

Title I Staff Meeting

March 14, 2024

Agenda:

- I. **Welcome**
- II. **Curriculum/Instructional Tech Updates**
- III. **Title I Department Book Study**
 - a. **TODAY** – A Fresh Look at Phonics Book Study – Pgs. 111-151 (J. Witcher)
- IV. **New Sales Reps/Contacts**
 - a. Scholastic Local Rep
 - i. Mary Reynolds
 - ii. mreynolds@scholastic.com
 - b. Lakeshore Local Rep
 - i. Erin Bell
 - ii. 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 at 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 Meetings (Mar/Apr '24)**
 - a. Provided Sample Agenda (emailed 3/12/24)
 - b. Site Base Meeting Requirements:
 - i. Parent(s) on committee and present at meeting
 - ii. Administrator present
 - iii. Sign-in Sheet and Agenda/Minutes
 - c. Annual Review & Updated Site Plan
 - d. Updated Compact
 - e. Updated Parent Involvement Policy
 - i. **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 – 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 Letter 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: