

# Title I 1st Semester F.A.S.T. Meeting

## Graysville Elementary School

### Online Meeting - September 20-30, 2022

### Minutes

GES Title I held its 1st Semester F.A.S.T. meeting for parents online as the majority of parents requested this meeting continue to be held online. Families were notified about the F.A.S.T. meeting via the Title I newsletter, school messenger text, teacher's sent home a link, and the school marquee. On September 20th, all GES parents were sent a text including a link that directed them to the GES website to view the F.A.S.T. online meeting information or they were able to scan the QR code that was sent home on their student's F.A.S.T. packet.

On September 20th, GES students were sent home with a F.A.S.T. packet. This packet included the F.A.S.T. invitation/signature sheet, MAP reading and math fall student profile report, classroom graphs in reading and math, student goals for reading and math, lexile information for 1st-5th grades, and a F.A.S.T. Meeting evaluation. The invitation/signature sheet provided parents with instructions on how to use the QR code provided to view the teacher presentations and the information available on F.A.S.T. webpage. The invitation sheet also acted as a signature sheet, with parents being instructed to sign and return the invitation after they viewed the meeting and completed the evaluation. This signature sheet was used as evidence of meeting attendance. GES had 365 students return their invitation signed, for a 62% "attendance" rate. This was an improvement over last year's attendance by 11%.

Parents were also offered the opportunity to request a Parent-Teacher Conference on the signature sheet. Parents had three options to select from: 1) I would like to schedule a parent-teacher conference based on this meeting, 2) I have already had a parent-teacher conference and do not have any further questions at this time, 3) I understand all the information presented, and I do not wish to schedule a parent-teacher conference. 47 parents were able to request parent-teacher conferences by attending this meeting. This semester's meeting also included a section for our teachers to alert parents that they would be contacting them to schedule a conference. This provided teachers another means to request a meeting with parents. 13 teacher requests were included with the FAST information sent home. Teachers were emailed by the PIC alerting them to the requests and were able to schedule these conferences with parents by phone, in person, or virtually. Both the signature page and the evaluation page were translated into Arabic, Simplified Chinese, and Spanish for our families who have requested translation services.

Once parents scanned the QR code or clicked the link, they were taken to the GES Website F.A.S.T. Meeting page. This page contained a copy of the Invitation/Signature Page (with Translations), the F.A.S.T. Meeting agenda, the teacher video presentations, PDF's of each grade level presentation,

and a F.A.S.T. Meeting Evaluation google form, and links to all Title I handouts. Parents were asked to select their child's teacher's presentation and to follow along using the MAP reports, graph, and their student's goals.

Prior to the event, each grade level worked to establish grade-level goals, grade-level games tied to a reading or math standard, and ways parents can work with their children from home. Then each teacher, or teacher team in the upper grades, recorded themselves presenting the F.A.S.T. presentation. Having the video pre-recorded allowed for parents to view the presentation at a time and in a place most convenient for them. Teachers introduced the F.A.S.T. program to parents, went over how to read the MAP testing scores, discussed grade-level goals, how to help students at home with the goals they had set individually, and how parents can help at home. Ways to apply the Family-School compact were also discussed and the date for the 2nd Semester F.A.S.T. (January 31st ) meeting was shared. All Title I handouts are digitally uploaded and linked in an easy to access format, creating a virtual "table" that we would normally make available at all Title I meetings. This "table" was linked on the F.A.S.T. webpage. The PIC contact information was readily available on the website, in the presentation, and in all the materials sent home to handle any questions or concerns.

Once parents completed viewing the presentation they were directed to complete the Parent-Teacher conference request form and the event evaluation form and return them to school. The F.A.S.T. event evaluation was available on the backside of the signature page and linked online on the F.A.S.T. website. 301 parents took the survey. Results from the survey were positive, with many liking the ability to watch the presentation when it was most convenient for them and not being tied down to a specific meeting time. Some comments included, *"This is very helpful. A very effective way of keeping up with how our child is doing in school!"*, *"I appreciate the flexibility of the virtual meeting!"*, and *"I appreciated how well everything was explained and the time that the PIC put into making this meeting happen. It is amazing that each family received individualized academic information!"*. A presentation of the survey results was created by the PIC and shared with GES faculty and staff through email. The results presentation was also made available online for parents to view. F.A.S.T. meeting minutes are available online in English, Arabic, Simplified Chinese, and Spanish.