

# FED FOCUS

## DECEMBER 9 - 13, 2024



- Please don't forget that website checks will begin next week. If your website is already done and ready to be checked, please let us know. Here is the link to the [website checklist](#).



- Please remember, this year's kids, this year's funds!! 50% of your Title I funds (not including those spent on people, should be spent by December 31st).



- Just as a reminder, you CANNOT order new software programs after December 31st. The only software purchases that we will approved when we return after Christmas break will be for software renewals. NO EXCEPTIONS!



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- All purchases whose total is less than \$10,000 require 2 quotes and all purchases whose total is above \$10,000 require 3 quotes. If something can only be purchased from a single vendor, you will need a Sole Source Verification attached to your PO.
- Please use your resources wisely...Amazon is NOT always the cheapest for supplies and materials. (This is why we are requiring a 2nd quote.) We MUST be good stewards of our funds!



- Don't forget that ALL Title I Parent Engagement Events are required to have an educational component. How are you providing information to parents so they can support learning at home. The goal of parent engagement is improved student achievement. We want to build partnerships between the home and school community!



- If you are a TSI-AT school, don't forget that you Resource Allocation Worksheet is due to our office before the Christmas break. A copy of this must also be uploaded into NC Star in D1.02 as an artifact!!



- As a reminder, all curriculum purchase requests are first shared with Mrs. Tate, Dr. Jacobson, or Dr. Stalls for approval. If they do not approve a request, you will be notified and the PO will be returned to your school.



- Don't forget that your stipends are contingent upon your websites. The first 1/2 of your stipend will be paid in the January paycheck.

