

## Questions & Answers

### Annual Title I Meeting

**1. *What meetings must schools hold to inform families about Title I, Part A programs and parent and family engagement?***

Each school served under Title I, Part A must convene an annual meeting, at a time convenient for families, to inform them of their school's participation in Title I programs and to explain the Title I requirements and the right of families to be involved in those programs. Schools must invite and encourage all families of children participating in Title I, Part A programs to attend the annual meeting. (ESEA § 1116(c)(1) and (2))

**2. *What information must be covered at the annual Title I meeting?***

The annual Title I meeting must be used to explain Title I requirements, the school's participation in the program (schoolwide or targeted), and the right of families to be involved. Meetings must address, at a minimum:

- an explanation of the Title I, Part A program, including:
  - an explanation of the school's curriculum,
  - information on the forms of academic assessment used to measure student progress, and
  - information on the achievement levels of the challenging state academic standards;
- the Title I, Part A 1% set-aside and the families' role in determining the distribution of funds;
- the LEA and school Parent and Family Engagement Policy;
- the School-Parent Compact; and
- the right of families to be given the opportunity to participate in regular meetings 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).

**3. *Which families should be invited to participate in the annual Title I meeting?***

All families of participating students must be invited and encouraged to participate in the annual Title I meeting. In a schoolwide program, all families must be invited and encouraged to participate. For schools implementing a targeted assistance program, invitations only need to be sent to the families of children receiving services. (ESEA § 1116(c)(1))

**4. *When should the annual Title I meeting be held?***

While the statute does not dictate a specific timeline, the annual Title I meeting should be held early enough in the school year so that families receive information they can use to support their child during the current school year. Many schools hold two Title I meetings, one in the fall and one in the spring. The fall meeting is utilized to discuss upcoming programming for the year, and the spring

meeting is utilized to evaluate the effectiveness of programming, gather feedback, and begin planning for the following year.

**5. *Can the annual meeting be combined with another function?***

The annual Title I meeting may be conducted before or after a school event, but not embedded within an event in which families are not aware that the purpose of the meeting is to learn about the Title I program. The annual Title I meeting must stand alone and have its own meeting invitation, agenda, minutes, and sign-in sheet.

The annual meeting is for the sole purpose of informing families of the information outlined in question three. The meeting must be advertised and conducted solely as the annual meeting for Title I families. Based on recent monitoring findings from the U.S. Department of Education (ED), the following meeting configurations do 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 parent-teacher association (PTA)/parent-teacher organization (PTO) meeting as the required annual meeting.

**6. *May the annual Title I meeting be part of a PTA/PTO meeting?***

No. As mentioned above, during recent monitoring visits, ED found state educational agencies (SEAs) out of compliance when schools used PTA/PTO meetings as the only method for distributing information about the Title I program. Usually, PTA/PTO organizations require a fee to join; therefore, the meeting would not be open to all families. Families may not feel as though they can attend if they are not members of the PTA/PTO. Title I funds may not be used to support the activities of the PTA/PTO since the activities must be open and available to all Title I families at no cost. Annual Title I meetings must stand alone.

**7. *Who should conduct the annual Title I meeting?***

Individuals conducting annual Title I meetings should be knowledgeable about Title I, Part A, and how the program is implemented at the school. This may include, but is not limited to:

- principals;
- assistant principals;
- Title I teachers;
- Title I facilitators;
- federal programs coordinators; and/or
- family engagement coordinators/facilitators.

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

Yes. Schools are required to take reasonable steps to provide information to families in a language and format they can understand, including families with limited English proficiency, disabilities, or

families of migratory children. This may include providing translators and/or assistive devices during the annual Title I meeting. (ESEA § 1116(f))

**9. *Is the local educational agency (LEA) required to host an annual Title I meeting for 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 families of participating children should be fully informed about the Title I program and their rights to participate in parent and family engagement activities.

