

PS 111 Title I Parent & Family Engagement Funds Spending Plan

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PS 111 Title I Parent Advisory Council

PS 111 Adolph S. Ochs (02M111)

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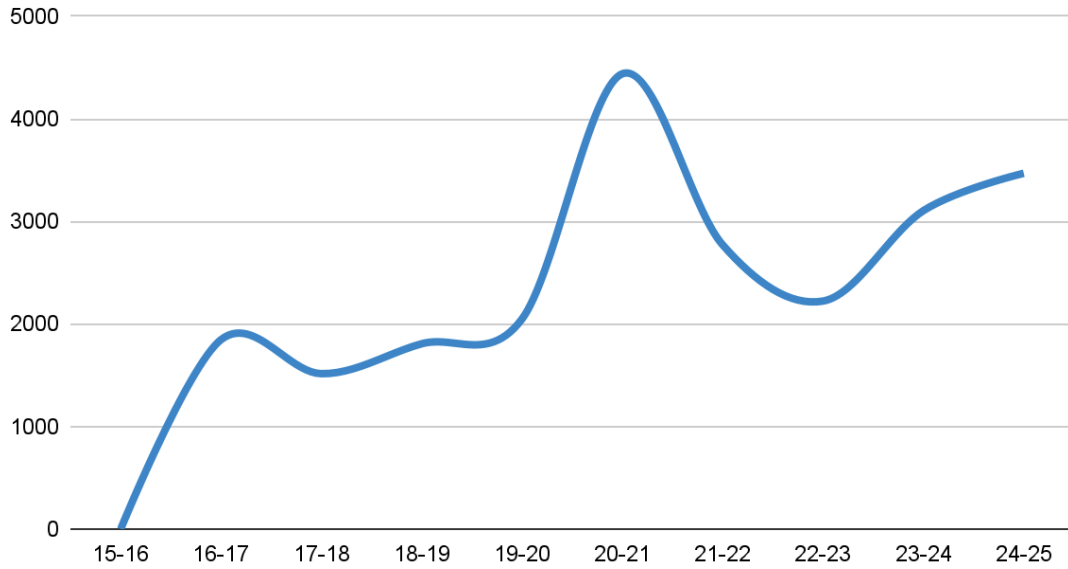
I. Title I Parent & Family Engagement Plan at a Glance

A. PS 111 School Year 2024–25 Parent & Family Engagement Allocation

Total:	\$3,469
Composed of:	
Title I SWP Parent and Family Engagement:	\$3,172
Title I SWP Carry Over Parent and Family Engagement:	297

B. PS 111 Parent & Family Engagement Funding Over Time

PS 111 Title I PFE Funding

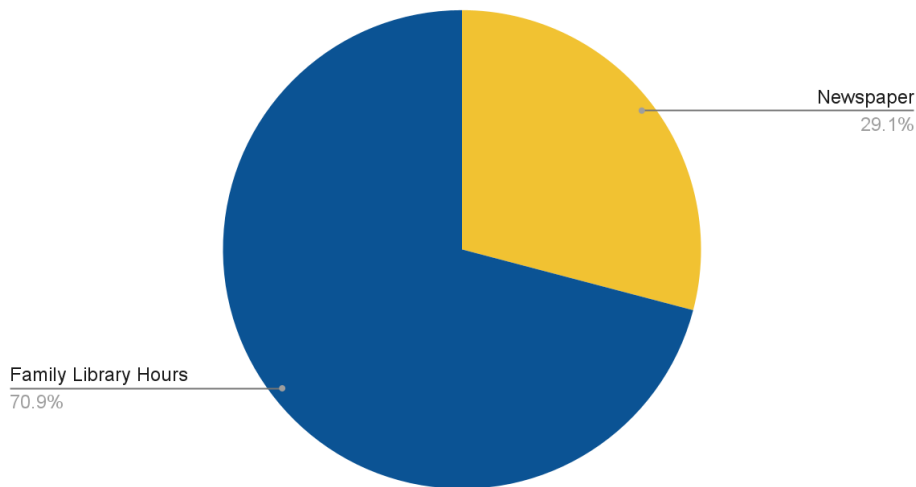


C. 2024–25 Plan Overview

This plan proposes two new programs to increase family engagement with their children’s education at PS 111:

1. **Family Library Hours** at the newly reopened and soon-to-be renovated school library: \$2,460
2. **School Newspaper**: \$1,009

Plan Expense Breakdown



See sections III and IV for descriptions and funding requirements for each program.

