

**SAMPLE AGENDA  
FOR  
PARENT INVOLVEMENT MEETING  
TITLE I**

**Audience:**

1. All personnel
2. Parents
3. Administrators
4. Students (grades 9-12 participating)
5. Representatives of participating agencies

***A-F required for fall annual meeting***

- A. Explain funding, programs and activities.
- B. Distribute/review – Written PI Policy & School-Parent Compact.
- C. Disseminate information on program(s) (including previous years evaluation results) and obtain parent input.
- D. Parent training including materials and techniques for promoting student's education at home.
- E. Explain ways/rights of parents to be involved.
- F. Provide PI training dates & time.

***G required for spring annual meeting***

- G. Parent consultation and evaluation
  - Review T-I Program (*FYI- parents need to be involved in overall program evaluation*)
  - Review Written PI Policy
  - Distribute Surveys

***\*\*Items discussed at fall meeting may need to be reviewed and discussed at the spring meeting.***

**ISSUES THAT MUST BE ADDRESSED**

1. Briefly explain the school's participation in Title I (schoolwide or targeted)
2. Include:
  - a. Title I entitlement/current budget
  - b. Program Design
3. Distribute and review the Written PI Policy and the School-Parent Compact
4. Review the Title I program evaluation
5. Explain what participation in Title I Programming means, including:
  - A description and explanation of the school's curriculum;
  - Information on the forms of academic assessment used to measure student progress; and
  - Information on the proficiency levels students are expected to meet
6. Explain the right of parent to become involved in the school's programs and ways to do so.
7. Provide parent with PI training/session times & dates
8. Distribute materials for home activities

**IMPORTANT:** In the minutes, document any suggestions and responses from the parents.

**TITLE I  
PARENTAL INVOLVEMENT MEETING  
Fall Meeting**

MINUTES OF MEETING

SCHOOL DISTRICT/CAMPUS: \_\_\_\_\_

DATE: \_\_\_\_\_

MINUTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Interpreter Present \_\_\_\_\_  
Principal/Superintendent's Signature \_\_\_\_\_

