

**2024-2025**

**School Improvement &  
Parent and Family  
Engagement Plan**

**School: Myakka River Elementary**

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**Principal: Jody Poulakis**

## INSTRUCTIONS

Complete the following sections of the Parent & Family Engagement Plan (PFEP). To be considered *complete* each section needs to have all the components included.

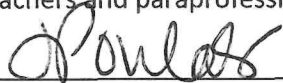
1. Assurances
  - Original Signature
  - Uploaded to Crate
2. Needs Assessment
3. Family Survey
4. Involvement of Parents
5. Annual Parent Meeting and Communication
6. Flexible Parent Meetings
7. Building Capacity of Families
8. Building Staff Capacity for Parent and Family Engagement
9. Communication
10. Barriers
11. Dissemination of PFEP & School/Family Compact to Stakeholders

## ASSURANCES

**This page will require an original signature and submission to the District. Print this page, sign, and upload to Crate.**

I, Jody Poulakis, do hereby certify that all facts, figures, and representations made in this Federal Parent and Family Engagement Plan are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate local, state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

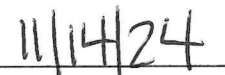
- The school will be governed by the statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in ESEA Section 8101;
- Engage the parents and family of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for family engagement are spent [Section 1116(b)(1) and (c)(3)];
- Jointly develop/revise with the family that has custodianship of the student the school parent and family engagement policy and distribute it to parents of participating children and make available the parent and family engagement plan to the local community [Section 1116(b)(1)];
- Engage parents and family, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school wide program plan under section 1114(b)(2) [Section 1116(c)(3)];
- Use the findings of the parent and family engagement policy review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's parent and family engagement policy [Section 1116(a)(2)(C)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents and family of participating children, the school will submit parent and family comments with the plan when the school submits the plan to the local educational agency [Section 1116(b)(4)];
- Provide to each parent and family an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent and family timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not certified within the meaning of the term in 34 CFR Section 200.56 [Section 1112(e)(1)(B)(ii)]; and
- Provide each parent and family timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112(e)(1)(A)(i)(I) and Section 1112(c)(1)(A)(ii)].



Signature of Principal

Jody Poulakis

Print Name



Date



## NEEDS ASSESSMENT

The Needs Assessment is the foundation of the Parent and Family Engagement plan. When meeting with parents and stakeholders, data from the needs assessment process provides previous year and trend data that can be used to make decisions about plan implementation for the upcoming year. That way decisions are not arbitrary but data-driven and purposeful.

### PREVIOUS YEAR FINANCIAL AND PROGRAMMATIC OUTCOMES

Fiscal overview from the Previous Fiscal Year *(this section is not required for new Title I schools)*

Total Parent and Family Allocation from the Previous Year	Total Funds Expended	Total Funds Remaining
\$2781.00	\$2603.95	\$177.05
If funds remain at the end of the year, explain why funds weren't fully expended and how parents will be engaged to plan for funds to be fully expended during the current plan year.	<i>We were not aware of the remaining balance at the end of the school year. Details of the PFEP and the spending will be reviewed by the stakeholders to ensure funds are spent completely.</i>	

## FAMILY SURVEY

Using your [school survey results](#), choose areas to address this coming school year. Please prioritize up to 3 Areas for Improvement.

### TOPIC: Academic Support

#### Question: Improve academic support at home

ACTIONS and ACTIVITIES	Person(s) Responsible	Tasks to be completed?	Timeline	Evidence of Effectiveness
Curriculum Nights	Grade level teams	Scheduling, Advertising	Quarter 1 but was delayed in 3 <sup>rd</sup> grade due to the Hurricanes	Students will show an increase in their attendance.
Remind Message	Administrator	Type and send message	Prior to Progress Reports	Increase number of families accessing Focus for grades.

