Brevard Public Schools

Imperial Estates Elementary

2026-2027 Title I Parent and Family Engagement Plan (PFEP)

What is Title I?

Imperial Estates has been identified as a Title I school. Title I is a federal grant that gives additional resources to schools with economically disadvantaged students. These resources provide extra teachers, professional development for school staff, extra time for teaching (before/after school tutoring), parent training, and other activities designed to raise student achievement All Title I schools must jointly develop with parents and family members a written parent and family engagement plan (PFEP).

All families and community members were invited and encouraged to provide input and suggestions on developing this plan. Input was given during in-person or virtual meetings and by way of surveys. This plan is available on our school website and in the Title I Parent Notebook located in our front office. If you would like a printed copy of this document, or require translation, please reach out to our Title I Contact Kim Thornton. My email is thornton.mary@brevardschools.org or 321-267-1777x45957

School's vision for engaging families: Imperial Estates is building positive relationships with students, staff and families. Imperial Estates strengthens academic success and develops compassionate community leaders.

Assurances

We will:

- ☑ Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the Parent and Family Engagement Plan that describes how the school will carry out its required family engagement activities.
- ☑ Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved. Offer other meetings/workshops at flexible times.
- ☑ Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are to be used.
- ☑ Involve parents in the planning, review, and improvement of the Title I program.
- ☑ Develop a school-parent Compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement and describes how parents and teachers will have **on-going**, two-way communication.
- ☑ Offer assistance to parents in understanding the education system and the state standards, and how to support their children's achievement.
- ☑ Provide materials and training to help parents support their child's learning at home.
- ☑ Provide staff development to educate teachers and other school staff, including school leaders, on how to engage families effectively.
- ☑ Coordinate with other federal and state programs.
- ☑ Provide information in a format and language parents can understand and offer information in other languages as feasible.

Principal: Cynthia Adams Date: 9/24/26

Brevard Public Schools

Imperial Estates Elementary

2026-2027 Title I Parent and Family Engagement Plan (PFEP)

Imperial Estates will:

1. **Involve families and community members in the planning, reviewing, and improvement of our Title I school-wide plan.**

Title I Documents	Date of meeting to gather family/community input	List outreach strategies used to invite families and community to provide input. (examples: newsletter, FOCUS message, personal invite/phone call)	Describe the method in which family and community members were involved. (examples: in-person, virtually, survey)	What evidence do you have to document family/community participation? (examples: meeting minutes, survey results)
Comprehensive Needs Assessment (CNA)	6/9/2026-6/10/2026	Focus, personal invite to SAC and community members	SAC In-person meeting, surveys and exit slips from parent engagement activities.	Meeting minutes, idea boards generated by the meeting and sign in
School Improvement Plan (serves as the Title I school-wide plan)	6/10/2026 CNA data was used to create the SIP.	Newsletters, personal invites, SAC members and community members' input.	In-person meeting on CNA, SAC was given updated data and input on the draft SIP plan 4/27/2026	Meeting minutes, sign in, idea boards generated by meeting
Parent and Family Engagement Plan (PFEP)	6/10/2026 CNA data and exit tickets were used to create the PFEP	Used feedback from exit slips provided at every parent engagement event. Title I end of survey results.	In-person meeting using CNA, SAC gave suggestion for more Science events as family nights at the meeting on 4/27/26	Meeting minutes, idea boards generated by the meeting and sign in
School-Home Compact	6/10/2025 CNA data and exit tickets were used to create the compact.	Used feedback from exit slips provided at every parent engagement event. Title I end of survey results.	In-person meeting on CNA	Meeting minutes, sign in, idea boards generated by the meeting

2. **Hold an annual meeting for families to explain the Title I program and the rights of parents and families to be involved.**

Tentative date & time(s) of meeting	8/24/26, 8/26/26, 8/27/26 @ 5pm
How are families notified of the meeting? **(2 methods of notification, can't only be electronic)**	Families were notified by FOCUS messages, newsletters and Facebook.
What information is provided at the meeting?	The Office of Title I provides each school with a video presentation and feedback form that incorporates information on: The Title I Program, Use of Funds Overview, Curriculum and Assessment Information, Parent and Family Engagement Plan, Compact, Ways Parents Can Be Involved. Schools will personalize a one-page handout describing how their Title I funds are used to increase student achievement and promote parent and family engagement, ways parents can be involved at their school, how to access staff, school grade information, parent survey results and information on the school's curriculum.
How are parents and families informed of their rights?	Brevard Public Schools Office of Title I provides all Title I schools with a poster (in both English and Spanish) to display in the front office informing parents of their rights. Parents are also informed of their rights during the annual meeting. Schools are also required to have a "Parents Right To Know" letter in the Title I parent notebook kept in the front office.

