

# Guidance for Annual Evaluation Meeting Minutes

## April Cycle DESE Upload Requirement #3: Meeting Minutes (5 components)

**Date:**

**School:**

(\*DO NOT REVISE) Overview/Purpose: Each Title I.A served school must conduct an annual evaluation of its services to plan for the upcoming year.

**Prepared by (scribe(s)):**

### Component 1-Student Achievement data:

Share your actual school achievement data from appropriate sources (previous year's **School's Report Card from DESE, SCANTRON, SIPPS, STAR, ECOs etc.**)

### Component 2-Parents' Evaluations (February Compliance):

Share summaries of all *previously* completed evaluations and surveys from events that were hosted in your school based on Epstein's 6 Types of Parental Involvement, especially if **Title I.A funds** were used. Use the data from evaluations and surveys that were submitted in February.

### Component 3-Program Strengths and Weaknesses/Needs Assessment:

\*This information aligns with your responses in **Components 1 & 2** as well as all **other documents that require responses relative to strengths & weaknesses.**

What are your school's strengths (top 2)?

What are your schools weaknesses (top 2)?

What are your school's needs (top 2)?

### Component 4-School Parent Compact:

Review the current year's School-Parent-\***Student** Compact (3-Way Compact), making note of recommendations from parents, students, staff, and community partners, especially as they relate to the **responses in Components 1, 2 & 3**, as appropriate.

### Component 5-Documentation of recommendations and revisions of Title I.A services:

List the recommendations and revisions shared regarding your school's **Title I.A funded** programming, especially those shared in **Component 4**. The **DRAFT** of your newly revised School-Parent-**Student** Compact will be presented to your Parents and Families that attend the Annual Meeting Sessions during the upcoming year. Further recommendations for revisions **must be encouraged through November**. **One signed copy of your finalized compact must be submitted for the December Tiered Monitoring Cycle.**

Use the [School-Parent-\\*Student Compact Template](#) to DRAFT your newly revised compact.

