

August Title I Staff Meeting Minutes:

In attendance were: Amanda Bowen, Tracy Coulson, Juli Gatlin, Bryttanii Hinderman, Judy King, Melissa Lemming, Tammy Livingston, Terri McCabe, Whitney Miller, Jennifer Moon, Jessica Parker, Kristen Perkins, Samantha Rice, Jennifer Schmitt, Kelli Sherriff, Brenda Smith, Chandra Stanfield, Melissa Tarman, Heather Wakefield, Jenni Walker, Jackie Witcher, Tara Cargal, Melissa Cook, Karen Kelly-Loman, Becky McDougal, Deidre Moore, Beth Ann Murphy and Liz Myers.

I. Welcome and Introductions:

NEW TITLE I STAFF - Jennifer Schmitt (BY), Samantha Rice and Kelli Sheriff (FV), and Tracy Coulson (HO) and Title I Assistants – Melissa Cook (PT) and Beth Ann Murphy (WC)

SECRETARY – Melissa Tarman

- II. Instructional Support Specialist, K-3: Terri McCabe
- Stressed main focus for this year is Small Group Teaching
 - Available for assistance to help with any of Title I Staff needs

III. Coordinator Update:

Curriculum Team in attendance were: Michelle Burks, Pam Plumley, Chelsee Wilson, and Jenn Lowery

Michelle spoke about upcoming Elementary Site Visits and ELA Training Opportunities

Pam discussed Waterford Training

Chelsee told the group there aren't any more STAR benchmarks for JH; they are using NWEA this year

Jenn Lowery discussed adoption year for math so most of her funds will be spent toward that; not leaving very much for materials/manipulatives

- IV. NuLine Boards – Room Locations – MUST BE CONFIRMED BY FRIDAY, AUGUST 18, 2023
- NO COST to Title I site budget – Title I carry over funds paying for boards and Technology paying for installation
 - Allocation increase for this year giving us a budget of about \$3.5 million
 - Extra money in budgets can be used for NuLine boards not being bought by Title I carryover can be purchased for K-3, ELA/Math 4-6, and for Interventionist
 - **AUDIT YEAR** – Santa Fe will be our Title I Sample School this year
- V. Title I Teacher:
- a. Roles and Responsibilities-
 - Define with your Principal
 - Determine Case Load
 - Provide students w/ Intervention /Remediation (Reading/Writing/LA and or Math)
Small Groups of 4, no more than 6
 - Oversee Title I Assistant(s)/Tutor(s)
 - Manage Budget (communicate w/ principal) (correlate w/ site plan)
 - Maintain Records and Documentation
 - Review Assessment Data and Student Work w/ Teachers to Determine Needs/Areas of Weakness
 - Assist Teacher in Planning and Preparing Lessons
 - Communicate w/ Teachers and Parents
 - Parent Involvement
 - b. Image – Plan and Lunch equal to other Certified Teachers in the building, duty equal to other Certified Teachers in the building, time and effort

VI. Title I Assistant(s):

a. Roles and Responsibilities –

- Define with your Principal
- Provide students w/ Intervention/Remediation (Reading/Writing/LA and or Math)
- Paid w/ Title I Funds, MUST be doing Title I work 100% of time
- Full Time, on a Contract, Benefits (Retirement, Leave, etc.)
- Working with Students; MUST be overseen by a Certified Teacher at all times
- Not paid to: copy, hang bulletin boards, staple papers, grade papers, etc.
- Lunch Duty equal to other Paraprofessionals/HQ Teacher Assistants in the building, time and effort

VII. Title I Tutors:

a. Roles and Responsibilities

- Certified Teachers Before/After School – CANNOT BE PAID DURING CONTRACT HOURS
- Retired Certified Teachers During the Day – paid hourly, not on contract/temporary employment.
- Provide students w/ Intervention/Remediation (Reading/Writing/LA and/or Math)

b. Procedures for Requesting Posting

- Must have funds allocated for tutoring
- Determine needs w/ Principal: Determine type of tutoring/# of tutors
- Principal needs to email me to request tutoring positions be posted

- Once filled Principal needs to email me the names of tutors
 - Complete Temporary Employment Agreement and Submit to Melissa Tarman
 - Tutors must complete and maintain required Title I Documents/Timesheet
- c. MUST be HQ in Reading/Math (6th grade)
- d. Tutoring Timesheets/Documents
- Timesheets and Documentation /Time and Effort will all be electronic this year.
 - Melissa will send all forms and instructions to the teacher/tutor once they have been hired and we've received their TEA
 - Path – Tutor, Melissa, Principal, Heather
 - You will be notified after timesheets have been processed re: hours per tutor
 - Due Dates for Timesheets – 25th of the Month (NO late timesheets will be accepted)
 - Principal must sign and approve
 - TRACK spending at site-level-discuss the number of hours per month to match your allocated spending budget.
- e. Tutoring Pay from \$21/\$27.30 w/ Benefits; Non-Certified \$18.90/\$24.57 w/ Benefits