### TOPIC: Engagement for Students, Parents, & Teachers

#### Question: Increase student and parent involvement and responsibility for their learning.

ACTIONS and ACTIVITIES	Person(s) Responsible	Tasks to be completed?	Timeline	Evidence of Effectiveness
FOCUS- student/parent training	Classroom teachers/AFA	Increasing student knowledge of FOCUS (grades 3-5) and ensuring grades are entered into the system in a timely manner allowing students and parents ample time to react to a grade before the grading period ends.	1 <sup>st</sup> Semester	When students have enhanced knowledge of Focus and how to access their FAST scores and grades, there will be an increase in parent usage in the home. The evidence of effectiveness will be increased Focus usage by families.
FOCUS- teacher training	Coaches/admin/Carey	Increasing teacher knowledge of FOCUS to ensure grades are entered promptly to allow	1 <sup>st</sup> Semester	Teachers will have increased instruction about what grades to post and how they are to



		students and parents time to react to a grade before the grading period ends.		be posted in the gradebook making it easier for both parents and students to know what was graded. Teachers will be more independent when posting mid-terms and quarterly grades.
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**TOPIC: Monitoring Academic Achievement**

**Question: Including families in progress monitoring assessments**

<b>ACTIONS and ACTIVITIES</b>	<b>Person(s) Responsible</b>	<b>Tasks to be completed?</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
FAST Testing Resources	Coaches	Send home testing letters prior to each progress monitoring  Curriculum Nights-teachers share info about FAST Testing and how to access resources and test practice.	Grade Level Curriculum Nights as well as prior to each Progress Monitoring window.	Students will be prepared for each testing opportunity as well as parents will access the state website for resources and answers to their questions.

## INVOLVEMENT OF PARENTS

**Myakka River Elementary** will involve the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used.

How will the school involve the parents and families in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used [ESEA Section 1116]?

If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents and family of participating children, the school will submit parent and family comments with the plan when the school submits the plan to the local educational agency [Section 1116(b)(4)]

***Evidence can be SAC and/or PTO meetings, emails sent to and received from parents. Remember to include dates, agenda, minutes, sign-in sheets, and notes for the documentation in Crate.***

**Response: Myakka River Elementary will ensure the organized, ongoing, and timely manner of involving parents through the following methods:**

- *Home to school and school to home communication in English and other languages*
- *Flyers*
- *Newsletters*
- *Remind messages*
- *School Website*
- *Email*
- *Social Media posts*
- *Translate Live*

*Parents and families are involved in the planning, review, and improvement of Title I programs, including involvement in the decision making in how funds for Title I will be used by*

***Attending:***

- *School Advisory Council meetings*
- *Annual Title I meeting*

***Participating in:***

- *Parent and family engagement capacity-building activities*
- *School wide improvement planning team*
- *Parent and family engagement planning team*

***Reviewing:***

- *Academic data*
- *Previous school year parent and family engagement plan*

## ANNUAL PARENT MEETING and COMMUNICATION

**Myakka River Elementary** will provide timely information about the Title I programs. The Annual Parent Meeting is required and must be a separate meeting with an invitation, agenda, and sign-in sheet.

Describe how the school will conduct the annual meeting to inform parents and families of participating children about the school's Title I program [ESEA Section 1116].

**Response:**

**Myakka River Elementary will host an annual Title I meeting, separate from Open House, to inform parents and families of the Title I program at the beginning of the school year. The agenda will include:**

- School progress via Google presentation and handouts
- School choice via district handouts and policies
- The rights of parents via brochure and other resources
- Parent opportunities for engagement
- Parent's rights regarding their student's education

**Below are the specific steps that Myakka River Elementary will take to conduct the Title I Annual Meeting:  
Broadcast on School Social Media**

- Create and disperse flyers and invitations
- Create an agenda and presentation materials
- Create and collect sign-in sheets for attendees



## FLEXIBLE PARENT MEETINGS

How will the school offer a flexible number of meetings, such as meeting in the morning or evening?

**Response:**

**Myakka River Elementary will host workshops and activities at a time convenient for parents. All parents will be invited and encouraged to attend events. In addition, Myakka River Elementary will provide multiple opportunities for parents who are unable to attend in person.**

How will the school provide, with Title I funds, transportation, childcare, or home visits, as such services relate to parent and family engagement [ESEA Section 1116]?

**Parents will be given the opportunity to meet with teachers, staff and administrators before, during, or after school to discuss student academic progress and/or behavior.**

**Open House will be scheduled after normal work hours to accommodate working parents. Other parent events such as SAC, PTO, College Readiness, Literacy, Math and Science Nights will also be held after normal working hours in order to accommodate parents' needs. Copies of materials from meetings will be available in the office for parents who are unable to attend meetings.**

**This option reinforces the ability of staff to work effectively with parents to meet the needs of all students. Parents who wish to attend meetings and events and need transportation will be provided with gas cards and/or Uber rides.**

## BUILDING CAPACITY OF FAMILIES

Myakka River Elementary will implement activities that build the capacity of families to engage in meaningful partnerships to improve student achievement.