II. Creating the Plan

A. Process Design & Goals

The 2024–2025 PS 111 Title I Parent Advisory Council designed the process for creating the Title I Parent & Family Engagement Funds (PFEF) around the following goals:

- Increase parent participation in the Title I PFEF process, in order to further drive family engagement in their children’s education and with the school, as required by the school’s Comprehensive Education Plan.[1]
- Provide an open system to suggest ideas, in order to increase the inclusivity of the process. Parents should not have to join a committee or council to make a suggestion.
- Ensure parents are provided with the information they need to make suggestions that meet Title I PFEF requirements, while presenting that information in an efficient format that embraces the reality of busy parent schedules and lives.

To meet these goals, a web page (<https://ps111pta.org/title-i>), with an explanation of the program, was created. Parents were encouraged to submit program suggestions through a form on the page. After an appropriateness review, all suggestions were displayed in a table on the page. Title I PFEF requirements are complex, but to improve our families’ understanding of the program, we created a filterable and sortable table of allowed and disallowed uses of funds, using only primary references from the Federal Government, New York State, and New York City DOE.

Site development and server costs were donated by the PS 111 PTA, eliminating the need to use Title I resources.

B. Outreach

Outreach was performed in the following ways:

- Message sent to all families on the school’s messaging app.
- Multiple messages sent to families who subscribe to the PTA’s email list (approximately 80 people at the time the messages were sent).
- Announced at the PS 111 PTA’s November in-person meeting.
- Word-of-mouth, an important form of communication in a relatively small school.

C. Plan Goals

In order to ensure the success of PS 111’s Title I PFEF plan, the following requirements were set:

- Can we ensure that the program occurs?
- Is the program possible with the budget, projected volunteers, and operational knowledge that we will have access to?
- Will the program improve our families' ability to engage with the school and their children's education?
- Is the program educational?
- Does the program reflect the goals of the updated New York State ESEA/ESSA Consolidated Education Plan, as well as PS 111's Comprehensive Education Plan?

Ten unique ideas were submitted by the PS 111 community. Each idea was individually reviewed (appendix II), and, when feasible, ideas were incorporated into this plan. No idea was wasted: Ideas that could not be included in this plan, whether due to budget limitations, an inability to guarantee that the project would succeed, or other reasons, have been forwarded to the PS 111 PTA to inform that PS 111 community group's spending.

III. Program 1: Family Library Hours at the PS 111 School Library

A. Description

The PS 111 school library is in the process of being renovated and restocked with new books. In order to further increase the use of this space and to engage our families in their children's education, this proposal suggests opening the library for scheduled family hours.

This proposal is directly aligned with the updated New York State ESEA/ESSA plan, which emphasizes the importance of access to school libraries for our students.[2]

During family hours, parents will be allowed to enter the school library with their children, read books and magazines, and check out books for home reading. Optionally, the school library could have age-appropriate board games to encourage social-emotional development, which may only be for in-library use, or alternatively for in-library or at-home use with checkout, in the style of Brooklyn Public Library's program.

While the Columbus Library New York Public Library branch is only a few blocks south of the school, and the Riverside and 53rd St branch libraries are within the walking range of many of our families, we know that many of our families and students do not regularly, or ever, visit NYPL branches. Additionally, family hours will encourage our families to engage with the school and feel more welcomed into the educational environment where their child spends a significant amount of time.

Because it's unlikely that the school has the staff resources available to run a program like this, we propose partnering with a local Community Based Organization (CBO) if possible. This will further align this program with the NY State ESEA/ESSA plan, which encourages schools to work with local CBOs when possible[3].