VIII. Title I Schoolwide Plan in GMS

- a. I will be uploading in GMS for each site
- b. I will be sending you a copy of your latest plan if you need it
- c. Add Spring Test Scores, Update Committee Members, Check Spelling, Final Proofread
- d. FINAL VERSION DUE 9/01/2023

- IX. Documentation (Expandable) – Handout on Title I
- X. MPS Title I Handbook:
 - Locate at your site
 - If you don't have one/can't find please email Melissa by Friday, August 25th
 - Use this as a guide, try to find answers to your own questions, check for process/procedures (step-by-step guide)
- XI. Public File:
 - Update ASAP
 - Located in Office – make sure your office staff knows where this binder is located
 - List of Required Included Documentation on Title I Webpage
- XII. Budget:
 - a. Revisions due to Melissa by September 1st
 - b. Subscriptions/Materials/Tutoring Funds
 - c. Parent Involvement can only be used within parent involvement
- XIII. Calendar of Due Dates- will be updated on Title I site
- XIV. Site Base Meetings –
 - Send 3 date options to Melissa getting this scheduled before the week of fall break
 - Heather will send an agenda
 - Be sure principals can attend and invite 3-5 parents
- XV. Parent Involvement:
 - a. Requirements – one event per semester, activities related to Reading/ELA and/or Mathematics, Behavior, Parent Engagement in School, etc. Materials can only be provided to families who attend event.

- b. Materials/Supplies-FOOD/PAPER GOODS – NO LONGER ALLOWED WITH TITLE I FUNDS I am encouraging you to order materials/supplies early this year
 - c. Document, Document, Document (Agenda, Sign-In sheet, Handouts, Pictures, etc.)
 - d. Parent Activity Review for any event Title I is involved with.
- XVI. Professional Development
- a. Ideas for suggested book study for 23-24 school year
 - b. Upcoming PD Opportunities
 - i. OK State Regents for Higher Education Sept. 22 @ UCO
 - ii. Sign-up by Friday, August 25th
 - iii. Email Heather ASAP!!!!
- XVII. Ordering Procedures
- a. Download the New Form (start w/ a 4)
 - b. Office/school supplies
 - i. School Specialty
 - ii. Walmart
 - iii. Staples
 - c. Paper, Ink/Toner
 - i. Paper – School Specialty or Staples
 - ii. Ink/Toner – Fuzzell’s
 - d. Amazon Purchasing – if cannot be found from another vendor or if they are the cheapest
 - e. Allow 4-6 weeks
 - f. Technology items must have Quote from Technology
 - g. Email Melissa when you receive your items so she can pay invoice or initial and send packing slips to Melissa
- XVIII. Inventory
- Label all items FY 24 (FY 23-24)

- Permanent Label (Marker, Printed Label) (PINK Label for Technology-If you need labels email Melissa the number of labels you need)
- Spot check if you are confident your inventory is correct; Complete Review if you are not sure that your inventory is accurate. Need to list the item, when it was purchased, price, etc. and where it is located. This might need to be updated if new teachers, teachers have moved, etc. Better to update NOW...if you are missing items, list them as lost and contact Heather for appropriate paperwork before removing from inventory.
- List price on inventory for “each” item – not for the total unless it’s a bundle. Ex. Dry Erase Board \$3.79 each. If you order 100 don’t list them as Dry Erase Board \$379.00 – this makes it look like we are buying some expensive Dry Erase Boards. You can bundle – smart board/projectors – if they are purchased as a bundle.
- Make sure you know what is on your inventory and where it is located ...same for teachers if they have Title I items permanently assigned to them/their classroom.
- Update and Send to Melissa by September 15th

Keep your inventory updated as new materials are purchased and arrive at your site

XIX. Required Parent Notification Documents

- Parents’ Right-to-Know (electronic – Peach Jar)
- District Parent Involvement Policy (electronic – Peach Jar)
- Site Parent Involvement Policy (electronic – Peach Jar)
 - These will be sent home via Peach Jar
 - Document, document, document (screen shots, write up, etc.)

- Site Compact (paper) – send home by Sept. 15 [3 attempts required/documented]

XX. Websites

- New Webpage Service – training TBD
- Documents:
 - Site Plan
 - Site Parent Involvement Policy (signed)
 - Compact
 - Parents’ Right-to-Know
 - District Parent Involvement Policy (signed)
- Melissa can scan any document and email to you for your website
- Link to District Title I Website
- List of Parent Involvement Events
- Helping Children Learn Newsletter
- Resources/Links to other Sites (Reading/Writing/LA and/or Math)
- District Title I Website is a great place to check if you are needing FORMS/INFO...Look there first...you MUST be signed-in

XXI. Open House/Back to School Night

XXII. Parent Information Meeting – Required; You can join a PTA Meeting if you would like, have an agenda signed.

XXIII. Annual Faculty/Staff Meeting – Required; You can tag onto a Staff Meeting

XXIV. 23-24 Title I Staff Meeting Dates are posted on website

XXV. QUESTIONS AND COMMENTS