



Palm Bay Elementary

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

What is Title I?

Palm Bay Elementary 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 trainings, 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 Quinton Veal 321-723-1055.

School's vision for engaging families: By Creating a partnership with families, students will extend their learning outside the school day. When parents and families connect with school stakeholders, information can be shared on how to continue the learning at home: thus increasing student achievement potential.

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: _____

Date: _____



Palm Bay Elementary

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

Palm Bay Elementary WILL:

1. Involve families and community members in the planning, review, and improvement of their 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)	June 4 th , 2026 Meeting	FOCUS messages to all, website notice for all, and s'mores newsletter	In-person meeting	Agenda, survey results
School Improvement Plan (serves as the Title I school-wide plan)	June 4 th , 2026 Meeting	FOCUS messages to all, website notice for all, and s'mores newsletter, email to SAC members	In-person meeting and surveys	Agenda, survey results
Parent and Family Engagement Plan (PFEP)	June 4 th , 2026 Title 1 Survey October 1 st , 2026 Parent Conference	FOCUS messages to all, website notice for all, and s'mores newsletter, Surveys throughout year at Title 1 events	In-person event exit slips and surveys	Survey results, sign-in sheets
School-Home Compact	August 31, 2026 SAC Meeting September 9, 2026 Meeting	FOCUS messages to all, website notice for all, and s'mores newsletter, email to SAC members	In-person meeting and surveys	Sign-in sheet, meeting minutes, agenda

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	October 1 st , 2026 4:45pm
How are families notified of the meeting? (2 methods of notification, can't only be electronic)	All families were notified of the Annual Meeting through electronic platforms including FOCUS Communication Sunday Family Messages and our school website. Our school marquee also advertised the Annual Meeting. For families unable to attend, the presentation was uploaded on the school website (with Spanish translation) along with a QR Code to access the video presentation with a school snapshot and feedback form.
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.



Palm Bay Elementary

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

How will you get feedback from parents and families about the meeting?	During the in-person meeting, parents will have the opportunity to provide feedback and ask questions. Any family that views the presentation from the school website can also provide feedback.	
How do parents and families who are not able to attend receive information and provide feedback?	The presentation with the QR code and parent feedback form posted on Palm Bay Elementary School's website after the meeting concluded so families who couldn't attend may view the presentation and provide feedback at their discretion. Parents may also reach out to the Title 1 contact if they have any questions.	
How many families should attend? (at least 50% of your families)	202	How many families actually attended? 13

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	Our ESOL Paraprofessional supports instruction in the classroom for our students that speak a language other than English. Our Title 1 contact supports with school-wide translations needed for families.
McKinney-Vento/ Students in Transition Liaison *District contact-Ivette Collado School Contact: Coleen Hale	Students who are in transition are provided transportation to and from school and backpacks with school supplies. Our school social worker and guidance counselor connects these families with additional services in the community. Tutoring is also provided to students who are struggling in academic areas.
FDLRS/ESE services	Palm Bay Elementary has a push-in and pull-out model in grades K to 6 for both ELA and math. The push-in model provides our students with disabilities the opportunity to receive instruction and support with their peers. We encourage all our families to participate in school activities including parent nights, family nights, and SAC. Palm Bay Elementary currently has one supported classroom that service a portion of our students with disabilities. We encourage families of students with disabilities to participate in school activities including parent nights, family nights, and SAC.
Preschool Programs (Head Start/VPK)	Head Start and blended VPK are a part of the Palm Bay Elementary School community. In addition to offering free Pre-K to families, we encourage our Pre-K families to participate in school activities including parent nights, family nights, and SAC. In the spring, Palm Bay Elementary School provides a Kindergarten Orientation to support the transition from Pre-K to kindergarten.
School Advisory Council (SAC)	Our School Advisory Council (SAC) meets every month throughout the school year. All families are encouraged to attend even if they are not voting members.
Parent Teacher Organization (PTO)/Parent Teacher Association (PTA)	Palm Bay Elementary School does not have a PTO/PTA. However, we do have parents/grandparents/family members/community members that volunteer in our school on a regular basis.
Extra Programs at your school/Community Partners (examples: Eckerd Connects, counseling, etc.)	There are many business/community partners in education that are active in our school community including Eckerd Connects (provides class wide lessons and counseling services for students in grades 3-6), The Children's Hunger Project (provides weekend meal packs for select students), The Supply Zone by Brevard Schools Foundation (provides school supplies, etc. to teachers for students), Miller & Hurt Wealth Advisors (sponsors our monthly LEAD Celebrations, Future Problem Solving t-shirts, and 6 th grade award), Kona Ice, Nate Jomaa Mortgage Co. (sponsors Safety Patrol t-shirts, and 6 th grade award), The Law Office of Amy Van Fossen (sponsors STEAM t-shirts, 6 th grade award), Texas Roadhouse (provides fundraising opportunities and incentives for Success Celebrations. Palm Bay Rotary Club (provides Thanksgiving meals for select families and sponsors 6 th grade award), The Fountains Senior Community (provides school supply donations), Brevard Caribbean American Sports and Cultural Association/BCASCA (sponsors Praise Dance uniforms, Thanksgiving meals for select families, school supply donations, MLK Award and 6 th grade award), CenterPointe Church (school supply donations), City Church of Palm Bay (stocks food pantry and school supply donations), and City of Palm Bay (provides a



