

# Title I Tidbits

October 16 - 20, 2023

## Title I Finance Meeting:

Monday, Oct. 16th from 9:00 -  
11:00 @ KTC.

When submitting a  
contract for PRC 189,  
please follow the  
procedure that was sent to  
you by Mrs. Jacobson!

If you make revisions to  
your Title I Plan, please  
send a copy to Mrs. Cox  
and myself!

Thank you to the following  
schools for submitting your  
HQ Documentation on time:  
AGC, AES, AMS, Belvoir,  
Chicod, Creekside, EBA,  
Elmhurst, Falkland, FMS,  
Grifton, HB Sugg,  
Lakeforest, Northwest,  
Pactolus, Ridgewood, Sam  
Bundy, South Greenville,  
Stokes, Wintergreen  
Intermediate & Primary.

When submitting a  
budget revision, in line 4  
on the Allocation  
Worksheet, please  
change it to Revision and  
put the date of your  
revision!

Thank you to the following  
schools for submitting your  
Low Performing Schools  
Verification Forms:  
Belvoir, Bethel, CM Eppes,  
Creekside, Elmhurst,  
Falkland, FMS, Grifton,  
Lakeforest, Sam Bundy, and  
South Greenville.

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

When submitting contracts or Notice  
to Pay, please be sure to include ALL  
required information. See the  
samples that were provided to you!

Don't forget to share  
pictures of your Title I  
Events with us!

Be sure to give parents  
plenty of notice for  
events & to send  
reminders the week of  
your event!





# Important Reminders



- Make sure that your 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 and an actual Purchase Order Form.
- Ensure your purchase requests are aligned with district programs & goals. (I am checking with both Mrs. Tate and Mrs. Jacobson before approving any requests related to curriculum.)
- Ensure you complete the Technology Form when purchasing technology.
- Ensure that your Quotes are current!!!

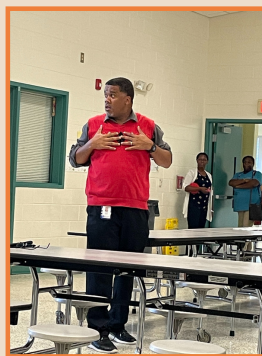
You will be receiving a sheet this week that shows your Title I Expenditures to date! Please remember that 75% of your funds should be spent by January 31, 2024.



If you have not done any parent surveys around types of activities they would like to see, I encourage you to do so! Parent conferences are coming up...that is a great time to have parents fill out an electronic survey!



Enjoy a few photos from Lakeforest's Wellness Night!



You only live once....So choose to be happy, love unconditionally, be good to yourself, always be grateful, and smile more!

