

Bemidji Area Schools - Title I Parent Advisory Council

Meeting Minutes

April 29, 2015 Luncheon

Lincoln Elementary

Members

Parents: Angie Berg, Maria Eastman, Jean Feia/Steever, Bethann Humphrey, Cindy Tuomala, Alisa VanDyke, Jennifer Verdugo

Lincoln: Michelle Chase, Brianna Geller, Kelsey Heisler, Amanda Mix, Darlene Riewer, Liana Schaefer

District: Kathy Palm, Jacque Pearce, Angie Lauderbaugh, Nancy Lundt, Dr. James Hess

Lincoln Education and Title I Services

Title I teachers explain the services they provide to students. Grade 1 intervention is one-on-one where students progressively learn and advance through scales-letters-sounds. Grades 2-3 work with a math reading coach to assist in student growth. Many students are exiting this program. Teaching methods include LLI, the Literacy Closet, RtI, Leaps, and Sight Words. Students groups are set up by ELO skills; levels derived from date in both reading and math. Grades 4-5 also use ELOs along with free online assessment tools from *Kahoots* and *Socrates*. Reading Recovery beginning and mid-stream were difficult for levels K-3, but at least five have exited this year. Minnesota Reading Corps specialist indicates students are progressing. Lincoln staff tailor interventions to students.

Family Engagement Plans Review (District, Lincoln, Central)

Reviews of Family Engagement Plans for the District, Lincoln and Central are made with suggestions for revisions. The current Parent Surveys will be attached to the 2015-2016 plans.

Title I Monitor Results

Kathy Palm, Title I Director, explains results of the Title I, Title II, and Homeless monitoring from January.

Spring 2015 Assessments

Bemidji Area Schools' District Assessment Coordinator, Kathy Palm, shares information on the current status of state testing.

Next Luncheon Meeting at Solway Elementary on Monday, June 1, 2015



Bemidji Area Schools Parent Advisory Council

Meeting Agenda

April 29, 2015

12:30 PM

Lincoln Elementary

- 1. Welcome and Lunch**
- 2. Lincoln Education and Title I Services**
- 3. Family Engagement Plans Review (District, Lincoln, Central)**
- 4. Title I Monitor Results**
- 5. Spring 2015 Assessments**
- 6. Other**

Next luncheon meeting at Solway Elementary: Monday, June 1, 2015





Title I

Family Engagement Plan

2015-2016

Bemidji School District #31
Title I Family Engagement Plan
2015-2016

District Mission Statement:

Our mission is to empower each learner to succeed in our diverse and changing world.

We are committed to creating an environment where...

- Each learner will be challenged to develop to his/her full potential.
- Basic knowledge, skills and attitude are necessary for success.
- Learning is a life-long process that enriches our lives.
- **Education is a partnership with family and community.**
- Each person will show sensitivity and respect for self and others.
- There are expectations of quality for ourselves and for others.

Part I. District Expectations:

District must establish the district's expectations for parent involvement.

Bemidji School District agrees to implement the following requirements:

- Bemidji School District will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I programs. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Bemidji School District will work with its schools to ensure that the required school-level family engagement plan meets the Title I requirements, and includes, as a component, a school-parent compact.
- Bemidji School District will incorporate this district-wide family engagement plan into its district plan.
- In carrying out the Title I parent involvement requirements, to the extent practicable, Bemidji School District and its schools will provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the Bemidji School District plan for Title I is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when it submits the plan to Minnesota Department of Education.

- Bemidji School District will involve the parents of children served in Title I schools in decisions about how the one percent of Title I funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

Part II. District Family Engagement Plan Required Components:

1. Bemidji School District will take the following actions to involve parents in the joint development of its district/school Family Engagement Plan:
 - a. How will parents be included in writing the Family Engagement Plan?

Activity	Date	Contact Person
District Title I Parent Advisory Council Meetings (posted on district web page: www.bemidji.k12.mn.us)	April 2015 Plan Revision	Kathy Palm, Director of Curriculum & Administrative Services (218) 333-3100, ext. 31103
	May 2015 Finalize Plan Revision & Parent Signatures	

2. Bemidji School District will involve parents in the process of district and school plan, review and improvement:

Activity	Date	Contact Person
Inform parents of school report card & parents' right to know teacher qualifications in the Fall District Title I Newsletter	Fall 2015	Kathy Palm, Director of Curriculum & Administrative Services
Notify the parents if their child's school has been identified as needs improvement	By October 1, 2015	School Principal
Identify students who qualify for Title I services	Fall 2015	School Title I Teachers
Involve parents of students in the identified sub-groups as part of the school support team	Fall 2015	School Principal & Title I Teachers
Conduct staff development for implementing effective strategies for parental involvement- at School Staff Meetings	Before Fall Parent Conferences, October 2015	School Principal

3. Bemidji School District will involve parents, in an organized, ongoing, and timely way, in the planning, review and improvement of programs under this part, including planning, review and improvement of the school Family Engagement Plan.

