

Title I Staff Meeting Minutes

September 14, 2023

10:00 am- 12:00pm

I. Welcome and Introductions: Heather Wakefield, Amanda Bowen, Tracy Coulson, Bryttanii Hinderman, Judy King, Melissa Lemming, Tammy Livingston, Terri McCabe, Whitney Miller, Jennifer Moon, Jessica Parker, Kristen Perkins, Samantha Rice, Jennifer Schmitt, Kelli Sheriff, Brenda Smith, Chandra Stanfield, Melissa Tarman, Jenni Walker, and Jackie Witcher

II. Coordinator Updates - all Coordinators were making site visits today and were not able to attend. No one passed along any necessary updates at this time.

Emily Monroe and Michelle Hammond discussed updates to website to assist teachers with using the new improvements and implementations. Training will be scheduled to assist with the blended vision that EdTech has. Jennifer Seitsinger will be meeting with individuals. They have asked that when you add new apps or software that you include them as an administrator so that they can assist you if any issues arise. Michelle is now in charge of the Elementary sites and Andrae McConnell is heading up the JH sites. Reach out to any of them for any assistance you may need.

Terri McCabe brought up that all teachers should now be using Heggerty at this time. If you are aware of anyone in your building that is not please reach out to her so that she can assist them with that program. Everyone should have completed the Heggerty training now.

III. Upcoming Professional Development

- a. TODAY - A Fresh Look at Phonics presented by Jackie Witcher
 - i. Books were distributed today
 - ii. Readings were assigned for our study which will run from October through March
- b. OSRHE 16th Annual Reading Conference will be held on Friday, September 22, 2023.
- c. Many of our Title I teachers will be in attendance.

IV. Ordering/Inventory

a. Procedures:

- i. RTP and Quote/Carts come to Melissa to be submitted
- ii. Packing Slips or emails stating orders have been received need to be sent to Melissa
- iii. Labeling (FY23-24) (FY24)
- iv. Make sure pink tags for technology are being put on technology items including our NuLine Boards when installed.
- v. Also make sure items are being added and removed from your inventory as items are purchased or disposed of. Especially when the NuLine Boards are installed.

b. Paper/Cardstock - Staples Megan Abrams

- i. We have discovered through requesting price quotes and Jennifer Moon's hard work that they are our best option for these items when you are looking for larger quantities
- ii. Lakeshore Learning - Collette Shepard. Please send Collette your cart for a quote

V. Technology Purchases /Tech

- a. Request for Quote in IIQ
- b. Software Purchase in IIQ
- c. NuLine Boards - New Procedure

VI. Tutoring

- a. Requesting Posting must come through your Principal to Heather
- b. Tutoring Packet is sent via email to You and the Principal to keep on file as well as the Tutor so that documents can be filled out and submitted properly
- c. Timesheets Due: 25th of each month
- d. Paras cannot exceed 40 hours/week - leaving only about 5 hours for tutoring each week. They CANNOT go over the 40 hours
- e. Monitor your budget

VII. Required Informational Meetings

- a. Faculty - due 09/15
- b. Parent - due 09/30

VIII. Required Title I Documents

- a. Posted to Peach Jar by 09/15
 - b. Compacts sent home by 09/15
- IX. Site Base Meetings (Fall)
- a. Parent and Administration Representative are needed to attend
 - b. Sign-In Sheet, Agenda, and Minutes
 - c. Agenda - please use the Sample that Heather sent out
- X. PCAC Meeting (**REQUIRED**)
- a. Required on per semester
 - b. Committee Members (approximately 12 people)
 - c. Use sign-in sheet for Stipend (one hour)
 - d. Agenda and Minutes must be sent as documentation
 - e. PD points/Certificate can be issued to your teachers - Heather can supply the template
- XI. Parent Involvement Events
- a. Requirements - at least 1 per semester
 - b. Melissa will need a copy of the flyer if you purchase items for the event
 - c. Order Materials EARLY!
- XII. Professional Development
- a. Book Studies for Your Staff/Site
 - i. Request for In-District PD Form
 - ii. Request to Purchase (Books/Materials)
 - b. Other Conferences/Workshops
- XIII. Fall Parent Teacher Conferences - October 5th and 6th
- a. Suggestions: Open House for Title I Room, Parent University, Information about Tutoring, Attend Conferences, etc.
- XIV. Websites - Training will be in conjunction with our next Title I Staff Meeting October 12th
- a. Heather will be emailing out more information on this in the next week or two
- XV. Next Meeting - Thursday, October 12th