

**ISD 837  
Madelia Public Schools  
Parent Involvement Plan  
2023-2024**

**District Mission Statement**

The mission of the Madelia Public Schools is to provide all students an educational foundation which consists of the mastery of core competencies that will empower them to become local and global citizens who are inspired to achieve lifetime success in a diverse and changing world.

**PART I. DISTRICT EXPECTATIONS**

The Madelia School District agrees to implement the following requirements:

- The Madelia School District will implement programs, activities, and procedures for the involvement of parents in all of its schools with Title I programs. Those programs, activities, and procedures will be planned and operated with meaningful consultation with the parents of participating children.
- The Madelia School District will work with its schools to ensure that the required school-level parent involvement plan meets the Title I requirements, and includes, as a component, a school-parent compact.
- The Madelia School District will incorporate this district-wide parent involvement plan into its district plan.
- In carrying out the Title I parent involvement requirements, to the extent practicable, the Madelia School District and its schools will provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the Madelia School District plan for Title I is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the Minnesota Department of Education.
- The Madelia School District will involve the parents of children served in Title I schools in decisions about how the one percent of Title I funds reserved for parental involvement is spent and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The Madelia School District will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in Minnesota.

**PART II. DISTRICT/SCHOOL PARENT INVOLVEMENT PLAN REQUIRED**

## COMPONENTS

1. The Madelia School District will take the following actions to involve parents in the joint development of its *district/school* parent involvement plan:

Activity	Due Date	Contact person
Elementary Leadership Team Meeting with parent advisor	October 2023	Brooke Will, Principal Elementary Leadership Team Meeting Members
Elementary Leadership Team Meeting with parent advisor	January 2024	Brooke Will, Principal Elementary Leadership Team Meeting Members

2. The Madelia School District will involve parents in the process of district and school plan, review and improvement.

Activity	Due Date	Contact person
MCA data is mailed to each student's family	September 2023	Brooke Will
Back-to-School Conference Documents Fall Conference Documents Spring Conference Documents	September 2023 November 2023 April 2024	Brooke Will
School Newsletters and Website	ongoing	Brooke Will
Fastbridge Benchmark Assessment for Identification of Title Services	Fall, Winter, Spring	Rebecca Phaengkhouane

3. Involve parents, in an organized, ongoing, and timely way, in the planning, review and improvement of programs under this part, including planning, review, and improvement of the school parental involvement plan.

Activity	Due Date	Contact person
Elementary Leadership Team Meeting with parent advisor	October 2023 January 2024	Brooke Will
Online Professional Resources	ongoing	Brooke Will

4. The Madelia School District will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;
5. The Madelia School District will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance:

<b>Activity</b>	<b>Due Date</b>	<b>Contact person</b>
Infinite Campus Messenger	ongoing	Brooke Will
Translated Documents - Liaison	ongoing	Anna Esqueda/Raquel Cantu
Liaison Parent Meetings and Visits	ongoing	Anna Esqueda/Raquel Cantu

6. The Madelia School District will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the activities specifically described below:

<b>Activity</b>	<b>Due Date</b>	<b>Contact person</b>
Family Engagement Events	Sept. 2023 March 2024	Brooke Will/Eric Martinez/Andrew Runck
Cultural Liaison Meetings	ongoing	Brooke Will/Eric Martinez/Anna Esqueda/Raquel Cantu
Entrance Conference Parent Meetings; interpreters provided	Sept. 5, 2023	Brooke Will
Jumpstart for Kindergarten and Prek (VPK) Students	August 2023	Caryn Anderson/Lynelle Malwitz/Traci Henry
STEAM Academy (Integration Summer Programming)	August 2023	Sue Harris

7. If the schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

<b>Activity</b>	<b>Due Date</b>	<b>Contact person</b>
Submit parent concerns and comments to MDE	ongoing	Brooke Will

- A. The Madelia School District will, with the assistance of its Title I schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- the state's academic content standards,
- the state's student academic achievement standards,
- the state and local academic assessments including alternate assessments,

- the requirements of Title I,
- how to monitor their child's progress, and
- how to work with educators.