Activity	Date	Contact Person
Title I School Parent Meetings	By April 2015 Plan Revision	School Principal & Title I Teachers
	By May 2015 Finalize Plan Revision & Parent Signature	

4. Bemidji School District will offer a number of flexible meeting options, such as meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care or home visits, as such services relate to parental involvement.
5. Bemidji School District will provide the following necessary coordination, technical assistance and other support to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.

Activity	Date	Contact Person
Support & Input from the District Parent Advisory Council	2015-2016 School Year	Kathy Palm, Director of Curriculum & Administrative Services
Resources for Kindergarten Packets to support early reading and math skills for all elementary schools	Fall 2015	

6. Bemidji School District will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, through the activities specifically described below.
7. If the schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
8. Bemidji School District will, with the assistance of its Title I schools, provide support to parents of children served by the school district or school, as appropriate, in understanding topics such as the following.
 - the state's academic content standards,
 - the state's student academic achievement standards,
 - the state and local academic assessments including alternate assessments,
 - the requirements of Title I,
 - how to monitor their child's progress, and

- how to work with educators.

Activity	Date	Contact Person
Title I School Family Involvement Meetings & Activities	See School Calendars for Family Involvement Activities	School Principal, Title I Teachers & Classroom Teachers
Parent Conferences	Fall 2015 & Spring 2016	
School & District Web Pages	Updated throughout the school year	Jacque Pearce, District Title I Assistant
Online Family Access	Throughout the school year	Tony Andrews, District Technology Coordinator

9. Bemidji School District will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.

10. Bemidji School District will, with the assistance of its Title I schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.

Activity	Date	Contact Person
Family Involvement Activities, School Newsletters, Homework Help	2015-2016 School Year	School Principals, Title I Teachers & Classroom Teachers
Resources for Kindergarten Packets to support early reading and math skills for all elementary schools	Fall 2015	Kathy Palm, Director of Curriculum & Administrative Services

11. Bemidji School District will, with the assistance of its Title I schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.

Activity	Date	Contact Person
Leadership Team Meetings	2015-2016 School Year	Dr. James Hess, Superintendent of Schools & Kathy Palm, Director of Curriculum & Administrative Services
Staff Meetings	2015-2016 School Year	School Principals

12. Bemidji School District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

Activity	Date	Contact Person
Pre-School Transition Team Meetings	2015-2016 School Year	Sandy Eberhart, Community Education Coordinator Stephanie Hubbard, Special Education Director Kathy Palm, Director of Curriculum & Administrative Services Elementary School Principals
Staff Meetings	2015-2016 School Year	School Principals

13. Bemidji School District will take the following actions to ensure that Title I information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

Activity	Date	Contact Person
School Family Engagement Activity Notices & Newsletters	2015-2016 School Year	School Principals, Title I Teachers, Classroom Teachers & School Secretaries

14. Bemidji School District will coordinate and integrate parental involvement strategies under Title I with parental involvement strategies under the following other programs: Head Start, School Readiness, K-1 Program, Early Childhood Family Education, Early Intervention Center, public preschool programs, and other organizations and programs with similar interests in supporting families as partners in their children's education.
15. Bemidji School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement plan in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement plan and activities to design strategies for more effective

parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement plan.

Activity	Date	Contact Person
School Annual Survey of Family Engagement Activities	By end of each school year	Title I Teachers
District-wide Parent Survey, planned with District Title I Parent Advisory Council	Every three years Next survey 2017-2018	Kathy Palm, Director of Curriculum & Administrative Services

Part III. Shared Responsibilities for High Student Academic Achievement:

As a component of the school-level parental involvement plan, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

- Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child’s achievement;
- Provide frequent reports to parents on their children’s progress; and
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child’s class and observation of classroom activities.

