

Sample Agendas for Consultation Meetings Throughout the School Year

Agenda for early winter meetings (typically in December or January) in preparation for the next school year.

1. Welcome and introduction
2. Overview of Title I program
3. Options for service providers: third-party
4. Discussion of the collection of poverty data: What is available from non-public schools?
5. Discussion on possible program designs: Should it be a pullout program or a before and after school program? Which grade levels and what academic subjects should the Title I program encompass? Do the non-public school officials have a space in their schools for the LEA to provide Title I services?
6. Discussion on the estimated allocation for the next school year.
7. Discussion about adjustments to current allocation including carryover following the completion of the final expenditure report.

Agenda for late winter or early spring meetings (typically in February or March)

1. Review of poverty data collected and the estimated amount of funds available for services for next school year. Decide if pooling option will be used.
2. Determination of the multiple, educationally related and objective criteria used to select eligible children who reside in a Title I public school attendance areas.
3. Review of options for service providers.
4. Plan a program design workshop for non-public school principals and LEA instructional specialists.
5. Discuss how the Title I program will be evaluated: What standards and assessment will be used? What will be annual progress and what percentage of participants must meet that progress in order for the program to be effective.
6. Establish the date that Title I services will start.
7. Discuss the professional development needs of the non-public school teachers of Title I participants based on the most recent student assessment data.
8. Discuss the needs of the parents of participants: How can parents better support their children's instruction?

Agenda for late spring meetings (typically in April or May)

1. Finalize the designs of the Title I programs – ensure materials have been ordered, LEA personnel who are providing Title I services are in place, and service start date is firm.
2. Finalize professional development programs and activities for non-public school teachers. Establish a calendar for the next year's activities.
3. Finalize parent involvement programs and activities for parents of participants. Establish a calendar for next year.

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4. Review current year's assessment data for current year participants to determine if any adjustments to instruction should be made.
5. Provide affirmation forms for signature.

Agenda for meeting one month after program has begun (typically in the month of October).

1. Review the implementation of the program for the first month.
2. Discuss changes in the roster of eligible children and the possibility of adding children to the program, as needed, depending on space and time.
3. Review process for coordinating the Title I program with classroom teachers.
4. Review implementation of the professional development program.
5. Review the implementation of the parental involvement program.