

## Attachment J

School Letterhead

### Title I Annual Meeting Agenda

- I. Welcome and Introductions
- II. Overview of "Title I Toolkit" Materials:
  - Title I School Parent Involvement Policy
  - Title I District Parent Involvement Policy
  - School-Parent Compact
  - Title I Parent Involvement Guidelines and attachments
  - Title I, Part A Non-Regulatory Guidance Document
  - OFEA/NYSED Timeline
  - Comprehensive Educational Plan
  - School Budget
  - School Allocation Memorandum (Title I)
- III. Review of "Title I Toolkit" Materials**
- IV. SLT Report**
- V. PAC/PA Report**
- VI. Distribution of School Meetings Calendar**
- VII. Open Discussion**
- VIII. Next Steps**
- IX. Adjournment**

*This sample agenda was created by the Office for Family Engagement and Advocacy (OFEA) to help guide the initial discussion with parents of Title I participating students at the required Annual Meeting. OFEA staff is available to help facilitate these meetings. Please note that in accordance with the Department's Title I Parent Involvement Guidelines, this meeting must be held each year prior to December 1<sup>st</sup>. Documentation regarding the Annual Meeting including meeting notices/agendas, attendance sheets and minutes should be maintained on file in the principal's office. Copies of this documentation is subject to audit by City, State and Federal officials.*