B. Program Goals

- Increase literacy skills among our students, by developing a love of reading through access to books and memories of reading with family. Literacy support is important during the rollout of the new Wit & Wisdom program, as schools that have deployed the new program have experienced small declines in reading test scores, which may be temporary.[4]
- Welcome our families by making them more comfortable within the school, increasing their sense of community. People who feel they are part of a community are more likely to actively engage with that community, benefiting their children’s education and potentially increasing attendance.[5]
- Encourage families to utilize the new library space, to the benefit of them and their children.
- Provide another way for parents to volunteer at the school. Our families have a wide range of personalities, and as such it is beneficial to provide a wide range of engagement and volunteer opportunities.
- [Optional] Encourage social-emotional bonding through family board game play.

C. Relation to School’s Comprehensive Education Plan

- “providing materials ... to help parents work with their children to improve their achievement level, e.g., literacy” (p. 57)
- “Parents are encouraged to actively participate ... as trained volunteers and welcomed members of the school community.” (p. 57)
- “engage all parents in discussion and decisions regarding the required Title I, 1% set-aside funds, which are allocated directly to the school to supplement parent and family engagement activities, including family literacy ...” (p. 58)
- “establishing a Parent Resource Center/Area or lending library” (p. 58)
- “encouraging more parents to become trained school volunteers” (p. 58)

D. Scope of Work

<p>Operation of family library hours at the PS 111 school library</p>	<p>Volunteers and/or staff to operate family library hours at the PS 111 elementary school. Operators will check out books from the library system, check books back into the system, reshelve books, help families find books, keep the library clean, and perform other functions that are typical for library staff.</p> <p>The goal is to run these at least monthly, starting in March or April, but every-other month is acceptable with an explanation.</p>
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Library card for every student	To enable students and families to check out books from the school library, each student must be issued a library card with a unique ID and barcode. The vendor must work with the school to integrate the cards into the school library’s custom Integrated Library System. For durability, cards should preferably be 20-40 mil plastic, though laminated cardstock is acceptable. A lanyard hole at the top or side is preferred.
Additional books in top-four languages	In order to engage families of all backgrounds, the vendor will add at least 20 books to the PS 111 library’s collection, including at least five each in the English, Spanish, Mandarin Chinese, and Russian languages. If the top-four languages are not possible, the top-two languages (English & Spanish) are acceptable, with an explanation. Books should be library-bound whenever possible. Books must be appropriate for readers in grades 3K through 5th, and must meet the requirements of the PS 111 Library Book Acquisition Policy.
Outreach for family library hours	Outreach to ensure that PS 111 families are aware of the family hours.
Optional: Board games	If there is budgetary space, the purchase of age-appropriate family board games for use in the library and/or for checkout by our families.
Insurance requirements	The vendor must have at least \$2,000,000 of commercial general liability insurance, and will indemnify the City of New York, NYC DOE, and the PS 111 Adolph S. Ochs school during family hours.

E. Cost & Projected Budget

The maximum award for this contract is \$2,460. Projected budget. Itemized budget is prospective and subject to change.

Category	Cost	% of Budget
Books in multiple languages, library-bound when possible	\$475	19.3%
Library card for every student, plus replacement cards	\$1,035	42.1%
Outreach	\$175	7.1%
Cleaning and other supplies	\$50	2.0%
Board games	\$325	13.2%
Equipment necessary to operate family library hours	\$400	16.3%

F. Timeline & Frequency

Family library hours cannot begin until the primary work of the library renovation is completed. For that reason, the first session is expected to be no earlier than mid-March.

Family library hours should be offered at least once per month, and ideally more frequently. Exact hours are to be determined, but are generally expected to be either directly after school and/or in the early evening. Library hours before events, such as before Movie Nights, can be explored.

IV. Program 2: School Newspaper

A. Description

PS 111 is named after a newspaper publisher, but does not have a school newspaper. A newspaper will provide another way to engage with PS 111 students and families, encourage literacy, build school pride and a sense of community, and show prospective families that PS 111 has a vibrant community.

