

FED FOCUS FOR TITLE I CONTACTS

September 30 - October 4, 2024

Materials for ATSI Schools:

If you are an ATSI school, you will be receiving the following materials. They will be sent to the attention of the Title I Contact. (The materials were purchased with PRC 115 funds and DO NOT need to be put on your Title I Inventory Sheet.)

1) Lakeshore Learning: Graphic Organizer Whiteboards

- K-5 schools will receive 12 sets
- 6-8 schools will receive 6 sets
- K-8 schools will receive 18 sets

2) FSI: (2) Six packs of Post-It Chart Paper and (2) packs of Chart board Markers

When these materials are received, please check them off on the invoice and send a copy of the invoice to my office! This is VERY important.

Employee Reimbursement Forms:

The revised employee reimbursement forms have been posted on the PCS Finance website. For any travel that occurred after September 1, 2024 this form MUST be used. You will find the page for that form linked [here](#). Please note the following change:

- Meal receipts are no longer required
- This form MUST be typed, we will NOT accept handwritten forms

The following items are still required to be attached:

- Copy of the approved Estimate of Travel Form
 - Copy of the Conference Agenda
 - Mapquest or Google Map Printout to reimburse mileage
 - Receipts for baggage, parking, rideshare, etc
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Contract reminders:

- Adhere to the following rates of pay:
 - Certified: \$25/hour
 - Classified: \$15/hour
- Contract must state that they will follow the PCS Student Calendar

Contract Reminders Continued:

- Must have a “not to exceed” amount
- Must list the # of days or “not to exceed # of hours per week”
- Must include the Budget Code

All contracts must be signed by the Principal, the Federal Programs Director, the Employee, and Human Resources BEFORE they begin working in your building!

Funding Reminders:

- We do allow you to use funds to pay for people (teachers, teacher assistants, remediation teachers) prior to the new plan being approved.
 - We do allow you to use Parent Engagement Funds prior to the new plan being approved.
 - We do NOT allow you to purchase items, software, materials, etc. until after the new plan has been approved. This typically occurs late October or early November.
 - If you submit a Purchase Order that is not for Parent Engagement or People, it will be held until AFTER the plan has been approved.
 - Do NOT order items not related to parent engagement and expect to be reimbursed. You MUST wait until the new plan is approved.
 - You MUST submit the Request to Use Federal Funds Form BEFORE you spend any funds! It can be emailed to me and I typically get this form back to you within 24 hours.
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District Title I Night

Our 1st District Title I Night will be held on October 17th from 5:30 - 7:00 at Community Schools and Alice Keen Park. Either an Administrator or Title I Contact is expected to attend this event. I will be sending out a sign-up sheet for you to assist at a station or table during the event. They will be in 45 minute time slots.



District Flyers will be emailed to schools this week. Please post them on your School Webpage, Social Media Page, share with families via Dojo or Remind and announce this event to families in your weekly call home. Hard copies will be sent via courier for you to post in your office area.

Budget Changes:

As a reminder, you may only make changes to your Budget in November and February. You can make changes in your plan as long as you are not moving items between budget codes.

The following schools have still NOT submitted the name(s) of your Parent Representative(s) for the Advisory Committee. These were due on September 20th!!!

- AG Cox
 - Belvoir
 - CM Eppes
 - Eastern
 - Elmhurst
 - Farmville Middle
 - Pactolus
 - Wahl-Coates
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The following schools have NOT submitted the Verification of Distribution of the HQ Parent Request Letters to our office. These were due on September 13th:

- Chicod
 - Northwest
 - South Greenville
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The following schools have NOT submitted the Verification of Dissemination Letters for classrooms that do not have a Highly Qualified Teacher in the classroom for more than 4 weeks. These were due on September 27th:

- Eastern
 - GR Whitfield
 - WH Robinson
 - South Greenville
 - Wahl Coates
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“The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires.” - William Arthur Ward

Which one do you aspire to be?