Part IV. Discretionary District Family Engagement Plan Components:

The Bemidji School District Family Engagement Plan may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents’ capacity for involvement in the school and school system to support their children’s academic achievement, such as the following activities:

- Establish a district parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.
- Provide other reasonable support for parental involvement activities as parents may request.

Part V. Accessibility:

In carrying out the parental involvement requirements of this part Bemidji School District to the extent practicable, shall provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

Part VI. Adoption:

The Bemidji School District Family Engagement Plan has been developed jointly with, and agreed on with, parents of children participating in Title I programs, as evidenced by meeting minutes and sign-in sheets.

On May ____, 2015, Bemidji School District Family Engagement Plan will be in effect for the period of 2015-2016 school year.

The Bemidji School District will make this plan available to all parents of participating Title I children on or before October 1, 2015 in print form and on the district web page:

<http://www.bemidji.k12.mn.us/curriculum/title-one/>

Signature of Title I Authorized Representative

Date

Parents were involved with the development of Bemidji School District Family Engagement Plan:

Parent	School	Signature
Angie Berg	J. W. Smith	
Maria Eastman	Central	
Jean Feia/Steever	St. Philip's (Non-Public)	
Bethann Humphrey	Central	
Cindy Tuomala	J. W. Smith	
Alisa VanDyke	Solway	
Jennifer Verdugo	Lincoln	

LINCOLN ELEMENTARY

BEMIDJI AREA SCHOOLS
Family Engagement Plan
2015-2016

DISTRICT MISSION:

Our mission is to empower each learner to succeed in our diverse and changing world.

We are committed to creating an environment where...

- Each learner will be challenged to develop to his/her full potential.
- Basic knowledge, skills and attitude are necessary for success.
- Learning is a life-long process that enriches our lives.
- **Education is a partnership with family and community.**
- Each person will show sensitivity and respect for self and others.
- There are expectations of quality for ourselves and for others.

PART I. SCHOOL FAMILY ENGAGEMENT PLAN REQUIRED COMPONENTS

Lincoln Elementary will develop and revise the school Family Engagement Plan jointly with parents/guardians of the school and will distribute and make the plan available to families and the local community.

Actions	Date	Person(s) Responsible
Website	May Plan Revision	Site Manager
File in Title I Binder	May Plan Revision	Title I Teachers
Pamphlets Kids in Hall	May Plan Revision	Title I Teachers

Lincoln Elementary will hold an Title I annual meeting, in which families are informed about their school's participation in Title I. Parents will be informed of the requirements of Title I, and the right of families to be involved in the education of their children.

Actions	Date Due	Person(s) Responsible
Parent Compacts	Fall/Spring Conferences	Classroom/Title I Teachers
Parent Advisory Council	Spring	Title I Teachers/Title I Director
Parent Intervention Letters	Fall	Title I Teachers

Lincoln Elementary will offer a flexible number of meetings/activities, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child care, or home visits, as deemed necessary to help remove barriers to parent/guardian participation in these school activities and meetings.

Actions	Date Due	Person(s) Responsible
Cultural Night	Fall/Winter	Title I Teachers/Principal
D.E.A.R. Day	Dr. Seuss Birthday	Title I Teachers/Principal
March Math Madness	March	Title I Teachers/Principal

Lincoln Elementary will involve families, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school.

Actions	Date Due	Person(s) Responsible
PTO Meetings	Monthly	PTO Representatives/Parents
Parent Advisory Council	Spring	Title I Teachers/Title I Director

Lincoln Elementary will provide families:

- timely information about the school's programs;
- a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
- if requested by families, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.

Actions	Date Due	Person(s) Responsible
Title I Conference – Letters	Fall/Spring	Title I Teachers
Parent Intervention Letters	Fall/Spring	Title I Teachers
Parent Advisory Council	Spring	Title I Teachers

PART II REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level family/community engagement, each school shall jointly develop with families for all children a school-family compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement.

