



# Title I Tidbits



**August 7th - 11th**

**All required components must be submitted BEFORE you will be allowed to spend Title I funds.**

## **Reminders:**

- 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.
- Title I funds cannot be spent until after the board and the state have approved our plan.
- The following schools have not signed up for a meeting with me: AG Cox, Bethel, Chicod, Creekside, Elmhurst, HB Sugg, Stokes, WH Robinson

## **Title I Compacts**

- Each school is required to create and send home a Title I Compact
- A copy of your Title I compact was 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 Meeting Link:**

**<https://calendly.com/cecils1/45min>**

## Website Reminders

- Make sure '22-'23 documentation has been completed.
- Begin uploading required documentation for the 2023-2024 school year.
- If you need assistance with your website documentation, please contact Patricia Cox.

If you need assistance, please don't hesitate to ask!

## Reminders for using your Title I Funds:

- Your Comprehensive Needs Assessment should drive your goals.
- Your expenditures with Title I funds should support your goals.
- Be cautious in spending more than 70% of your total budget on staffing as your funds may vary from year to year.
- This year's Title I funds should be spent on this year's students!
- Title I is used to supplement...the icing on the cake!



## 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)