Because of the age range of our students — from 3K through 5th Grade — we expect many non-journalistic forms of participation, including drawn art, poems, short stories, photographs of PS 111 events, and more.

As with the School Library Family Hours, we suggest that the school partner with a local CBO, as otherwise it is unlikely that this program can be offered at the funding level that we have available.

B. Program Goals

- Further engage with the PS 111 community by providing another form of outreach, and by accepting and encouraging contributions from families and students.
- Increase the sense of community among our families. People who feel they are part of a community are more likely to actively engage with that community, benefiting their children's education and potentially increasing attendance.
- Increase literacy skills among our students, through reading the newspaper itself and by providing a creative outlet that encourages them to improve their writing skills. Literacy support is important during the rollout of the new Wit & Wisdom program, as schools that have deployed the new program have experienced small declines in reading test scores, which may be temporary.[4]
- Normalize the reading of newspapers among our students at a young age, to encourage the utilization of this important information source later in life.

- Provide another way for parents to volunteer at the school. Our families have a wide range of personalities, and as such it is beneficial to provide a wide range of engagement and volunteer opportunities.[5]

C. Relation to School’s Comprehensive Educational Plan

- “providing parents with the information and training needed to effectively become involved in planning and decision making in support of the education of their children” (p. 57)
- “sharing information about school and parent related programs, meetings and other activities in a format, and in languages that parents can understand” (p. 57)
- “Parents are encouraged to actively participate ... as trained volunteers and welcomed members of the school community.” (p. 57)
- “developing and distributing a school newsletter ... designed to keep parents informed about school activities and student progress” (p. 58)
- “encouraging more parents to become trained school volunteers” (p. 58)

D. Scope of Work

Printing	At least two issues will be printed under this program. Preferred specifications: 500 copies, minimum of four pages, newsprint, 11.38x11.5 mini-tabloid, optionally color on the front and back.
Work with families & students to create two issues	For the newspaper to succeed, it must be family- and student-driven. Most articles and other material should come from the PS 111 community.
Distribute copies	Once the newspaper has arrived, it must be distributed to each class to be backpacked, and copies must be provided in the front lobby and to the school library. A supply should be provided to the PS 111 Parent Coordinator for distribution to prospective families who attend her school tours. Potentially, and with permission of NYPL libraries, copies may be distributed to the local NYPL branch.
Newspaper rack(s)	At a minimum, a newspaper rack should be installed in the front lobby. If funding permits, a rack may be installed in the school library as well.

E. Cost & Projected Budget

The maximum award for this contract is \$1,009. Itemized budget is prospective and subject to change.

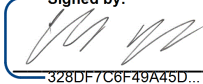
Category	Cost	% of Budget
Printing	\$845	83.7%
Newspaper rack	\$114	11.3%
Outreach	\$50	5.0%

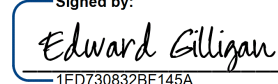
F. Timeline

At least two issues should be created during the term of this contract. The initial issue should ideally be delivered before the January 30, 2025 school tour. If that abbreviated timeline is not possible, the initial issue should be delivered by the end of February. The second issue should be printed and delivered approximately one month to 45 days after the first issue.

V. Approval

The undersigned certify that a vote on this proposal was held on December 18, 2024, at 6:40 pm. 31 parents and caregivers were in attendance. The vote passed unanimously.

Signed by:  12/24/2024
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 Christopher D. Canfield, PS 111 Title I PAC Chair

Signed by:  1/10/2025
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 Edward Gilligan, PS 111 Principal

Appendix I: Title I Ideas Submitted by the PS 111 Community & Responses

Proposal	Submitted Spending Estimate	Comments
Board game nights	\$1,000	Partially folded into the Library Family Hours proposal.
Visit to the UN	No estimate	Because of the nature of PFE funding, where if we don't use it, we lose it, we need to ensure that the programs that are funded will be guaranteed to run. We can't do that with trips, because we don't have control over the teacher's schedules. However, this is a good idea. The PS 111 PTA has set aside \$1,600 in the current budget to

