

ESEA Director's Training Curriculum

1.4 Title I Annual Meeting

Every Title I school is required to convene an annual Title I meeting. The meeting should be held at a time convenient for families, guardians, and stakeholders, to inform them of their school's participation in Title I, Part A programs. Schools are encouraged to offer numerous meetings at flexible times. Meetings should 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 one percent set-aside and the families' role in determining the distribution of funds;
- the district 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).

Required Deadlines:

- ESSA does not dictate when these meeting should take place. Typically, schools hold these meetings at the beginning of the school year.

Available Resources:

- [Divisional Coordinator](#)
- McKinney-Vento and Family Engagement Coordinator: Vanessa.Waters@tn.gov
- ePlan > TDOE Resources > Parent and Family Engagement Resources > Annual Title I Meeting Resources
 - [Annual Title I Meeting Q & A](#)
 - [Annual Title I Meeting: Presentation Template](#)

Action Steps & Recommended Timeline:

- **July/August.:** Meet with schools and provide training on the annual Title I meeting expectations and requirements.
- **August/September:** All Title I schools host Title I meetings.
- **September:** Collect and archive annual Title I meeting documentation. Documentation should include:
 1. Detailed agendas, showing that all required topics have been covered,
 2. [Sign-in sheets](#) for all meetings (planning meetings, and actual Title I meeting),

3. Meeting advertisements or invitations,
4. Meeting minutes, and
5. Presentation materials (handouts, PPTs, etc.)