

FED FOCUS

September 2 – 6, 2024

Title I Contacts are reminded of our meeting this Thursday, September 5th from 3:30 – 5:30 at KTC. All Title I Contacts are required to attend.

All schools must conduct their yearly Title I Meeting for parents no later than Monday, September 30th. Please remember that at this meeting you must disclose how your school uses its funds. Don't forget that the following items are required as artifacts for all Title I Parent Meetings:

- Parent Invitation
- Agenda
- Presentation/Handouts to educate parents
- Parent Sign-In Sheets

All schools are reminded that you must list your Title I Events on the Title I District Calendar. Access to that calendar was sent to all Title I Contacts on Sunday. All principals already have access to that calendar. When you put events on the calendar, please be sure that you list your school's name on the event.

All schools must have at least 4 Title I parent events per year. Your events **MUST** have a parent education component. If you would like to use any of the presentations from our office, please let me know and I can send that presentation to you. You can change it to meet the needs of your students and families.

As a reminder, all contracts must be in place and fully approved before anyone can work in your building!

Also, be reminded that you must have all documents uploaded in the dashboard before I will approve any contracts!

Reminder that Staff Certification Records must be uploaded by Sept. 30, 2024 and your semi-annual certifications will be uploaded in January 2025 and June 2025!

All schools must have 2 meeting per month documented in NC Star. One must be a SIT meeting and the other is a meeting of your choice.

If you are a TSI school, you must have action steps for A4.01 and D1.02. Your action steps **MUST** be related to your identified subgroup (for most of the schools that is Students w/Disabilities)

Don't forget that we do have Language Line available if you need to communicate with families, such as for new registrations. Please complete the google form that was provided by Mrs. Butler.

We are working on a list of possible interpreters that you can use Parent Title I Funds to contract for your Title I events.

***Date Change: The District Title I Event will be held on Tuesday, October 15th!!!
Please do not plan any school events for that evening!***

All schools are reminded that your Title I Parent Brochures (in both Spanish & English) should be available and visible for people coming to your school.

September Newsletters will be attached to this week's email. On your school website there should be a drop-down menu for Title I. In this menu you should have your Title I Brochure (in all languages your school serves), your monthly newsletters (from our office), and a list of all of your Parent Engagement Events for the 2024-2025 school year. If you do not have this on your website, please get it added within the next two weeks. I will begin checking school websites for the Title I tab and the information listed above on September 23rd.

As stated in my email on August 21st, HQ Parent Letters need to be sent home with all students the week of September 2nd. Your verification forms are due to the Federal Programs Office by Friday, September 13th. Please plan accordingly. This is REQUIRED for all Title I Schools.

Don't forget to use your Checklists when submitting reimbursement requests!!

The following schools are still missing documents in their District Data Dashboard:

AG Cox: CNA, Parent Engagement Worksheet, Prioritized Plan, Spanish Brochure

CME: CNA, English Brochure, Spanish Brochure

Chicod: CNA

FMS: Prioritized Plan

HB Sugg/Sam Bundy: CNA, Prioritized Plan

Wahl-Coates: Prioritized Plan, Statement of Assurance, Spanish Brochure

District Parent Compacts will need to be sent home this week. The English and Spanish versions were emailed last week. If you need it in another language, please ask your ESL teacher to use Systran to translate it for you. (The revised version of the form is also located on the Federal Programs Website)

Don't forget that you are required to upload samples of these signed compacts.

**"Each life matters.
Everybody counts.
Everybody has got a purpose.
Everybody is important in life."**

-George W. Bush