



# Title I Tidbits

## July 31 - August 4, 2023

### **The following items were due to our office July 27th:**

- Title I Budget Worksheet (in Excel)
- Principal Attestation Form
- Parent Engagement Policy, Worksheet, and Plan
- Statement of Assurance
- Comprehensive Needs Assessment (from NC Star)
- ESL contact, Title I contact, & Contract Employees
- Title I Information Checklist
- Semi-Annual Forms

### **Title I Compacts**

- **Each school is required to create and send home a Title I Compact**
- **A copy of your Title I compact is due to our office by Friday, August 4th**
- **Open House is a great time to provide compacts to parents and get them signed (especially at the Middle School level)**

### **Title I Reminders**

- Title I funds cannot be spent until after the board and the state have approved our plan.
- A Federal Programs Parent Event Google Calendar was shared with you. If you did not receive the calendar, please let me know as soon as possible. All of your parent events need to be added to this calendar.
- Please use the following link to sign up for a meeting with me. (If none of these times works for your schedule please contact me to arrange a different time.)
  - <https://calendly.com/cecils1/45min>
  - The following schools have not yet scheduled times: AGC, Bethel, Chicod, Creekside, Eastern, Elmhurst, GRW, HB Sugg, Northwest, South Greenville, Stokes, WHR, Wintergreen



## **Travel Reimbursement Reminders**

The following items must be submitted with your travel reimbursement requests upon your return:

- Copy of Estimate of Travel
- Expense Reimbursement Form
- Itemized Receipts (Signed, no alcoholic beverages)
- Copy of Conference Agenda
- Mileage from MapQuest (if applicable)

## **Federal Programs Reminders**

- Prior approval is required for spending any Federal Funds
- All required components must be submitted before you are able to spend any Title I funds (once the budget is approved)
- Use caution in funding positions using Federal Funds as the amounts may differ from year to year.

## **Website Reminders**

- Ensure that all required documentation was submitted for the 2022-2023 school year.
- Begin uploading required documentation for the 2023-2024 school year.
- Post announcements regarding Parent Involvement Events
- Post Parent Newsletters
- If you need assistance with your website documentation, please contact Patricia Cox.

## **Title I Contract Reminders**

- Contracts must be submitted and approved prior to the employee working
- Description of tasks assigned needs to be specific with who, what, when, and how long.
- Remediation Teachers may only work during the times that students are present (No teacher workdays)
- If contracted more than 4 hours per day, must take a 30-minute lunch break
- All contracts, NTP, and timesheets are to be submitted by the 5th of the month
- Budget codes are required on timesheets and Notice to Pay (NTP)