How will the school implement activities that will build:

- the capacity for meaningful parent/family engagement?
- relationships with the community to improve student achievement?

[ESEA Section 1116]

**Response:**

*The table below outlines the specific capacity-building activities and events.*

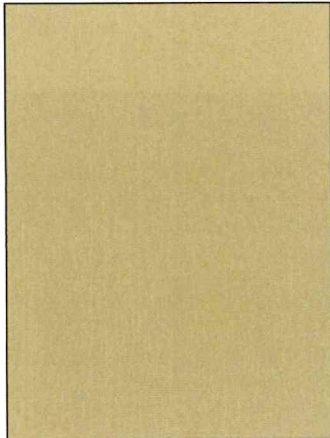
Name and Description of Activity/Event	Person(s) Responsible	What will parents learn that will have a measurable, anticipated impact on student achievement	Timeline	Evidence of Effectiveness
Title I Annual Meeting	Administration, Coaches, and the AFA	Parents will gain an understanding of Title I and the available resources to families.	August 2024	Parent Survey completion Increase in the number of parent's attending the annual meeting
Family Workshop	AFA	Provide resources and ideas to support maximum student success.	Semester 2 due to change in AFA	Parents will sign up for workshops and attendance will increase throughout Quarter 2 as the program reignites.
Semester Awards Assemblies	Administration, instructional leaders	Increase home-schools collaboration and communication as well as celebrate academic success. An increase in student attendance	Semester 1 & 2	Increase the number of families that attend and support their child(ren) at the semester awards.



			due to the information shared at the assemblies and the attendance awards.		
	Open House & Community Expo	Admin, all staff	Parents will interact with community members to learn about the variety of after school opportunities that are available. This includes Boy Scouts, Girl Scouts, Good News Club etc.	August 2024	There will be an increase in family participation in after-school events. This will be evident in the number of children that sign up for the various extra-curricular activities on and off campus.
	Family Reading and Resource Center	AFA	Providing reading support for students and parents. Build connections and engagement between the school and families.	SY 2024-2025	The FRE will increase the number of AR tests that students take weekly. The AR tests encourage students to read on their own to reach their AR goal.
	Book Fair	Media Specialist	Families are coached in selecting appropriate books for their children.	January 2025	Success is measured by the number of books purchased.
	Literacy Night	Literacy Committee/Lead Teacher, AFA, Media Specialist	Provide students and families with a variety of reading activities that support learning.	January 2025	Increased number of families attending (sign in sheets) Increase in ELA Test Scores
	STEAM Night	Carrie Dillmore &	Increase family	March 13, 2025	Exit ticket questions



		AFA, Coaches and Community Members	involvement in science activities, foster community connection and partnership. The parents will move from station to station with their children learning beside them throughout the evening.		about what they learned and other comments and increased attendance via the Sign in Sheets.
	Kindergarten Intro	Kindergarten Team	Kindergarten families are provided with information, resources, and expectations of the school year.	One hour prior to Open House August 2024	Parents will have an increase in knowledge and the teachers will note an increase in participation in events, planner signing and homework completion.
	Dad Circle	Assistant Principal	The Dad's Circle are male role models on our campus and connect with and encourage other Dad's to get active in their child's school.	SY 2024-2025	There will be an increase in the number of Dad's involved in the Dad's Circle. The Dads had to reorder supplies such as T-shirts.
	Winn Dixie Math Night	Jen Crane, Math Coach, AFA and Coaches	Winn Dixie Math Night Families will come to Winn Dixie and	February 2025	Exit ticket questions about what they learned and other comments and



participate in math activities in the aisles of the store. This event will increase parents' knowledge in grade appropriate math questions and how to support their students.

increased attendance via the Sign in Sheets.

## BUILDING STAFF CAPACITY for PARENT & FAMILY ENGAGEMENT

Myakka River Elementary will implement activities that build the capacity of staff to engage in meaningful partnerships with families to improve student achievement.

How is your school nurturing the staff's capacity in Family Engagement?

Describe the STAFF development activities the school will provide to SUPPORT all school personnel:

- In the value of contributions of parents and families.
- In how to work with parents and families as equal partners.
- in building ties between parents and families and the school.

[ESEA Section 1116]

**Response: Myakka River Elementary will build capacity of staff by:**

- Implementing activities that will build relationships with families and the community.
- Providing workshops and materials that empower staff to work with families in support of student achievement.

