

Title I Staff Meeting Minutes for Moore Public Schools

February 15, 2024

10:00 am- 11:30am

- I. Welcome and Introductions: Heather Wakefield, Amanda Bowen, Tracy Coulson, Bryttanii Hinderman, Juli Gatlin, Judy King, Melissa Lemming, Tammy Livingston, Beth Lopez, Whitney Miller, Jennifer Moon, Jessica Parker, Kristen Perkins, Samantha Rice, Jennifer Schmitt, Kelli Sheriff, Brenda Smith, Chandra Stanfield, Melissa Tarman, Jenni Walker, Jackie Witcher
- II. Curriculum/Instructional Tech Updates
 - There were no updates from Technology or Curriculum at this time
- III. Title I Department Book Study
 - Jackie shared pages 69 - 109 of *A Fresh Look at Phonics*
 - Resources like Boom Cards, UFLI website, and Measured Mom
 - March's reading will be pages 111 - 151
- IV. Required Spring Meeting
 - PCAC Meeting - REQUIRED once each semester by State Department
 - ii. Updates/revisions to Site Plan
 - iii. Plan 2nd Semester Parent Events
 - iv. Send sign-in sheet, agenda, and minutes to Heather
 - Spring Site Base Meeting
 - v. Those that were not scheduled yet were encouraged to do so, must be held by end of April 2024
 - vi. Agenda for Spring Site Base Meetings provided
- V. Needs Assessment
 - i. Surveys
 - Parents
 - Teachers/Staff
 - Students
 - ii. Data
 - Formal/Informal Assessments
 - OSTP
 - Data Package - Heather will send email asking exactly what data you actually want to be collected
 - Raw data will be provided

VI. Tutoring Timesheets

- i. MUST BE SIGNED BY TUTOR & ADMIN
- ii. February timesheets due by Friday, February 23rd
- iii. March timesheets due by Thursday, March 14th
- iv. LAST DAY FOR TUTORING WILL BE FRIDAY, MAY 10TH
 - Timesheets will be due Wednesday, May 15th
 - ALL SPENDING SHOULD BE TRACKED AT SITE LEVEL

VII. Parent Involvement

- i. At least ONE event per semester
- ii. Helping Children Learn Newsletter
- iii. You must spend ALL your PI funds
- iv. Purchase Orders for Upcoming Events
- v. Complete Parent Involvement Activity
- vi. Review - Keep in Expandable

VIII. Annual Review Template/Schoolwide Plan - Updated by May 2024

- State Department has discussed changes to Template
- Heather will advise you if those changes are made and what they are

IX. Summer School/Incoming Kindergarten Learning Packets

- i. Sites for this years Summer School will be Plaza Towers and Kingsgate
- ii. Dates are Wednesday, May 29th to Friday, June 21st
- iii. Deadline for enrollment will be the end of April

X. Auction/Disposal of Items

- i. Like items can be listed on ONE form with an attached list of asset tags

XI. Site Title I Website

- i. Please keep site updated

XII. Next Meeting Date: March 14th

XIII. Questions & Concerns

Notes:

Heather has reminded everyone to PLEASE put your Site Name on Your Agenda for your meetings as it is now REQUIRED BY THE STATE DEPARTMENT. She also made the request that you keep your original sign-in sheet for your stipend reports on record because the State Department has also been looking at those.