- Conduct a family/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement;
- Provide frequent reports to families on their children's progress; and
- Provide families with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

Actions	Date Due	Personal Responsible
Parent Compacts	Conferences Fall/Spring	Classroom/Title I Teachers

BUILDING CAPACITY REQUIREMENTS FOR INVOLVEMENT

Lincoln Elementary will ensure effective involvement of families/community and will support a partnership among the school, families, and the community to improve student academic achievement. The school will –

- provide assistance to the families as appropriate, in understanding topics such as the State's academic content and achievement standards, State and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children;
- provide materials and training to help families to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster family involvement;

Actions	Date Due	Person(s) Responsible
Conferences	Fall/Spring	Classroom Teachers
Title I Website	Ongoing	Website Manager
Title I Parent Events	Throughout Year	Classroom/Title I Teachers/Principal

Lincoln Elementary will educate teachers, pupil services personnel, principals, and other staff, with the assistance of families, in the value and utility of contributions of families, and in how to reach out to, communicate with, and work with families as equal partners, implement and coordinate family programs, and build ties between families and the school;

Actions	Date Due	Person(s) Responsible
Parent Compact	Conferences Spring/Fall	Classroom/Title I Teachers
Title I Parent Events	Throughout Year	Classroom/Title I Teachers/Principal
PAC Meeting	Spring	Title I Teachers/Title I Director
Intervention and Conference Letter	Fall/Spring	Classroom/Title I Teachers

Lincoln Elementary will, to the extent feasible and appropriate, will coordinate and integrate family involvement programs and activities with Head Start, public preschool programs and other organizations and programs with similar interests in supporting families as partners in their children’s education.

Actions	Date Due	Person(s) Responsible
N/A		

Lincoln Elementary will ensure that information related to school and family programs, meetings and other activities is sent to the families in a format and, to the extent practicable, in a language families can understand.

Actions	Date Due	Person(s) Responsible
Parent Compacts	Conferences Fall/Spring	Classroom Teachers
Title I Letters	Throughout Year	Title I Classrooms

PART III ACCESSIBILITY REQUIREMENTS

In carrying out the family involvement requirements, schools, to the extent practicable, will provide full opportunities for the participation of families with children with limited English proficiency, and families with children with disabilities, including providing information and school reports in a format and, to the extent practicable, in a language families can understand.

CENTRAL ELEMENTARY

BEMIDJI AREA SCHOOLS
Family Engagement Plan
2015-2016

DISTRICT MISSION:

Our mission is to empower each learner to succeed in our diverse and changing world.

We are committed to creating an environment where...

- Each learner will be challenged to develop to his/her full potential.
- Basic knowledge, skills and attitude are necessary for success.
- Learning is a life-long process that enriches our lives.
- **Education is a partnership with family and community.**
- Each person will show sensitivity and respect for self and others.
- There are expectations of quality for ourselves and for others.

PART I. SCHOOL FAMILY ENGAGEMENT PLAN REQUIRED COMPONENTS

Central Elementary will develop and revise the school Family Engagement Plan jointly with parents/guardians of the school and will distribute and make the plan available to families and the local community.

Actions	Date	Person(s) Responsible
website	May	Site manager
File in Title 1 binder	May	Title 1 teachers
File in the office	May	Title 1 teachers

Central Elementary will hold an Title I annual meeting, in which families are informed about their school's participation in Title I. Parents will be informed of the requirements of Title I, and the right of families to be involved in the education of their children.

Actions	Date Due	Person(s) Responsible
Parent compacts	Fall conferences	Classroom/Title 1 teachers
Parent Advisory Council	fall	Title 1 teachers/Title 1 coordinator

Central Elementary will offer a flexible number of meetings/activities, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child care, or home visits, as deemed necessary to help remove barriers to parent/guardian participation in these school activities and meetings.

Actions	Date Due	Person(s) Responsible
Math Mornings with Muffins	fall	Title 1 teachers/classroom teachers
Family reading day	fall	Title 1 teachers/classroom teachers
Family reading day	Winter/spring	Title 1 teachers/classroom teachers
Family Picnic Day	end of year	Title 1 teachers

Central Elementary will involve families, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school.

Actions	Date Due	Person(s) Responsible
PTO meetings	monthly	PTO president
Parent Advisory Council	fall	Title 1 teachers/classroom teachers

Central Elementary will provide families:

- timely information about the school's programs;
- a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
- if requested by families, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.

Actions	Date Due	Person(s) Responsible
Orientation Day	fall	Classroom teachers/Title 1 teachers
Parent Advisory Council	fall	Title 1 teachers/Title 1 coordinator
Weekly newsletter	weekly	Principal

PART II REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level family/community engagement, each school shall jointly develop with families for all children a school-family compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement.

- Conduct a family/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement;
- Provide frequent reports to families on their children's progress; and
- Provide families with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

Actions	Date Due	Personal Responsible
compacts	fall	Title 1 teachers/classroom teachers
Parent Advisory Council	fall	Title 1 teachers/Title 1 coordinator

BUILDING CAPACITY REQUIREMENTS FOR INVOLVEMENT

Central Elementary will ensure effective involvement of families/community and will support a partnership among the school, families, and the community to improve student academic achievement. The school will –

- provide assistance to the families as appropriate, in understanding topics such as the State's academic content and achievement standards, State and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children;
- provide materials and training to help families to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster family involvement;

Actions	Date Due	Person(s) Responsible
conferences	Fall and spring	Classroom teachers/Title 1 teachers
Title 1 website	Ongoing	Site manager
Family events	Throughout the year	Classroom teachers/Title 1 teachers

Central Elementary will educate teachers, pupil services personnel, principals, and other staff, with the assistance of families, in the value and utility of contributions of families, and in how to reach out to, communicate with, and work with families as equal partners, implement and coordinate family programs, and build ties between families and the school;

Actions	Date Due	Person(s) Responsible
compacts	fall	Classroom teachers/Title 1 teachers
Family events	Throughout the year	Classroom teachers/Title 1 teachers
Parent Advisory Council	fall	Title 1 teachers/Title 1 coordinator

Central Elementary will, to the extent feasible and appropriate, coordinate and integrate family involvement programs and activities with Head Start, public preschool programs and other organizations and programs with similar interests in supporting families as partners in their children's education.

Actions	Date Due	Person(s) Responsible
NA		

Central Elementary will ensure that information related to school and family programs, meetings and other activities is sent to the families in a format and, to the extent practicable, in a language families can understand.

Actions	Date Due	Person(s) Responsible
compacts	fall	Classroom teachers/Title 1 teachers
Weekly newsletter	weekly	Principal

PART III ACCESSIBILITY REQUIREMENTS

In carrying out the family involvement requirements, schools, to the extent practicable, will provide full opportunities for the participation of families with children with limited English proficiency, and families with children with disabilities, including providing information and school reports in a format and, to the extent practicable, in a language families can understand.



BEMIDJI TITLE I, II, & HOMELESS MONITORING REPORT

JANUARY 12-16, 2015

Minnesota Department of Education monitors Sally Gordon and Roberto Reyes came to Bemidji to monitor our Title I, Title II, and McKinney Vento homeless programs. They used a 45-page checklist to measure how well Bemidji is doing at meeting Federal Guidance in the following areas:

- Academic Achievement: Evaluation, Planning and Implementation
- Equitable Services for Nonpublic Participants
- Professional Development
- Family Engagement (Parent Involvement)
- Education of Homeless Children and Youth
- Qualifications of Educators
- Fiscal Compliance

Roberto Reyes met with Kathy Palm on Monday, and then Tuesday he met with homeless liaison, Angie Lauderbaugh, and transportation coordinator, Greg Liedl. He also visited several area homeless shelters with Angie.

Sally Gordon visited with Kathy each day, and she was very thorough, reading every piece of paper we provided. She also toured and interviewed staff and parents at: Lincoln Elementary, J. W. Smith Elementary, St. Philip's School, and St. Mark's School. Sally was impressed with our Title I Schoolwide programs and suggested that our staff present at a state Title I conference. She was also impressed with our documentation and Bemidji's established processes. She would like to have a phone conference this summer to share our processes with other districts. Sally commented that our World's Best Workforce web site and our Title I Inventory are the best she has seen. This is thanks to Jacque Pearce who spent many hours perfecting them.

Sally Gordon noted five areas where we are out of compliance with Federal Guidance:

1. Two Bemidji teachers with MDE limited licenses are not highly qualified.
2. We need to formally document the evaluation process for St. Philip's Title I program.
3. We need to properly code Title II payment to nonpublic teachers for curriculum planning to consulting fees instead of registration/travel.
4. We need to create separate school and district Family Engagement Plans instead of one comprehensive plan like we currently have.
5. We need to change the way we do our Time & Effort forms, which are required for employees paid with federal dollars, to include all monthly activities instead of separate forms for timesheet activities.

By March 23, 2015, Kathy reported to MDE how we will correct the five areas and by what dates. The monitor responded that we have satisfied MDE with the highly qualified and Title II coding. She will request our final documentation for evaluating St. Philip's Title I program and or Title & Effort forms. The monitor will check our websites next fall for the school and district Family Engagement Plans.