

# Q&A– Title I, Part A Parent and Family Engagement (PFE) Webinar

September 2019

## 1. Will this material apply to Learning Assistance Program (LAP) as well?

The main information of this webinar and power point is mainly Title I, Part A PFE Requirements, section 1116 in [Every Student Succeeds Act \(ESSA\) Act](#).

The best practices and tips in these slides can be use with LAP students and parents. We recommend Local Educational Agencies (LEAs) or recipients of Learning Assistant Program (LAP) funds to review:

- [LAP Menus of Best Practices](#)  
Each menu (ELA, Math, Behavior) has a section on Family and Community Practices and Strategies.  
**Tip:** When you open the PDFs use the search option (Ctrl+F) to do a search under *Family and Community Practices and Strategies*.
- [LAP Q&A](#), the Q&A addresses family engagement questions as well as allowable expenses for family engagement.  
**Tip:** When you open the PDF use the search option (Ctrl+F) to do a search under *Family Engagement*.

## 2. How should schools identify and engage military/veteran-connected families?

Please see the information on [Military Kids](#) at our website.

Parent and Family Engagement strategies should be mindful of their Title I, Part A participating family's needs. Title I, Part A LEAs and participating schools must implement PFE requirements and include families of participating students in the activities and evaluation of the Title I, Part A program and policy/plan.

## 3. "Language they can understand" what if the interpreter is not strong?

Please contact the Equity and Civil Rights Office at OSPI for the minimum interpreter requirements in K-12 public schools.

### **Equity & Civil Rights**

360-725-6162

[equity@k12.wa.us](mailto:equity@k12.wa.us)

TTY: 360-664-3631

Webpage: [Interpretation and Translation Services](#)

## 4. Does the LEA PFE Policy have to be approved by the school board annually?

No, each LEA has their own school board review/approval cycle of their policies. However, the LEA PFE Policy must be evaluated annually with the involvement of parents [Section 1116 (a)(2)(D)]. See also question six for additional information.

## 5. Which board needs to approve the LEA PFE Policy?

The LEA PFE Policy must be approved by the school board. Please see question four for additional information.

## **6. How often does the district and school policy need to be updated?**

### LEA PFE Policy

The main components of the policy do not get updated, because those components are part of Section 1116 in ESSA. Section 1116 (a)(2)(D) of the ESSA Act requires the LEA PFE Policy to be evaluated annually with the meaningful involvement of parents, if during the evaluation process the families give input and request changes to the roles and action for any of the policy components, then the LEA will need to update only the roles and actions.

Resources: [LEA Policy Template for Parent Engagement](#)

### The School PFE Plan/Policy

The main components of the policy do not get updated, because those components are part of Section 1116 in ESSA. Section 1116 (a)(b)(3) of the ESSA Act requires the School PFE Plan/Policy to involve families in the planning, review, and improvement of the school parent and family engagement policy/plan, if during the review the families give input and request changes to the roles and action for any of the policy components, then the LEA will need to update only the roles and actions.

Resources: [LEA/School Side-by-Side Policy/Plan Requirements](#), [Plan checklist](#) - review your Title I, Part A parent involvement plan and procedures. [Plan template for schools](#)

## **7. Review the district or building annually with parents, one or both?**

Yes both, the LEA PFE Policy and the School PFE Plan/Policy must be reviewed with the involvement of families annually. Please see question six for more information.

## **8. Is the school level plan the same as the title I school improvement plan?**

No, the School Improvement Plan is a state required school plan under [WAC 180-16-220](#). The School PFE Plan/policy is a federal Title I, Part A requirement under Section 1116 (a)(b)(3) and it is for parent and family engagement only.

## **9. Can parent review happen via survey so that we're hearing from more parent voices?**

Yes, the LEA and participating schools can use surveys, forums, focus groups, etc. to gather feedback and input from families.

Resources: [Survey Templates](#)

## **10. What's an effective way to have parents give input?**

Please see question nine.

**11. Please clarify - does the district policy have to be disseminated to families or just the school plan/policy?**

Both, the LEA PFE level policy and the School level plan/policy must be disseminated to parents of participating students.

- *LEA PFE Policy:* disseminate only to parents in participating Title I, Part A schools.
- *School PFE Plan/Policy:*
  - Schoolwide Program (SWP) disseminate to all parents/families
  - Targeted Assistance Program (TAS) disseminate only to participating parents/families.

**12. If we were to hold a district-directed book study for teachers on effective parent engagement, would the books be an allowable expense?**

Yes, but the Schoolwide and Targeted Assistance Program schools must have the professional development activity (PD) as part of their comprehensive need's assessment plan. In a Targeted Assistance school, the PD opportunity should be given first to the instructional staff that works directly with the participating families. The LEA or school could include the rest of the instructional staff, but in this case the PD should be funded with a combination of basic education, Title I, Part A, and other funds.

**13. Do we have to have at least 3 family nights - is there a minimum?**

No, there is no minimum, family nights should be linked to learning and aligned to the school's SWP, TAS Program comprehensive needs assessment plan.

**14. Can the LEA charge extra pay for staff to work in the evening/after hours to do the Title I, Part A PFE activity?**

Yes, but with extra pay LEA must document the extra time with time and effort and separate it from their normal contract time and effort. For more information on Time and Effort, please contact:

**School Apportionment**

360-725-6280

TTY: 360-664-3631

**15. Can the PTA/PTO fund the items (door prizes) that are not allowed if the PFE event is cohosted?**

Yes, the PTO/PTA, community partners may donate items, or provide other things considered gifts to give away at PFE engagement activities.

**16. How are schools determining Title I eligibility for PreK and Kindergarten students in a targeted school at the beginning of the year?**

In a K–12 targeted assistance program, preschool children must be identified most at risk of failing to meet state academic standards when they reach kindergarten based on "multiple educationally related objective criteria." Those criteria may include data from parent interviews, judgements of teachers, and developmentally appropriate measures of

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child growth. When there are limited Title I, Part A funds, family income can be used to prioritize who to serve but should not be the only criterion used to identify eligible children. The LEA should use existing information or other funds to identify eligible children. However, if the LEA has no appropriate existing information or funds for identification, Title I, Part A funds can be used to identify eligible children (Preschool NRG, p.21 (G-1)). There are, however, children who are automatically eligible (ESSA, Sec. 1115 (c)(2)) (meaning that the LEA does not need to identify the child as most at risk of failing). These include:

- Children who, at any time in the last two years, attended a Head Start program, or Title I, Part A preschool,
- Children who, at any time in the last two years, received services under Title I, Part C (Migrant Education),
- Children in an institution for neglected or delinquent children and youth, and
- Children who are experiencing homelessness. (ESSA, Sec. 1115 (c)(2)(B)-(E))

Some LEAs have used some of the following to identify students in a Targeted Assistance program:

- Teacher recommendations, based on discussions/classwork
- Entrance assessment—this could be a simple handwriting test, can they write their name, read some words, etc.
- Parent recommendations
- Low-Income status.

Remember, it should be multiple measures, but there is no specific requirement about what kind of measure.

## **17. Which pieces of communication must be mailed home or personally delivered (as opposed to posted or shared electronically)?**

The requirement is to disseminate Title I, Part A program information and notifications. During Consolidated Program Review (CPR) we review that the LEA and participating schools have multiple formats for disseminating program information and notifications. There may be parents or community members who do not have access to the Internet or a computer, so an additional non-digital notification method must also be used.

Still have questions or need clarification, please contact:

### **Title I, Part A**

360-725-6100

[Title1a@k12.wa.us](mailto:Title1a@k12.wa.us)

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