*The table below outlines the specific capacity-building activities and events.*

Name and Description of Activity/Event	Person(s) Responsible	What will staff learn that will have a measurable, anticipated impact on parent and family engagement?	Timeline	Evidence of Effectiveness
Title I Annual Meeting	Admin, AFA, Teachers	Staff will gain an understanding of Title I and the resources available to families.	August 2024	Teachers will show the Title I PowerPoint at Open House and discuss its importance with families. The classroom sign in sheets is used as evidence.
Faculty Meeting and Collaborative Planning	Admin and Lead Teacher	As a result of grade level collaborative planning there will be an increase in rigorous lessons that will result	Back to School meeting in August	The evidence in increase in Benchmark, REVEAL and FAST scores.



		in high impact delivery of content.		
TST Meetings	Admin and Lead	Staff will have an increased understanding through communication and clarity of the MTSS process.	Back to School Meeting and ongoing	Data Story Forms and Meeting notes

## COMMUNICATION

Describe how the school will provide regular, **two-way**, meaningful communication between family members and school staff, and, as required, in a language that families can understand.

Include:

- Timely information about the Title I programs
- Curriculum, forms of assessment used to measure student progress and the grade level expectations/achievement levels
- Individual student progress
- Qualifications of staff
- Opportunities to participate, as appropriate, in decisions relating to the education of their child(ren)
- Opportunities for input in the schoolwide plan

[ESEA Section 1116]

### Response:

Myakka River Elementary will provide ongoing two-way communication through:

- school's updated Website, at least 3 Facebook Posts a week, flyers, Peach Jar and Remind which can be translated to many different languages. Student Assessment Data must be shared within 10 days of testing and is available through Focus.
- with teachers, staff students, and families; Remind App for text and phone calls between families and their child's teacher;
- Social media; the school webpage and email (which can be translated upon request).
- Assessment letters for FAST which will be sent home before and after each assessment window (in multiple languages).
- Families will also be encouraged to participate as members of the Parent and Family Engagement Team and the Schoolwide Improvement team. In addition, the *Family Resource Center* will be the hub of parent workshops to assist parents in working with their child at-home to meet grade-level standards.

## BARRIERS

Describe the barriers that hindered participation of parents during the previous school year. Describe the steps the school will take during the upcoming school year to overcome these barriers (with particular attention paid to parents/families in the following subgroups: economically disadvantaged, disabled, limited English proficiency, limited literacy).

### Response:

*Myakka River Elementary identified the following barriers to family engagement during the last school year:*

Barrier	Steps to Overcoming Barrier	Persons Responsible	Timeline
Transportation	Hosting events at varying times. Providing gas cards and Uber.	Social Worker	Monthly
Child care for younger siblings	Provide care during our Curriculum Nights.	Ms. Willis	Quarter 1
Limited English Proficiency	Provide documents in multiple languages and provide a translator for meetings Use the translator program in the office to communicate with parents via iPad.	Office staff, teachers	2024-2025
Work Schedule	PTO and SAC meetings are scheduled in the evening to increase accessibility.	Principal	Monthly



## DISSEMINATION OF PFEP AND SCHOOL/FAMILY COMPACT TO STAKEHOLDERS

Describe HOW your school PFEP and Compact will be shared with families, staff and community. Remember to include strategies for electronic sharing, hard copy sharing, and community notification for PFEP availability. Remember, a copy needs to be in both Title I binders (one found in the Front Office and the other in the Family Resource Center).

Response: Myakka River will share the PFEP and Compact with Families, Staff, and the Community. Stakeholders will be notified through email notification, social media posts and newsletter distributions once the PFEP is available and ready to be viewed. Stakeholders will have access to both an electronic and hard copy of the PFEP. The PFEP will be shared electronically via the school website, email distribution, and social media platforms. Hard copies of the PFEP will also be available in Title I binders located in the front office and the Family Resource Center.

*The 2024-2025 School Improvement and Parent and Family Engagement Plan (PFEP) has been jointly developed and agreed upon by stakeholders (e.g., staff, families, community members, etc.) in compliance with Title I federal funding regulations.*

**2024-2025 PFEP TEAM:**

Name	Role (Staff, Parent, Community Member etc.)
Jody Poulakis Principal	Staff
Nicole Smith Assistant Principal	Staff
Carrie Dillmore Lead Teacher MTSS Coach	Staff
Lanelle Morris AFA	Staff
Bridget Warner	Parent and Community (Manager of Winn Dixie)
Trudy Lutz	Parent