Brevard Public Schools

Imperial Estates Elementary

2026-2027 Title I Parent and Family Engagement Plan (PFEP)

How will you get feedback from parents and families about the meeting?	Families were provided with paper exit tickets to complete.	
How do parents and families who are not able to attend receive information and provide feedback?	Families unable to attend may find the Annual Meeting in English and Spanish on our website.	
How many families should attend? **(at least 50% of your families)**	175	How many families actually attended? 85

3. **Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents and families in more fully participating in the education of their children and/or to help support learning at home.**

Title III-ESOL ***District coordinator-Julie Kostka**	The district ESOL representative and the school based ESOL contact assist staff when working with ELL families. Our newsletter is sent through Focus and can be translated. Imagine app for ESOL/ELL learners supports language acquisition.
McKinney-Vento/ Students in Transition Liaison ***District contact-Ivette Collado** **School Contact: Debra Thomson 321-267-1777x45823**	Ms. Thompson regularly monitors our SIT (Students in Transition). We only have a few SIT. Students are provided with backpacks with school supplies. Tutoring is available if needed in Reading and Math. District SIT liaison will provide computers and hot spots for SIT students. Our school contact keeps communication with our SIT families.
FDLRS/ESE services	Our ESE families receive frequent updates on their child's progress and suggestions about ways to work with their students. Parents are also made aware that they may contact FDLRS for assistance at any time. FDLRS provides parent resources such as parenting videos. FDLRS provides training for families on various topics such as behavior management. Imperial has 3 teachers and 3 IAs funded through ESE services. Imperial has an EBD teacher for intermediate and a K-2nd VE teacher and a 3-6th grade VE teacher.
Preschool Programs (Head Start/VPK)	Our VE Preschool program is supported through district funds Parents are invited to all Title I events and encouraged to take part in their child's early education. Imperial has one ESE/Pre-K classes with 10 students in it.
School Advisory Counsil (SAC)	Parents are invited to all SAC meetings through the school newsletter, school's Facebook page, and Focus messages. Our SAC committee meets monthly to discuss school data, approve library books, monitoring school improvement goals and review Title I documents
Parent Teacher Organization (PTO)/Parent Teacher Association (PTA)	Imperial has a PTO that meets monthly before the SAC meeting.
Extra Programs at your school/Community Partners **(examples: Eckerd Connects, counseling, etc.)**	Dove club K-kids who support military families

Brevard Public Schools

Imperial Estates Elementary

2026-2027 Title I Parent and Family Engagement Plan (PFEP)

4. **Utilize strategies to ensure meaningful communication and accessibility.**

Describe the methods that will be used to ensure meaningful, ongoing two-way communication between home, school, and community and how it will be monitored.	Brevard Public Schools uses FOCUS as the main communication tool between home and school. It is very important parent accounts are active and regularly checked. Parents are encouraged to have the FOCUS app on an electronic device. If parents need help registering or learning how to use FOCUS the school will provide support. Parent family events will be sent home as paper invites as well as digital.
Describe how you notify each family in a timely manner when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field.	Letters are sent home with every student that has been taught for four or more consecutive weeks by a teacher who is not state certified in the subject area they are assigned. Schools also post this information on their websites and in their parent newsletter. A copy of the letter and a list of the parents who receive the letter is kept on file as documentation.
Explain how families are provided with information regarding the curriculum, achievement levels, progress monitoring and assessments.	Curriculum, achievement levels and progress monitoring and assessments information was given at Title I/Open House on 8/24, 8/26, and 8/27. Teachers provide information during conferences and newsletters.
Describe how your school provides information to families in their native language.	Based on our Home Language Report, we provide information to families in the following languages: Spanish
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Families with disabilities are invited to all events. If they are unable to attend all things presented that are recorded parent training courses placed on the website Material sent home with students.
Describe the opportunities families have to participate in their child's education.	Attend parent training throughout year. Attend parent family engagement events. Attend Kindergarten round-up. Attending parent teacher conference. Open communication with child's teachers. Be a Volunteer. Become a SAC member or PTO volunteer.
Describe how your school shares the PFEP, SIP, CNA and other Title I documents with community members.	Documents Presented at SAC with community members present Documents emailed to SAC members as well.

5. **Educate and build the capacity of school staff (administration, teachers, instructional assistants, custodial, front office, etc.) using research-based strategies, on ways in which to communicate effectively, build relationships, and engage families as well as the importance of parent and family engagement in increasing student achievement. Explain your plan for this school year. This section focuses on training staff to work with *families* to improve academic achievement.**

Title of Presentation/Topic	Materials To Be Used	Format for Implementation: workshop, book study, presenter, etc.	Presenter	Tentative Date/Time

Brevard Public Schools

Imperial Estates Elementary

2026-2027 Title I Parent and Family Engagement Plan (PFEP)

Patricia's Pointers	Emails about topics important to teachers, communication tips to use with families.	emails	Patricia	monthly
Building relationships with families	1. Effective two-way communication with families using multiple platforms and methods. 2. Building trusting relationships with families from diverse backgrounds. 3. Strategies for increasing family involvement in student learning at home and at school. 4. Understanding the connection between family engagement and academic achievement. 5. Customer service and family-friendly practices for all school personnel. 6. Utilizing student data to engage families in goal-setting and academic progress monitoring. 7. Supporting families with resources and strategies that reinforce learning at home.	Workshops, Presenters, Staff bonding activities—teachers went bowling at preplanning to help get to know one another. These same strategies can then be applied to the students. Building relationships across school campus to benefit all students.	District Staff Watching podcasts of Principal Joe Sanfelippo. He is known for sharing brief, positive inspirational thoughts while walking to school.	Monthly PD or PLC meetings.

