

**Title I District Parent Involvement Committee
Meeting Minutes from Thursday, April 25, 2013
6:00 to 7:00 p.m.**

Agenda Item	Discussion
1. Welcome and Introductions	In attendance: Gayle Walkowiak, Karima Dixon, Christine Sexton, Barb Cummins, Janette Holter, Jane Janda
2. Title I State Audit	<p>Gayle presented the findings from the April 17-19 audit.</p> <ul style="list-style-type: none"> • The only potential non-compliant finding was that the Parent’s Right to Know information was not mailed out to families in the fall. It will be included in the back-to-school calendar for school year 2013-14. • We should continue to focus on and accelerate efforts toward parent involvement in all the Title I schools • The Title I brochure has been updated and was well received by the auditor. It has been added to the Title I websites. They will be available at each school including a Spanish version and including the language help phone numbers. • The auditor visited two schools – Forest and Sacred Heart, and each received praise for documentation and knowledge of program requirements.
3. Family Involvement Survey	<p>Gayle presented a new general parent survey, one that was obtained during the pre-audit; the group recommended a few changes:</p> <ul style="list-style-type: none"> • Delete survey questions 9, 10 and 11. • Re-word survey question number 1 to read “In this school, teachers and staff care about and respect my student”. • Move the “Select the elementary school grade of your oldest student” to the bottom of the page and put a number on it (also add pre-K next year). • Can the font be larger? • Joleen will make the changes asap and send to the buildings for pre-approval. • Buildings can also have their own survey but the district survey is sufficient. • Parents have been filling out the survey using either school computers or paper during spring parent nights. Supply #2 pencils if using paper. ESC can order boxes of the small, soft-ledged pencils used by golfers. • The surveys should be translated into Spanish, and should have the language-help phone numbers included.
4. Title I Family Involvement Policy	<p>Gayle presented the district Parent Involvement policy, last updated in May, 2012:</p> <ul style="list-style-type: none"> • The committee found no items needing an immediate change. <p>Gayle also presented the MDE Title I Parental Involvement Requirements Overview received from the auditor:</p> <ul style="list-style-type: none"> • Schools should use <i>Appendix 4: School Parent Involvement Plan</i> (p. 26) to be consistent when updating their school plans. • We will send each principal a copy of the MDE document. • School Parent Involvement Plans should be updated in the spring for the upcoming school year.
5. Recommendations for 2013-14	<ul style="list-style-type: none"> • Hold District Parent Involvement Committee meetings on a quarterly basis rather than just once each spring; create an annual agenda; provide approved incentives • More actively recruit parents to represent their child’s school – maybe during conferences or back to school nights?