1. **What meetings must schools hold to inform parents about Title I, Part A programs and parental involvement?**

Each school served under Title I, Part A must convene an annual meeting, at a time convenient for parents, to inform them of their school’s participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in those programs. In order to keep parents informed, schools must invite all parents of children participating in Title I, Part A programs and encourage them to attend. Schools must also offer a flexible number of these and other parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend [Section 1118(c)(1) and (2), ESEA].

2. **What is the purpose of the Title I annual meeting?**

The purpose of the Title I annual parent meeting is to provide information to parents of participating children about the Title I program and their right to be involved in their child’s education. See question three for specific information on the required content of the meeting [Section 1118(c)(1), ESEA].

3. **What information should be included in the discussion at the Title I annual meeting?**

The annual Title I meeting must be used to explain the Title I requirements, the school’s participation in the program (schoolwide or targeted, whichever is applicable), and the rights for parents to be involved. In addition, you may use this opportunity to:

- Explain what participation in Title I programs means, including:
  - A description and explanation of the school’s curriculum,
  - Information on the forms of academic assessment used to measure student progress, and
  - Information on the proficiency levels students are expected to meet;
- Explain the district parental involvement policy, school parental involvement policy, and school-parent compact;
- Explain the right of parents to become involved in the school’s programs and ways to do so;
- Explain that parents have the right to request opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school must respond to any such suggestions as soon as practicably possible [Section 1118(c)(4), ESEA].

4. **Which parents should be invited to participate in the annual Title I parent meeting?**

All parents of participating students must be invited and encouraged to participate in the annual Title I meeting. For parents attending a school implementing a schoolwide...
program, all parents must be invited and encouraged to participate. For schools implementing a targeted assistance program, invitations only need to be sent to the parents of participating children [Section 1118(c)(1), ESEA].

5. When should the Title I annual meeting be held?

Regulations do not require a specific timeline for hosting of the Annual Title I meeting; however, the meeting should be held early enough in the school year that parents are provided with information they can use to help their child. It is recommended that the meeting be held no later than the last week of October [Section 1118(c)(4)(A), ESEA].

6. Can the annual meeting be combined with another function?

No; the annual meeting is for the sole purpose of informing parents, as outlined in question three. The meeting must be advertised and conducted as the annual meeting of Title I parents. Parents should leave the meeting with a clear understanding about the Title I Program and their rights as Title I parents. Based on recent monitoring findings from the United States Education Department (USED), the following meeting configurations may not meet compliance:

- Combining the annual meeting with another meeting;
- Combining the annual meeting of more than one Title I school at one location and time;
- Only including Title I as an agenda item during another meeting; or
- Conducting a PTA as the required annual meeting.

7. Can the school use an open house as the annual meeting if parents are provided a handout about the Title I program?

No; hosting an open house does not meet compliance requirements for the required annual meeting; however, parents may be provided an opportunity to meet their child’s teacher as part of the annual meeting. The teachers could build upon the information provided during the annual meeting by providing grade level-specific information on the standards, expectations, assessments, and curriculum. The Title I annual meeting must be advertised for the purpose of informing parents about the Title I, Part A program.

8. May the Title I annual meeting be a part of a Parent Teacher Association/Organization (PTA/PTO) meeting?

No; during recent monitoring visits, USDE found State Education Agencies (SEAs) out of compliance when schools used the PTA meeting as the only method for distributing information about the Title I program. Usually, PTA organizations require a fee to join; therefore, the meeting would not be open to all parents. Parents may not feel as though they can attend if they are not members of the PTA. Title I funds may not be used to support the activities of the PTA since the activities must be open and available to all Title I parents at no cost. Title I meetings must stand alone.
This guidance does not prevent Title I parents from being a part of PTA/PTO. Schools are also encouraged to provide information on the implementation of the Title I programs to PTAs/PTOs and other community-based organizations.

9. Who should conduct the meeting?

Individuals conducting Title I annual meetings must be knowledgeable about Title I, Part A and how the program is implemented at the school. Persons such as the following may be able to provide appropriate information to parents:

- Principals;
- Assistant Principals;
- Title I Teachers;
- Title I Facilitators;
- Federal Programs Coordinators; and/or
- Parental Involvement Coordinators/Facilitators (in partnership with one of the above).

10. Is the school required to have translators available at the meeting?

Yes; schools are required to take reasonable steps to provide information to parents in a language and format they can understand, including parents with limited English proficiency, disabilities, or parents of migratory children. This may include providing translators and/or assistive devices during the annual parent meetings [Section 1118(f), ESEA].

11. Is the LEA required to host an annual Title I meeting for all private schools participating in the Title I program?

No; the LEA is not required to host an annual Title I meeting at participating private schools. However, the parents of participating children should be fully informed about the Title I program and their rights to participate in parental involvement activities.

12. Are there resources available to assist schools with the development of this meeting?

Yes; The Florida Department of Education (FLDOE) prepared a sample PowerPoint presentation, handouts, and an activity guide to assist schools with planning and implementing the annual meeting. These materials may be used to ensure that each school meets compliance. Presentation materials may be accessed at http://www.fldoe.org/flbpso/pi.asp or you may contact Ms. Jan Anderson at jan.anderson@fldoe.org for more information.
13. Is the school required to use the template provided by FLDOE?

No; the template provided by FLDOE is only a guide. Schools may create presentation materials that best meet the needs of their parents. The LEA and school must ensure that all required elements outlined in question three are included during the meeting.

14. How can LEAs and schools maximize participation in school meetings, conferences, and activities including the Title I annual meeting?

