

**Port Neches-Groves Independent School District**  
**Title I Parent Advisory Council**  
**Minutes of the Meeting: September 27, 2016**  
**Location: West Groves Education Center**

- Dr. Brenda Duhon, Assistant Superintendent of Curriculum & Instruction/Technology, welcomed the committee and thanked them for agreeing to serve at the district level.
- Dr. Duhon explained Title I, Part A is a federally funded program. The funds received are used to supplement programs already being implemented across the district. Once the district receives the money, it may be spent on students at campuses qualifying for the program regardless of students' income.
- PN-G ISD has 6 campuses that qualify as school wide Title I programs. At these campuses, the Title I monies may be used to serve the entire school. West Groves Early Learning Center, Taft, Van Buren, Woodcrest, Groves Elementary, and Port Neches Elementary fall into this category. PN-G ISD received Title I, Part A funding in the amount of \$678,331.00 for the 2016-2017 school year. The majority of the funds, 93%, will cover teacher salaries. A portion of the remaining funds are allocated for parental involvement. Districts receiving over \$500,000 in Title I, Part A funds must reserve 1% for parental involvement activities. These funds will be divided equally between the campuses receiving Title I, Part A services. The remainder of the funds for the current school year will be used for teachers' staff development as well as instructional supplies. .
- The district Parent and Family Engagement Policy was distributed and discussed. This policy outlines the statutory requirements of the district along with its responsibilities regarding the district-wide parental involvement plan. After Dr. Duhon reviewed the policy in detail, the committee members present approved the policy for the 2016-2017 school year.
- Results of the Port Neches-Groves ISD 2016 Parental Involvement Survey were also distributed. Brenda presented the results of 1,095 completed surveys. This number increased over the 848 responses for 2015. The 2016 survey was completed online for the first time. Dr. Duhon was pleased with the response, and the annual survey will continue in this form in the future.

- Survey statements included:
  - The schools have a great deal of parental involvement.
  - The schools make me feel welcome.
  - The schools are parent-friendly.
  - Parents come to school events in large numbers.
  - Parents want to be involved at the schools.
  - The PTA is an active and effective part of the school.
  - I contact teachers to discuss my concerns.
  - I attend or support most school events.
  - I am aware of what my child is learning.
  - Parents are asked for their opinions on the school and its programs.
  - If you have Family Access, how often do you check it?
  - The schools use a variety of ways to inform parents.

Parent suggestions for improvement included:

- Graded work be returned and posted to Family Access sooner.
  - Timely communication is appreciated by parents, and some parents felt improvement was needed with both teachers and campuses.
- Dr. Duhon informed the committee that Remind (formerly Remind 101) was a result of a Title I committee suggestion for more timely communication with parents.
  - The next three meeting dates are:
    - Tuesday, November 15, 2016
    - Tuesday, March 7, 2017
    - Tuesday, June 6, 2017 (Luncheon Meeting @ 11:30 a.m.)

The meetings will be held at 9:00 a.m. in Conference Room #2 of the West Groves Education Center. A meeting notice reminder will be emailed to committee members.

Meeting adjourned at 9:40 a.m.

Minutes submitted by *Mary Jarrell*