



Title I Tidbits March 18 - 22, 2024



- All Title I Purchase Orders are due by 5:00 pm on Friday, March 22nd. There will NOT be an extension to encumber funds or submit your PO's. If you are concerned that they will not arrive by the deadline, please make plans to hand deliver your requests! If you are going to a conference over the summer you must have your Estimate of Travel forms, Purchase Order Request Form, PO and all supporting documentation submitted by March 22nd!
- Also, there is VERY limited space on the district credit card. If you are able to reserve hotel rooms for conferences and submit the confirmation number with your PO, it will be paid by check and your card will not actually be charged!
- Please remember that any PO that exceeds \$10,000 requires 3 quotes! If you submit PO's over \$10,000 with less than 3 quotes they will not be processed.
- Also, don't forget that if you are purchasing technology, you MUST submit the Technology Requisition Form!
- Food for parent events are the ONLY items that may be purchased after the March 22nd deadline and **ONLY** if you have already submitted and have an approved PO Request Form PRIOR to the March 22nd deadline!!
- If you submit a PO next week that needs corrections, LaReesha will send you an email. Our courier only picks up on Tuesday and Thursday, therefore, if something comes in Tuesday afternoon that is not right you will need to pick up AND return by the 5:00 pm deadline on March 22nd. Please note that if you submit an incorrect or incomplete PO on March 22nd...it will not be returned to you to be corrected...it will be discarded!!!
- I will be out of town at a training on Monday, March 18th and 19th. I will return to the office on March 20th, but have an extremely packed calendar next week. If you have not already scheduled a meeting with me, I do not have any available space in my calendar for face to face meetings. I will try to discuss concerns via phone calls; however, my availability will be very limited and is often after 4:30 pm. I will do my very best to respond to emails in between meetings.
- Summer contracts need to be entered into Applitrack by March 22nd! (The rate of pay for certified staff is \$30 per hour, classified staff is \$18 per hour, and your AP should receive their hourly rate of pay.)
- If you have made changes to your Budget Worksheet, please be sure you have sent a copy to both Mrs. Cox and myself. Please make sure that you indicate that it is a revision and put the date at the top!



- If you requested SmartPanels (K-5 schools), that bidding process is complete. We have selected bids for both the mobile smart panels as well as the mounted smart panels. The bids must first be approved by the board before we can publicly announce the winner of the bids. We hope that the mobile panels will be delivered this spring; however, we are not going to interrupt instruction to install mounted panels. More than likely, if you requested mounted panels they will not be installed until over the summer.
- As most of you are aware, Sonja resigned and Thursday, March 14th was her last day. Additionally, I am sad to announce that LaReesha Carter will be leaving (her last day will be March 29th) and Priscilla Kelly is also leaving (her last day is March 19th). My department will contract Mrs. Kelly for interpreting services that are ALREADY scheduled in the evening. We will not be adding any additional requests and Mrs. Kelly will not be able to interpret during the school day as she will be the new data manager at Lakeforest.
- Continue to work on your Title I Websites! They will be checked again and you MUST have ALL required components!! Do not wait until the last minute....if your website is not done and your Title I Contact is gone for the summer it will be your responsibility to update all the information!
- Please send all returned "Spring Into Learning" forms to our office by March 22nd! I will announce the winner when we return from spring break. Remember, the staff at the school with the highest percentage of forms returned will receive a treat from my office. (Please note it will NOT be purchased with Federal Funds.) Please encourage your students to return their forms!!!
- I know that this has been a year of transition and many changes. Thank you for asking questions and being patient as we work to bring our department back into compliance with all Federal regulations. Lastly, don't forget that our children are the reason we all have jobs; they should be at the center of all the decisions we make.
- I wish each of you a restful and relaxing Spring Break. I sincerely hope that you will each take time to disconnect and recharge for the remainder of the school year.
- "Change is inevitable in life. You can either resist it and potentially get run over by it, or you can choose to cooperate with it, adapt to it, and learn how to benefit from it. When you embrace change you will begin to see it as an opportunity for growth." - Jack Canfield