<b>Activity</b>	<b>Due Date</b>	<b>Contact person</b>
Curriculum and Standards documents provided to parents at Entrance and other Conferences throughout the school year	ongoing	Brooke Will
Grade Reports	ongoing	Classroom Teachers
Assessment Reports (Classroom, FAST, STAR, NWEA, MCA, TELL, WIDA ACCESS)	ongoing	Title Staff Classroom Teachers Brooke Will
EL Services and Instruction	ongoing	Sarah Wimmer/Elsie Pahl/Remme Griffith/Andrew Runck
Cultural Liaison Visits	ongoing	Anna Esqueda/Raquel Cantu
Access TransACT (ESSA requirements)	ongoing	Brooke Will

B. The Madelia School District will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.

C. The Madelia School District will, with the assistance of its Title I schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by sharing learning materials for parents to use at home with their children, use an interpreter to communicate with students' parents who do not speak English, and offer resources and information to parents through our cultural liaisons and through our monthly newsletters.

<b>Activity</b>	<b>Due Date</b>	<b>Contact person</b>
Parent Teacher Conferences (with interpreters)	Sept. 5, Nov. 20 and 21, 2023; Feb. 1,	Classroom Teachers
Title I Instructors Primary Intervention Teacher	ongoing	Rebecca Phaengkhouane
Schoolwide Family Newsletters	Monthly	Brooke Will
Targeted Services Instruction	ongoing after school and summer	Classroom Teachers
Access TransACT (ESSA requirements)	ongoing	Brooke Will

- D. The Madelia School District will, with the assistance of its Title I schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by participating in professional learning that supports parent involvement. Through professional development, all district staff must continually acquire strategies and be presented with research that supports the Growth Mindset and Trauma Informed Instruction. We must believe that all children can learn. Through the PLC process and in faculty meetings, staff must be given resources and be trained in best practices. Building relationships with parents and making connections with students must be in place in order for learning to occur.

<b>Activity</b>	<b>Due Date</b>	<b>Contact person</b>
SCSC Professional Development	ongoing	Brooke Will
Primary Intervention Teacher to support K-3 Tier 3 students	ongoing	Rebecca Phaengkhouane
Student Solutions Team	ongoing	Brooke Will
K-12 Counselor	ongoing	Tara McCarron

- E. The Madelia School District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

<b>Activity</b>	<b>Due Date</b>	<b>Contact person</b>
Preschool (3 year olds)	ongoing	Traci Henry/LeeAnn Helget
VPK (4 year olds)	ongoing	Traci Henry
Early Childhood Special Ed.	ongoing	Julia Young
ECFE Programs	ongoing	Traci Henry/Sue Harris
FAST Assessment to support MTSS Model (4 yr. olds)	January 2023 and May 2023	Brooke Will

- F. The Madelia School District will take the following actions to ensure that Title I information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

<b>Activity</b>	<b>Due Date</b>	<b>Contact person</b>
EL Services and Instruction	ongoing	Andrew Runck
Cultural Liaison Visits and Surveys	ongoing	Anna Esqueda/Raquel Cantu
Interpreters (all school events)	ongoing	Brooke Will/Raquel

		Cantu/Anna Esqueda
Access information and prepare documents using TransACT	ongoing	Brooke Will

8. The Madelia School District will coordinate and integrate parental involvement strategies under Title I with parental involvement strategies under the following other programs: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and state-operated preschool programs], by holding family events for preschool parents and holding preschool conferences.

<b>Activity</b>	<b>Due Date</b>	<b>Contact person</b>
Preschool (3 year olds)	ongoing	Traci Henry/LeAnn Helget
VPK (4 year olds)	ongoing	Traci Henry
Early Childhood Special Ed.	ongoing	Julia Young
ECFE Programs	ongoing	Traci Henry/Sue Harris
Jumpstart for Kindergarten	August - yearly	Caryn Anderson/Lynelle Malwitz
Summer School (4 yr old)	July - yearly	Traci Henry

9. The Madelia School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement plan in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement plan and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement plan.

