

## Title Update September 26, 2024

1. 2024-2025 Title Parent Engagement/Comprehensive Assessment Survey
  - a. Please push out to parents again
  - b. Only have 78 responses. Had 676 last year.
  - c. Due by October 25, 2024
  - d. [Google Form link](#)
  - e. [Flyer with QR code link](#)
  
2. Title I Schoolwide Plans
  - a. EHS, WJHS, SEC, and CRIS ATSI/TSI Plans have been reviewed and approved by PDE
  - b. All other buildings have yet to be reviewed by PDE
  
3. Quarterly Steering Committee Meetings
  - a. Quarter 1 progress check meetings have been scheduled for October
    - i. October 1 - TEC at 8:40am
    - ii. October 3 - EHS at 2:40pm
    - iii. October 7 - EJHS at 8:30am, WJHS at 2:30pm, CRIS at 3:35pm
    - iv. October 8 - SEC at 8:15am
    - v. October 10 - SIS at 9:15am, CREC at 12pm
    - vi. **October 24 - WHS at 2:45pm**
  - b. Stacy will send agenda to principals prior to each building's meeting
    - i. Principals must have a sign in sheet
      1. Upload sign in sheet and agenda to Title I Google Folder
  - c. Focus of October Meetings:
    - i. Review Quarter 1 targets and document actual performance
    - ii. Review Action Plan steps to determine level of completion and revise action plan steps if necessary
    - iii. Stacy will review Title I information and allocations for each building
  
4. Federal Funds
  - a. PMSD will be monitored in the 2025-2026 school year. They can pull documents, inventory, etc. from this school year.
  - b. Items purchased must stay with the person/department, especially small attractive items (iPads, radios, laptops, etc.).
    - i. An iPad bought for a Health/PE teacher needs to remain in the Health/PE department.
    - ii. 3D printers purchased for the art department must remain in art classes.
    - iii. iPads purchased for ESL must remain with ESL teachers.
  - c. Buildings must contact Stacy when looking to use Title Funds
    - i. Requests must be submitted to Stacy on a PMSD non-bid budget request form or a quote from the vendor
    - ii. Stacy will take care of ordering materials
      1. Keep in mind time needed to process orders

2. Process can take several weeks or longer depending on the vendor
        - a. Some vendors can take 6-8 weeks to process and ship an order
      - iii. Snacks/refreshments can only be purchased for family engagement events
        1. Stacy will need 2 weeks notice
          - a. Purchased directly from Shoprite
      - d. [Direct Ship Reminder](#)
      - e. An order can NOT be placed prior to the generation of a Purchase Order (PO's come from the procurement office)
      - f. An invoice can NOT be dated prior to the Purchase Order date
      - g. Timesheets for teachers writing lesson plans/grading for daily subs should be sent to Stacy
        - i. Teachers are paid curriculum rate
5. Title 4-Week Letter
  - a. When a class is taught by a teacher who does not hold the appropriate state certificate for 20 consecutive student days, parents of students taught by the teacher must be notified.
  - b. Stacy will notify building administration prior to the 20th day and will provide the letter which needs to be sent home.
  - c. Federal regulations require that we include the course/subject the teacher is teaching.
6. Free and Reduced Meals Application
  - a. Do NOT distribute
  - b. Since we are now CEP and ALL students receive free meals, we cannot ask families to complete the application
7. Building Title I Google Folders
  - a. Upload documents throughout the year into one of three folders:
    - i. Faculty Meetings (agendas and sign in sheets)
    - ii. Family Engagement (sign in sheets, agendas, correspondence, etc.)
    - iii. Steering Committee (agendas and sign in sheets)
8. Faculty Meeting Agendas
  - a. Always have a section for "Title Updates"
    - i. [Refer to Title I Topics for Faculty Meetings](#)
9. Title IV Discussion
  - a. Coordination of STEM/STEAM for each building
  - b. Allocation for buildings
10. Homeless & Foster/Title I
  - a. Funding
  - b. Collaboration