		support class trips.
Bingo nights	\$250	Something like this may be a better fit for the PS 111 PTA, as, while bingo nights would increase engagement, bingo doesn't meet Title I PFEF educational requirements for programming involving children.
Replacement school website	No estimate	This is direly needed, absolutely qualifies for this funding. However, we suggest that the PTA could provide this, using the existing infrastructure for the PTA's site, at a very cost. That frees Title I PFEF funds for other uses.
Family Library Hours	\$3,000	Accepted, with modified budget and incorporation of board game idea.
School newspaper	\$450	Accepted, with modified budget.
School environment survey	\$250	We agree that this would be beneficial. While school environment questions are included in the DOE's school survey, that survey is long and has a fairly low response rate at PS 111. Something like this may be useful for the School Leadership Team to run before they update the Comprehensive Education Plan for the school.
Computers in the library with subscriptions to digital education programming	No estimate	It's unclear if this funding is large enough to pay for digital subscription software, as we'd need a site license, which is not inexpensive. PS 111 students do currently have access to multiple digital educational software subscriptions, which in the current school year are budgeted at \$19,711 – a more than \$3,000 increase over last year. NYPL would not be able to share their licenses with the school, as was mentioned in the suggestion description, because of the nature of these licenses. There isn't currently a consensus among PS 111 parents about whether computers should be added to the library. However, the school has received funding to replace every computer in the computer lab, and every student has access to either a Chromebook or a Windows laptop.
Science fun night	No estimate	This meets all Title I requirements and is a unique, fun idea. However, it's unclear how large the budget for this should be, primarily due to the cost of science kits and the food, and the difficulty of creating an attendance estimate, since we haven't done something like this before. Empanadas are a fun idea, but they're not inexpensive: Empanada Mama's catering prices are \$4.50-5.50 per empanada, which would add up rapidly. This idea should be considered by either the PS 111 PTA, though it does not have much

		budget space, or could be reconsidered in the 2025–26 school year.
Family cooking class	No estimate	This is a unique idea that could likely be done relatively affordably – as long as it’s run by volunteers. However, it’s unclear what permissions we’d need to cook at the school, or who would run the program. Because we can’t, as of December 2024, guarantee that this program would move forward, it’s not being included in the Title I PFEF proposal. But, as with all ideas that have been submitted, this has been forwarded to the PS 111 PTA for further research and investigation. If the PTA starts a gardening program, as has been proposed, we may also be able to use some of the vegetables grown there in a program like this.

Change Log

2024-12-15: Initial public draft.

2024-12-18: Plan adopted.

2024-12-20: Added initial section with at-a-glance details, including current and historical funding and brief plan overview. No changes were made to the plan itself.

References

[1] "engage all parents in discussion and decisions regarding the required Title I, 1% set-aside funds." *PS 111 Comprehensive Education Plan for 2023-2024*, p. 58:

https://www.nycenet.edu/documents/oaosi/cep/2023-24/cep_M111.pdf

[2] "The Department will ... promote equitable access for all students to effective school library programs." *New York State ESEA/ESSA Consolidated Education Plan for 2023-24 and 2024-25 School Years (Approved 2023)*, pp. 203 & 206:

<https://www.ed.gov/sites/ed/files/2023/12/ny-state-plan-2023.pdf>

[3] "The school has active partnerships ... in which families, students, community members, and school staff respectfully collaborate. These partnerships support ... social-emotional growth, well-being, and personal and civic responsibility, so that students have the opportunity to reach their full potential." *New York State ESEA/ESSA*

Consolidated Education Plan for 2023-24 and 2024-25 School Years (Approved 2023), p. 196:
<https://www.ed.gov/sites/ed/files/2023/12/ny-state-plan-2023.pdf>

[4] “As N.Y.C Reading Scores Slip Under New Program, Officials Urge Patience.” *The New York Times* (August 21, 2024): <https://www.nytimes.com/2024/08/21/nyregion/nyc-math-reading-test-scores.html>

[5] Meeting NCLB Requirements for Family Involvement. *Middle Ground* (August 2004). pp. 14–17:
<https://files.eric.ed.gov/fulltext/ED496913.pdf>