<b>Activity</b>	<b>Due Date</b>	<b>Contact person</b>
Elementary School Survey (Staff, Parents)	October 2023 April 2024	Brooke Will
Elementary Leadership Team Meeting	Monthly	Brooke Will
School Survey Review: goal setting	May 2024	Brooke Will/Elementary Leadership Team

10. The Madelia School District will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved. We will hold this meeting in September each year at Madelia Elementary.

<b>Activity</b>	<b>Due Date</b>	<b>Contact person</b>
Back to School Entrance Conferences	September 5, 2023	Brooke Will

11. The Madelia School District will involve parents in the decisions regarding how funds are reserved for parental involvement activities:

<b>Activity</b>	<b>Due Date</b>	<b>Contact person</b>
Elementary Leadership Team with parent advisor	October 2023 January 2024	Brooke Will
Parent Survey Data (English and Spanish)	September 2023 April 2024	Brooke Will School Counselor Liaison

12. If the schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency. These comments will be reviewed and used to inform decision-making.

<b>Activity</b>	<b>Due Date</b>	<b>Contact person</b>
MDE - submit to area director	ongoing	Brooke Will

### PART III. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level parental involvement plan, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

- Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement;
- Provide frequent reports to parents on their children's progress; and
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

<b>Activity</b>	<b>Due Date</b>	<b>Contact person</b>
Entrance Conference Parent Meetings; interpreters provided	Sept. 5, 2023	Brooke Will
Parent-Teacher Conferences	Nov. 2023, Feb. 2023, May 2023	Brooke Will
Fast Benchmark Data K-6	Fall, Winter, Spring	Brooke Will

		Rebecca Phaengkhouane
Quarterly Report Cards	ongoing	Classroom Teachers
Progress Reports	ongoing	Classroom Teachers
Emails, Phone Calls	ongoing	Classroom Teachers

#### PART IV. DISCRETIONARY DISTRICT/SCHOOL PARENTAL INVOLVEMENT PLAN COMPONENTS

The Madelia School District Parent Involvement Plan may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities:

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- Provide necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training.
- Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
- Train parents to enhance the involvement of other parents.
- In order to maximize parental involvement and participation in their children's education, arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.
- Adopt and implement model approaches to improving parental involvement.
- Establish a district parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.
- Provide other reasonable support for parental involvement activities under section 1118 as parents may request.

Activity	Due Date	Contact person
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District Parent Engagement Meetings	Fall and Spring (2023-2024)	Shelly Bauer
Elementary Leadership Team Meetings	Fall and Spring (2023-2024)	Brooke Will

## PART V. ACCESSIBILITY

In carrying out the parental involvement requirements of this part, Madelia School District, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand. All school documents are translated and sent home in Spanish. Translators are available for all meetings, IEPs, and conferences where parents will be in attendance.

<b>Activity</b>	<b>Due Date</b>	<b>Contact person</b>
Translation of all school-wide publications in Spanish	ongoing	Anna Esqueda/Raquel Cantu
Interpreters during school hours	ongoing	Brooke Will/Eric Martinez
Interpreters for Conferences/Meetings	ongoing	Anna Esqueda/Raquel Cantu
Access resources on TransAct	ongoing	Brooke Will

## PART VI. ADOPTION

The Madelia School District Parent Involvement Plan has been developed jointly with the Parent Engagement Committee and Elementary Leadership Team.

On 9/11/2023, the Madelia Elementary School Parent Involvement Plan will be in effect for the period of one school year.

Madelia Elementary School will distribute this plan to all parents of participating Title I children.

*R. Brooke Will*

Brooke Will, Elementary Principal  
Title I Authorized Representative

September 14, 2023

Parents were involved with developing the Madelia Elementary School Parent Involvement Plan.

\*This template of a District/School Parental Involvement Plan has been developed by combining two documents, the modified version of the sample provided in the U.S. Department of Education Parental Involvement Guidance and the sample of the School Parental Involvement Plan provided by Minnesota Department of Education.