6. **Provide assistance, training, workshops, events, and/or meetings for families to help them understand the education system, curriculum, standards, state assessments and achievement levels.**
   - **Offer workshops, events and/or meetings at flexible dates/times. (i.e. morning, afternoon, evening, weekend, or virtually).**
   - **Provide information to families in a timely manner and in an easy-to-understand format.**
   - **The pre-populated topics are required for ALL schools; schools may add additional topics, as needed, based on family feedback collected.**

Building Capacity of Families to Support Learning at Home						
Topic	**Title**	**Tentative Date/Time**	**Adult learning goal: What skill that reinforces student learning at home will families gain during this training?**	**List the Schoolwide improvement plan (SWP) goal this event directly supports**	**Translation provided**	**Take home materials provided**
Curriculum Review/demonstrate materials that are used, textbooks, manipulatives, online platforms, etc.	New Worlds Literacy Night	9/22/2026 @5-7pm	New World presentation by UF Lastinger Center New World presentation by UF Lastinger Center New World presentation by UF Lastinger Center Presentation on helping students read and sign up for monthly books delivered to home	Improve reading and math scores K-6	yes	yes

Brevard Public Schools

Imperial Estates Elementary

2026-2027 Title I Parent and Family Engagement Plan (PFEP)

State Assessments & Achievement Levels FAST, STAR, EOC, Science, etc.	ASP-After School Program is tutoring for our level 1 and 2 students ELA and Math. ASP for Science for 5th Grade	Weekly	ELA and Math will present games and strategies to reinforce skills. Students will take home math flash cards to reinforce math skills. All 3rd Graders received a backpack with ELA, math and science items as home resources. Parent family engagement event will feature Orlando Science Center for hands on science.	Improve Reading, Math and Science scores K-6th. Promote positive school environment for parents and students.	Yes	yes
Technology, FOCUS/Launchpad cover FOCUS in depth, demonstrate how to navigate, check grades, get messages, etc.	Teachers work with families to ensure 2-way communication on Focus. Flyers sent home after testing give parents website to access student scores.	Title I annual meeting, open house, parent conferences or on a case by case with child's teacher	Families will get an in-depth look at FOCUS, how to log in, how to access grades, FAST or FAST STAR reports, and how to establish two-way communication between home and school.	SIP Goal #1 Percent of students reading at proficiency. We will reduce referrals and behaviors that interrupt class instruction.	As needed	FOCUS hand outs
Transition (VPK-K, MS, HS)	Kindergarten Round-up	Spring 2027	Kindergarten teachers present ways to be prepared for kindergarten and what to expect. Our Roundup will partner with our parent family engagement event with the Orlando Science Center.	Promote positive school environment for parents and students. Improve reading and math scores K-6	yes	yes
Parent/ Teacher Conferences	Every 9 weeks	4 times a year	Teachers meeting with parents to strengthen academics	Improve reading and math scores K-6	yes	yes
***College & Career**	NA					
***Graduation Requirements & Scholarships**	NA					

*** Required for secondary schools**

How will workshops/events for families be evaluated to determine their effectiveness?	Surveys are given at the end of each event to determine success and areas to improve.
How will the needs of families be assessed to plan future events?	We will use event surveys, district parent surveys and school surveys to determine future events. Parents expressed interest in more Science centers for the Orlando Science Night.

Brevard Public Schools

Imperial Estates Elementary

2026-2027 Title I Parent and Family Engagement Plan (PFEP)

What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc.)	Our barriers to family participation include lack of childcare, parent work schedules, language and translation needs, transportation challenges, and scheduling conflicts with older siblings' sports games or music performances.
How are flexible dates and times for meetings, events and/or workshops offered?	We work to overcome these barriers by offering flexible meeting times, providing translation support, sharing information through multiple methods, and scheduling events at times that are more convenient for families whenever possible. We strive to create a welcoming environment, so all families have opportunities to participate. We take feedback from our parent family surveys and end of year surveys to determine best days, times for events and events parents are interested in learning about.
How do families who are unable to attend building capacity events receive information from the meetings?	All information presented at workshops and events is uploaded to our school website for families to access at their convenience. Parents may also request information through email or receive a printed copy. We are committed to creating a welcoming and inclusive environment where all families feel valued and have meaningful opportunities to participate in their child's education. .
What strategies are used to increase family attendance? How do you target the families of your lowest students/subgroups?	Surveys are given at the end of each event to determine the success and desire to repeat the event. The feedback is considered when planning the next set of events based on input of parent ideas and feasibility of offering the event suggested. We target all families with information to attend events from Focus messages to newsletters. Students get reminders of events through our student-based news crew who produce our daily news, announcement, lunch and birthdays.