

# TITLE I TIDBITS

DECEMBER 11 - 15, 2023

**TITLE I WEBSITE  
AUDITS WILL BE  
CONDUCTED  
DECEMBER 18TH-  
29TH. PLEASE ENSURE  
YOU HAVE UPLOADED  
ALL REQUIRED  
ARTIFACTS!**

75% of your non-salary related funds need to be spent by January 31st!!! Budget updates sent out last Friday included your current percentage spent.

Anytime you move money from one budget code to another, you must complete a MOVE MONEY form!

**The following schools failed to submit their NCStar Plan by the Dec. 9th deadline. This must be done ASAP and must include action steps for A4.01 and D1.02.**

**AG Cox  
Hope Middle  
Pactolus  
South Central  
South Greenville**

**"Christmas doesn't  
come from a store.  
Maybe Christmas  
perhaps means a  
little bit more."  
Dr. Seuss**

Shoutout to the following schools for having their NCStar Plan submitted on time & having action steps for A4.01 and D1.02!

Ayden Elementary

CM Eppes

Creekside

EB Aycock

Grifton

HB Sugg

Lakeforest

Sam Bundy

WH Robinson

The following schools submitted their NCStar Plan on time, but are missing action steps for one or both of the required indicators. (A4.01 and D1.02)

Ayden Middle

Eastern Elementary

Wellcome Middle

Once your action steps have been added, please download and send me a PDF copy of your revised plan so I can submit to the state!!



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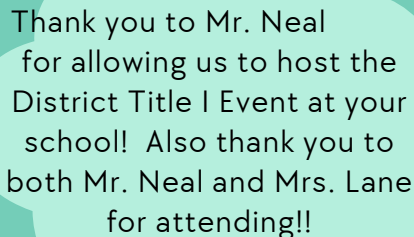
When requesting Reimbursement for Parent Events, you must include the following:

- 1) The county PO form
- 2) The PCS PO form (from my office)
- 3) Signed receipts
- 4) Copy of check (where either a business or an employee was paid/reimbursed)
- 5) Parent Invitation
- 6) Agenda from the Event
- 7) Parent sign-in sheets.

\*\* Remember we can only reimburse \$4.50 per person.\*\*

**WHEN SUBMITTING A PURCHASE ORDER, YOU MUST INCLUDE THE FOLLOWING:**

- 1) THE COUNTY PO FORM**
- 2) THE PCS PO FORM (FROM MY OFFICE)**
- 3) QUOTE - MUST BE SIGNED AND CURRENT**
- 4) BUDGET CODE**
- 5) IT MUST BE IN YOUR PLAN AND IN YOUR BUDGET!**



Thank you to Mr. Neal for allowing us to host the District Title I Event at your school! Also thank you to both Mr. Neal and Mrs. Lane for attending!!

The last day to submit PO's to Federal Programs will be 5:00 pm on March 22, 2024!! After this date, all funds revert back to the District! There will be NO EXCEPTIONS!



**Please don't forget to share pictures from your Title I Events!!**

If you are planning to use Title I Funds to send people to conferences in the spring or summer, you must submit all paperwork to our office by March 22, 2024. By doing this, you are encumbering your funds!!