**10. *How can LEAs and schools maximize participation at family engagement events, including the Title I annual meeting?***

Schools may pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and childcare costs, to enable families to participate. In addition, LEAs and schools may want to consider the following suggestions:

- offer meetings and events at least twice and at various times of the day, such as before school and in the evening;
- always send information presented at meetings/events home with students of families unable to attend;
- ensure that teachers also discuss the Title I program with families during conferences or home visits;
- post agendas and minutes from meetings and events on LEA or school websites;
- record meetings and events and replay them on local cable channels or post them on the LEA/school website;
- partner with community organizations to advertise and encourage family participation;
- work with local businesses and community partners to secure donations for family meals/snacks during the meeting or event; and/or
- conduct additional meetings in convenient community locations such as a library, church, community center, or apartment complex.

In addition, schools may arrange for and conduct in-home conferences with families of participating children who are unable to attend meetings and events. (ESEA § 1116(e)(8), (9), and (10))

**11. *May families be paid to attend the annual Title I meeting?***

No. The statute does not authorize a LEA or school to pay a parent or family member to attend meetings or training sessions or to reimburse families for salary lost due to attendance at family engagement events.

**12. *May Title I funds be used to provide a meal or snack for families during the annual Title I meeting?***

LEAs and schools may use federal education funds to purchase cost-effective and reasonable food items to provide meals or light refreshments/snacks as necessary. Food costs are allowable for

parent and family engagement events if:

- There is a connection to a programmatic purpose;
- The cost is reasonable; and
- For meals, the event will occur at a typical mealtime, or the school/LEA has evidence that the absence of food would affect the meaningful outcome of the planned meeting.

Approval of food costs associated with parent and family engagement events must be obtained in the LEA's Consolidated Funding Application (CFA). Budgets must include the information needed for reviewers to determine that the purchase meets the criteria described above. Information must include details on:

- The programmatic purpose of the event(s);
- The cost of the food being purchased; and
- Either the time of the event(s) or other evidence that the absence of food would affect the meaningful outcome of the planned meeting(s).

Additionally, LEAs and schools must maintain sufficient documentation, including meeting invites, meeting agendas, sign-in sheets, etc., for all events funded with federal funds. Caution should also be observed when serving teachers and staff at meetings and events, since funds are technically designated for families only. While a few snacks would not substantially change the cost associated with the event, if the school provided refreshments for 50 staff members and only a few families, it may appear as if the refreshments were designed for staff rather than families.

For more information on using Title I funds to provide food during meetings, please see this [guidance document](#).

### **13. How should the LEA and school document compliance with the annual Title I meeting?**

The LEA and school must be able to demonstrate that all families 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 also ensure adequate documentation of annual Title I meetings for all schools that participate in the Title I program. Documentation may include, but is not limited to, a combination of the following items:

- meeting/event invitations and announcements (flyers, emails, newsletter blurbs, website announcements, phone logs, etc.);
- detailed agendas (including the meeting name, date, and time);
- handouts and printed materials distributed at meetings/events;
- detailed meeting minutes (including the questions and feedback of families); and
- sign-in sheets (including the name, date, and time of the meeting; and participants' names and titles).

Past compliance findings from ED related to the annual meeting included the following:

- Schools held meetings during 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, as reflected on the meeting agenda;

- Schools treated the annual school open house as the required Title I parent meeting, but families 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 families; and
- LEAs and schools were unable to produce the proper documentation/evidence that families were provided with timely information about the Title I program.

**14. How many families must attend the Title I annual meeting?**

The statute does not specify the required number or percentage of families participating in the annual meeting. However, the LEA and school should consider attendance numbers when identifying barriers to greater participation in family engagement activities. Districts and schools are required to evaluate the effectiveness of parent and family engagement programs annually and identify barriers to greater participation. (ESEA § 1116(a)(2)(E))

**15. Are there resources available to assist schools with the planning and implementation of the annual Title I meeting?**

Yes. The department developed a PowerPoint template and several tools to assist schools in planning and implementing the annual meeting. Materials may be accessed in [ePlan > TDOE Resources](#) > ESSA Information, Guidance, PPTs, & Webinars > Parent and Family Engagement Resources > Annual Title I Meeting Resources.

**16. Are schools required to use the template provided by the department?**

No. The template provided by the department is optional and only a guide. LEAs and schools may create presentation materials that best meet the needs of their school community. The LEA and schools, however, must ensure that all required elements outlined in question three are covered in the annual Title I meeting.