent Meeting	8/19/19 - 6/05/20	
	☒ 1st EESAC Meeting	9/4/2019	
	☒ Mailout of Title I Program Notification Letter	8/20/2019	
	☒ School Website	9/1/2019	
	☒ Open House	9/18/2019	
Curriculum	☒ Title I Annual Parent Meeting	8/19/19 - 6/05/20	☒ Agenda ☒ Handouts ☒ Sign-in Sheets ☐ Flyers/Photos ☐ Handouts/Meeting Invite
	☒ FSA Night	01/22/20	
	☐ Science Fair		
	☐ Curriculum Meeting		
	☒ Open House	9/18/2019	



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Communication Focus Areas	Content and Type of Activity	Timeline	Evidence of Effectiveness
Assessment/ Achievement Levels	☒ Response to Intervention	8/19/19 - 6/05/20	☒ Agenda ☐ Handouts ☒ Sign-in Sheets ☐ Flyers/Photos ☒ Handouts/Meeting Invite
	☒ FSA Night	1/22/2020	
	☐ Student Backpack		
	☒ Parent Conference	8/19/19 - 6/05/20	
	☐ Links to Websites Containing Assessment Data		
Parent Concerns	☐ PTA/PTSA Meeting		☒ Agenda ☒ Handouts ☐ Sign-in Sheets ☐ Flyers/Photos ☐ Handouts/Meeting Invite ☒ Official Parent Survey Compilation of Results
	☒ EESAC	8/19/19 - 6/05/20	
	☐ Response to Intervention		
	☒ School-level Parent & Family Engagement Survey	09/18/19	
Attendance	☒ Parent Teacher Conference	8/19/19 - 6/05/20	☐ Agenda ☐ Handouts ☐ Sign-in Sheets ☐ Flyers/Photos ☒ Handouts/Meeting Invite
	☐ Meeting with School Social Worker		
	☐ Meeting with Truancy Child Study Team		
	☐ Other Activity/Meeting/Workshop for Parents and Families		

DISCRETIONARY ACTIVITIES (OPTIONAL)

The school will provide additional activities such as: transportation for parents and families to attend meetings/training, literacy training for parents, and/or other activities related to parent and family engagement, as follows:

Discretionary Activities Focus Areas	Content and Type of Activity	Title of Person Responsible	Timeline	Evidence of Effectiveness
☐ Transportation				☐ Agenda ☐ Sign-in Sheets ☐ Flyer/Meeting Invite
☐ Literacy Training				☐ Agenda ☐ Sign-in Sheets ☐ Flyer/Meeting Invite
☐ Community/Faith-based Organization Collaboration				☐ Agenda ☐ Sign-in Sheets ☐ Flyer/Meeting Invite
☐ Other (Specify below):				☐ Agenda ☐ Sign-in Sheets ☐ Flyer/Meeting Invite



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BARRIERS

The barriers identified below may have hindered participation by parents and families during the previous school year. The school will take the following steps during the current school year to overcome the identified barriers. The school will also ensure that special attention is given to parents and families who are disabled, have Limited English Proficiency, and are parents and families of migratory child(ren):

Barrier(s) Please select a minimum of three (3)	Plan of Action (Steps) What is the school doing to overcome the identified barriers?
☒ Language	Always send home flyers ad/or post items electronically in English, Spanish and Creole. Have a translator always available. Multilanguage Flyers and Handouts
☒ Disabilities	Parking Elevator Ramp Special Assistants Upon Request
☐ Transportation	
☒ Child Care	Provide Childcare during workshops/classes and during different dates and times.
☒ Unfamiliar with School System	Parent workshops to familiarize parents with the dadeschools website and portal, how to become a parent volunteer and how to access their children's grades.
☐ Cultural Differences	
☐ Work Scheduling Conflict	
☐ Homelessness	

Deadline to submit the School-level Parental & Family Engagement Plan (PFEP) is Tuesday, October 8, 2019.