

School:

Date:

Time:

2023-2024 FEDERAL PROGRAMS PLANNING MEETING

External Meeting Agenda

1. Welcome

2. Member sign-in

- Purpose: Our school may receive additional funding to help improve the educational experience for all students. This planning team oversees the action steps to plan, implement, and/or evaluate activities related to federal funds.
- Requirements: As a result of receiving federal funds, the school is required to:
 - annually perform a Comprehensive Needs Assessment,
 - use that data to effectively supplement the regular programs offered at the school to increase the academic achievement of students,
 - provide opportunities for parents to be actively engaged in their students' education, and
 - annually evaluate the effectiveness of the programs offered through federal funding.
- Rights: All parents have the right to be involved in their child's education. Schools are required to provide multiple opportunities for parents to be a part of the educational process.

3. Establish Roles (timekeeper, recorder of minutes, etc.)

4. Introduction to the Federal plans

- Share major activities in current federal grants
- Review data supporting the plans (Comprehensive Needs Assessment)
- Share wish list items that were not funded and potential future expenses.
- Review upcoming parenting events for this year (Parenting Calendar)
- Home School Compact – **Title I Schools Only**
 - ✓ Review DRAFT copy suggestions from parents/community
 - ✓ Team discussion on any suggested changes
 - ✓ Create a FINAL copy

Due in Epicenter May 15th

Located under Federal Programs – Federal Programs Planning Meeting Documentation

- ✓ Discuss plan for copying of FINAL, distribution to parents for signatures, and for the collection of as many signed copies as possible. (Consider adding to Parent Handbook)
- ✓ Plan for the storage of signed copies for this school year

5. Parent and Family Engagement Policy – Title I Schools Only

- Review DRAFT copy suggestions from parents/community
- Team discussion on any suggested changes
- Create a FINAL copy
- Discuss plan for distribution of FINAL copy to parents (i.e. posting on website, in front office, placing in Parent Handbook, etc.)

6. Parent Feedback and Suggestions

- For parents present at the meeting today, are there any suggestions or any feedback on the items discussed today, on our Federal Programs plans, or for any future meetings? Document suggestions – can be written in minutes or collected through surveys, exit tickets, feedback forms, etc.
- Adjourn
- File the meeting invitation, sign-in sheet, agenda, PowerPoints or other handouts, parent suggestions, and meeting minutes

7. Other Agenda Items

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