Palm Bay Elementary

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

	community SAC member and PBPD presence at events.), Thrifty Specialty Produce (provides school supply donations and food donations), Jersey Mikes, Marco's Pizza.
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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. Weekly family letters sent via text and email containing a S'mores link with information. Our school marquee also displays communication messages.
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 information regarding the curriculum, achievement levels, progress monitoring and assessments.	Families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments at our Open House event to introduce families to this information and how it will be provided. This information is also provided at Title I meetings including academic nights and during parent conferences. Student state assessment results are sent home via backpack and FOCUS communication messages are utilized to notify parents that results are sent home.
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: English and Spanish. Other languages will be provided upon request.
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	All families are invited to participate in meetings and/or events with reasonable accommodations.
Describe the opportunities families have to participate in their child's education.	Families are encouraged to become volunteers so they can work at school or attend field trips. SAC meetings are open to all community members. We offer a math, science, literacy night, parent-teacher conferences, and a kindergarten orientation in which we provide materials to support learning at home. Palm Bay Elementary also has a Parent Resource Room for families to check out materials to use at home.
Describe how your school shares the PFEP, SIP, CNA and other Title I documents with <u>community members</u>.	Palm Bay Elementary shares information through FOCUS Communication, our school newsletter, flyers, and our <u>marquee</u> as to when meetings will be held or when surveys are available for families to provide input. Meetings are held throughout the school year to discuss the Parent and Family Engagement Plan and the School Improvement Plan. Revisions are made as needed. The plans are then approved by the district and posted on the <u>school website</u> . Copies and translations are available upon request. <u>SAC meetings</u> and <u>CNA meetings</u> are open to the community.



Palm Bay Elementary

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

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.

<u>Title of Presentation/Topic</u>	<u>Materials To Be Used</u>	<u>Format for Implementation: workshop, book study, presenter, etc.</u>	<u>Presenter</u>	<u>Tentative Date/Time</u>
MTSS FBA & BIP: Building Productive Habits Through Daily Practice	Canva slides presentation, student data, computers	Presenter	Quinton Veal	8/7/2026 8:00am
MTSS: How to enter Data into FOCUS and PMP Training	Slides, student data, computers, FOCUS	Presenter	Damilka Bisbal	8/7/2026 8:00am

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						
<u>Topic</u>	<u>Title</u>	<u>Tentative Date/Time</u>	<u>Adult learning goal: What skill that reinforces student learning at home will families gain during this training?</u>	<u>List the Schoolwide improvement plan (SWP) goal this event directly supports</u>	<u>Translation provided</u>	<u>Take home materials provided</u>
Curriculum Review/demonstrate materials that are used, textbooks, manipulatives, online platforms, etc.	Open House	August 27, 2026	Teachers will share materials that are used in the classroom. Families will learn how to access textbooks and online platforms from home to increase student learning at home.	Increase student proficiency in ELA and Math to 51%.	Only upon parent request	Optional free book
	Literacy Night	January 27, 2027	Families will receive materials and training to help their child at home improve their reading skills.	Increase student proficiency in ELA and Math to 51%.	Only upon parent request	Yes
	Math Night	March 11, 2027	Families will receive materials and training to help their child at home improve their math skills.	Increase student proficiency in ELA and Math to 51%.		Yes



