

Title I Staff Meeting Minutes for Moore Public Schools

March 14, 2024

10:00 am- 11:30am

- I. Welcome and Introductions: Heather Wakefield, Amanda Bowen, Tracy Coulson, Juli Gatlin, Bryttanii Hinderman, Judy King, Melissa Lemming, Tammy Livingston, Terri McCabe, Whitney Miller, Jennifer Moon, Jessica Parker, Samantha Rice, Jennifer Schmitt, 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 demonstrated word sorts
 - i. Make sure to ask questions after your word sorts
 - ii. April's reading will be pages 153 - 196
- IV. New Sales Reps/Contracts
 - a. Scholastic Local Rep
 - i. Mary Reynolds
 - ii. mreynolds@scholastic.com
 - b. Lakeshore Local Rep
 - iii. Erin Bell
 - iv. ebell@lakeshorelearning.com
- V. Inventory
 - a. Make sure you are keeping updated
 - b. Title I disposal Form for lost/broken items
 - c. Address how you are going to handle teachers moving/inventory over the summer
- VI. Tutoring
 - a. Timesheets due - March 14th and April 25th
 - b. LAST DAY FOR TUTORING - May 10th
 - i. Timesheets due - May 15th
 - c. TRACK SPENDING FOR YOUR SITE!!!
- VII. Parent Involvement
 - a. 2nd Semester a least ONE event
 - b. Complete Parent Involvement Activity Review
 - Keep in expandable

- c. Helping Children Learn Newsletter
- d. PI Funds/PO's for Upcoming Events

VIII. Site Plan in *GMS/Annual Review*

- a. Annual Review due at checkout
- b. Schoolwide Plan due at checkout
- c. Updated Schoolwide Plan Template
 - i. Page 1
 - ii. Reduced Rubrics to Expectations Only
 - iii. Removed Table from Section 4 - Integration of Funds
 - iv. SAVE AS: XX NEW SCHOOLWIDE PLAN FY25

IX. Spring PCAC Meeting

- a. One meeting REQUIRED each semester
 - i. Review Schoolwide (Site) Plan and Annual Review
 - ii. Plan 2nd Semester Parent Events
- b. Will pay stipend to committee members
- c. Send sign-in-sheet, agenda, minutes to Heather

X. FY25 Preliminary Budget

XI. Spring Site Base Meeting (Mar/Apr '24)

- a. Provided Sample Agenda (emailed 03/12/24)
- b. Site Base Meeting Requirements:
 - i. Parent(s) on committee and present at meeting
 - ii. Administrator in attendance
 - iii. Sign-in Sheet and Agenda/Minutes
- c. Annual Review & Updated Site Plan
- d. Updated Compact
- e. Updated Parent Involvement Policy
 - iv. THIS NEEDS TO BE SIGNED
- f. Needs Assessment (Data and Surveys)

XII. Needs Assessment

- a. Parent Surveys send home no later than the end of March
- b. Survey Parents, Staff/Teachers/Students
- c. ALL Surveys completed by April 30th
- d. Survey Results/Summary in expandable

XIII. Programmatic Planning

- a. Needs Assessment
(Surveys and Assessment/Test Scores)
- b. Site Plan/Goals

- c. Budgeting/Purchases for FY25
- XIV. Data Profile
 - a. Data Package - what data do you use?
 - b. Keep 3 years of data in your expandable with your Site Plan
- XV. Summer School
 - a. Grades: K-2
 - b. Dates: May 29 - June 21 (Monday - Friday; except the first week start on Wednesday due to Memorial Day)
 - c. Times: 8:15 a.m. - 11:45 a.m.
 - d. Locations: 2 sites; PT and KG
 - e. Enrollment forms should be entered online by Title I staff; send hard copy to Melissa
 - f. Confirmation Letters will be distributed in May
 - g. Keep a list at your site
- XVI. Incoming Kindergarten Learning Packs
 - a. Must be tied to a Parent Involvement Event
 - b. RSVP - email Heather with the # of packets
 - c. Can pick up at any time - give 48 hours notice
 - d. Packs include:
 - i. Picture Book
 - ii. Uppercase and lowercase and Letter Mats (Arcs)
 - iii. Basic Skill Rings (Lakeshore)
- XVII. Auction/Disposal of Items
- XVIII. Next Meeting Date: April 11th
- XIX. Title I Check-out: May 15th and 16th
*** Schedule will be sent out in early May
- XX. Questions & Concerns

Notes:

State Testing - Heather does not mind you being a team player and helping with State Testing.

HOWEVER, do not be taken advantage of! She asks that you assist during the peak time of testing and do No More than 5 days. Whether that is 5 individual spaced out days or consecutive days. We still have a program to run and students who need our services.

We took a short break during the meeting to enjoy some fun. Heather provided snacks and read a New Sequoyah Book, The Loud Librarian. Amanda Bowen's name was drawn as the winner to take home the book and she graciously said she felt it should go to one of our gals at the Elementary Level. We drew a second name and Jennifer Moon chose herself LOL! She became the lucky winner of the very cute and fun book!