

TITLE I TIDBITS

October 9 -13, 2023

IMPORTANT INFORMATION

- Make sure that Title I contacts get a copy of all purchase orders for non-consumable items. They will be responsible for updating the Inventory sheet!
- When submitting requests, you must complete both the PO Request Form & an actual Purchase Order Form.
- Ensure your purchase requests are aligned with District programs & goals. (I am checking with both Mrs. Tate & Mrs. Jacobson before approving purchase requests for curriculum related materials.)
- Ensure you complete the Technology Form when purchasing technology!

Title I Finance Meeting

October 16th
from 9:00 - 11:00
@ KTC! Please
respond to the
google invite by
October 11th!

When submitting contracts for PRC 189, please follow the procedure provided to you by Mrs. Jacobson! She **MUST** be the first approver for all PRC 189 contracts!

Low Performing Letters go home the week of October 9th!!! Your verification forms are due to me by Thursday, October 12th.

When submitting contracts or Notice to Pay, please be sure to include ALL required information. See the samples that were provided to you as well as the NTP reminders in last week's Tidbits.

Schools identified as ATSI must have action steps for Key Indicators D1.02 and A4.01!!

Don't forget to share pictures of your Title I events with our office!

The following schools have not yet scheduled any workshops with Mrs. Staton!

AG Cox
Ayden Middle
EB Aycock
Eastern
GR Whitfield
HB Sugg
Ridgewood
Sam D. Bundy
WH Robinson
Wahl-Coates

Please contact her to get on her schedule by Friday, October 13th!

If you make revisions to your budget or plan, please ensure that those changes are sent to our office!

The following schools still do not have events posted on the Title I Google Calendar:

AG Cox
PCS Early College
Eastern
If you need help, please ask!!!

"Leadership is about courage. It's about finding the courage to show up and have difficult conversations, to take risks, and embrace change."
- Brene Brown



Thanks to Wintergreen Intermediate and Primary for sharing your "Back to School Bash" pictures with us!