Palm Bay Elementary

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

					Only upon parent request	
State Assessments & Achievement Levels FAST, STAR, EOC, Science, etc.	Annual Meeting	October 1, 2026	The presentation includes the school's current grade and proficiency levels.	Increase student proficiency in ELA and Math to 51%.		
	Parent Conferences	On-Going	Teachers will share individual student scores of state assessments with families and discuss steps for at home instruction.	Increase student proficiency in ELA and Math to 51%.		
	End of Year Evaluation	May 2027	The presentation will include the school's current proficiency levels.			
Technology, FOCUS/Launchpad cover FOCUS in depth, demonstrate how to navigate, check grades, get messages, etc.	Annual Meeting	October 1, 2026	The use of the FOCUS platform is included in our Annual Meeting as a way for parents to view their child's progress throughout the year.	Increase student proficiency in ELA and Math to 51%.	Yes – Spanish	No
	Conference Nights	October 1, 2026 and February 18, 2027	Parents will learn about FOCUS – how to check grades, receive interims/report cards, and get messages	Increase student proficiency in ELA and Math to 51%.	Only upon parent request	No
Transition (VPK-K, MS, HS)	Kindergarten Orientation	April 2027	Palm Bay Elementary invites the pre-K families from our school and surrounding daycares to kindergarten orientation. During orientation, the families experience what a day is like in kindergarten and tour the school. Families receive take-home materials to help their child with Early Literacy and Math skills.	Increase student proficiency in ELA and Math to 51%.		Yes – both reading and math
	Middle School Orientation	2 nd Semester	We notify our 6 th graders going to middle schools of orientations and presentations at surrounding middle schools so they can become aware of all their options for middle school. In addition, middle schools visit PBE and provide a presentation regarding classes and electives and give 6 th grade students enrollment packages for families.	Increase student proficiency in ELA and Math to 51%.		No
Parent/ Teacher Conferences	Parent/ Teacher Conferences	October 1, 2026	Teachers will discuss grade level expectations, review beginning of the year assessments including FAST, review interim report card, and discuss steps for instruction both school and at home.	Increase student proficiency in ELA and Math to 51%.	Only upon parent request	No



Palm Bay Elementary

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

	Parent/ Teacher Conferences	January 23, 2027	Teachers will discuss middle of the year assessments including FAST, review second report card, and discuss steps for instruction both school and at home. Families will receive academic materials to help their child at home.	Increase student proficiency in ELA and Math to 51%.	Only upon parent request	Yes
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How will workshops/events for families be evaluated to determine their effectiveness?	Surveys are completed and collected at each event. The information is analyzed to determine if we should hold the event the following year, including the number attended and the feedback given about the event.
How will the needs of families be assessed to plan future events?	Event surveys, schoolwide surveys, and parent nights will be used to determine the needs of families and how we can improve participation at future events.
What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc.)	In the Title I School Family survey and Parent and Family Engagement Plan Feedback Form taken by Palm Bay Elementary families indicated that workshops/events was held at a convenient day/time. However based on attendance to the Title 1 meeting was only 6% of families attended, it indicates time of meetings may conflict with work schedules. Parent meetings are aligned with times convenient for the largest number of families based on survey data. Some parents recommend having virtual meetings and filling out surveys in place of in person meetings. Even though not listed as a barrier, staff members are available to translate papers into other languages as well as a Spanish and Language Line that can be used to translate into Spanish and other languages.
How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)	Flexible dates and times for meetings and events are offered throughout the year. SAC meetings are on Mondays and Title I event nights are on Thursdays.
How do families who are unable to attend building capacity events receive information from the meetings?	Some meetings, such as the Title I Annual Meeting presentation, was uploaded to our website. Other meetings, such as Conference Nights, Literacy Night, and Math Night, activities will be uploaded to our website. Teachers reach out to families that missed the Parent Teacher Conference Nights to give them the information and to explain and send home the learning materials.



Palm Bay Elementary

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

What strategies are used to increase family attendance? How do you target the families of your lowest students/subgroups?	Parents were offered the opportunity to participate in an end of the year meeting to provide valuable input towards the development of the 2026-2027 school year Title I plan. This summer, parents were invited to participate in the Title I Critical Needs Assessment (CNA). School wide assessment data was shared and the impact of the Title I plan was analyzed. A final survey was provided to families that attended the end of the year parent and family engagement plan and compact plan review meeting.
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