Schools may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions. Schools and LEAs should also arrange school meetings at a variety of times. LEAs and schools may want to consider the following options to ensure maximum participation:

- Provide child care services during the annual meeting;
- Provide transportation to and from the meeting;
- Hosting the annual meeting at various times such as evenings and again on Saturday;
- Send information presented at the annual meeting home with students of the parents that did not attend;
- Ensure that teachers discuss the Title I program with parents during conferences or home visits;
- Posting on LEA or school Web sites video or webcasts of the annual meeting;
- Recording the annual meeting and replaying on local cable channels;
- Partnering with community and/or faith-based organizations to advertise and encourage parent participation; and/or
- Conducting additional meetings in local community centers and/or faith-based centers.

In addition, for parents who are unable to attend functions at school, schools may arrange for and conduct in-home conferences between teachers or other educators who work directly with participating children and the children’s parents [Section 1118(e)(8), (9), and (10), ESEA].

15. Can Title I funds be used to pay transportation costs for parents to attend the annual meeting?

Yes; Title I, Part A funds may be used to pay reasonable and necessary costs associated with the implementation of the parental involvement activities outlined in Section 1118, including transportation to and from meetings. Many LEAs in Florida run school buses from designated areas within the community to provide transportation to those parents who might not otherwise be able to attend.

16. May parents be paid to attend the Title I annual meeting?
No; statute does not authorize an LEA or school to pay a parent to attend a meeting or training session or to reimburse a parent for salary lost due to attendance at parental involvement activities. Parental involvement expenditures are limited to costs that a parent may incur to participate, such as baby-sitting fees, which are not paid directly to the parents.

17. **May Title I funds be used to pay child care costs during the annual meeting?**

Yes; Title I, Part A funds may be used to pay reasonable and necessary costs associated with the implementation of the parental involvement activities outlined in Section 1118. Such costs may include the provision of child care services. The school or LEA may wish to consider paying a Title I paraprofessional to provide child care during the meeting.

18. **May parents of non-Title I students attend parent meetings sponsored by and paid for with Title I funds?**

Because of the method, setting, or time of a particular Title I, Part A service, it is not always reasonable or desirable for a school to serve only children or their parents who have been selected to participate in a Part A program. This may be particularly true if a school implementing a targeted assistance program is providing parental involvement activities with Title I, Part A funds. It would be very difficult for schools to turn parents away from a meeting designed to help parents help their children.

A school may provide, on an incidental basis, Title I, Part A services to parents of children who have not been selected to participate in the Part A program only if the following conditions are met:

- The Title I, Part A program is designed to meet the special educational needs of the children who are failing, or most at risk of failing, to meet the State's challenging student performance standards and is focused on those children; and
- The inclusion of non-Title I, Part A children does not--
  - Decrease the amount, duration, or quality of Title I, Part A services for participating students or parents,
  - Increase the cost of providing the services, or
  - Result in the exclusion of the parents who would otherwise participate.

19. **May Title I funds be used to provide a meal or snacks for parents during the annual meeting?**

Title I, Part A funds may be used to purchase food for parent involvement activities if the following conditions have been met:

- LEA has a policy which allows it [FS 1001.43(2)(g)];
- Expenses are reasonable and necessary; and
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- The meeting is at a time when parents would normally be eating [OBM Circular A-87(2 & 27) and USDE Non-Regulatory Guidance, Use of Funds (April 1996) located at: http://www.ed.gov/legislation/ESEA/Title_I/usefunds.html.

LEAs are advised to use caution in determining how much to spend on food. For example, if the school is allocated $5000 for parent involvement spending $4500 on food would not be considered reasonable. This would also significantly limit the other types of activities you could fund for parent involvement.

LEAs should also use caution when serving staff at this same meeting since it is designed for parents. While a few hotdogs would not substantially change the costs associated with the meal; if the school provided meals for 100 staff members and only a few parents it may appear as if the meal was designed staff rather than parents.

20. How can the LEA and school document compliance with the meeting?

The LEA and school must be able to demonstrate that all parents of participating children were invited and encouraged to attend and that all required components were covered during the meeting. It is the responsibility of the LEA to ensure that all schools convene an annual meeting. The LEA must maintain adequate documentation of the meeting for all schools within the LEA participating in the Title I program. Documentation may include, but is not limited to a combination of the following items:

- Minutes;
- Agendas;
- Handouts;
- Announcements;
- Flyers;
- Photographs; and
- Sign-in sheets.

During monitoring visits by FLDOE and USED, parents will be interviewed and asked to recall the information presented during this meeting. A review of USED and FLDOE findings related to the annual meeting included the following:

- Schools held meetings at which they discussed certain aspects of the Title I program, such as school improvement, but did not necessarily provide information about specific Title I requirements or the use of Title I funds;
- LEAs treated the annual school open house as the required Title I parent meeting, but parents were unaware of what it meant to be a Title I school, the requirements to be a Title I school or their rights as Title I parents;
- LEAs was unable to demonstrate that one of its Title I schools held the required annual meeting;
- School did not hold an annual Title I meeting for parents;
- LEAs were unable to provide evidence that parents were provided with timely information about the Title I program.
21. How many parents must attend the Title I annual meeting?

Statutes do not specify a required number or percentage of parents participating in the annual meeting. However, the LEA should consider participation numbers when identifying barriers to greater participation in parental involvement activities. LEAs are required by law to evaluate the effectiveness of the implementation of the parental involvement program at the LEA and schools and identify barriers to greater participation [Section 1118(a)(2)(E)].