



## FED FOCUS

May 5 - 9, 2025



Be sure to work on your Title I Websites. We have begun checking the required information for February - April. Please make sure that everything (except your June SIT minutes) are uploaded by June 3<sup>rd</sup> at 5:00 pm. You will have until the last teacher workday to get the June SIT minutes uploaded. Payroll has notified me that the last day to submit a notice to pay for your stipend will be June 5<sup>th</sup> at 5:00 pm, so everything must be uploaded on your website by 5:00 pm on the 3<sup>rd</sup> to give me enough time to write and submit your notice to pay.



Please make sure that any links in your Title I Website are set to “anyone with link can view” so we do not have to request access to view your artifact. This will help to speed up the process and keep us from flooding your email with requests. Thanks so much for your help with this!



Please remember that you should have something in EVERY folder! If something does not apply to your school, please upload a sheet of paper to indicate that it does not apply.

If you have running minutes, you will need to upload a copy in each folder. Here is the link for the [EOY Checklist](#) in case you need it.



We will be sending out a survey to all Title I Contacts in late May regarding the set-up for the Title I website folders for next year. I know that some of you have running agendas and we want to be able to set-up your folders to best meet your needs and keep you from having to upload duplicate files. The link to the survey will be sent out in the Fed Focus. Please be sure to complete it so your folders can be set-up to best meet your needs!



The Fall Title I Contact Meeting will be held on September 4<sup>th</sup> from 12:30 - 3:30. The location will be sent out closer to the date. Please go ahead and mark this date on your calendars.





**IMPORTANT INFORMATION:** For next year, each school will need to update their Title I Brochure to include the new requirements in the Parent-Student-School checklist. You will also have to include a signature sheet with the brochure that parents will sign and send back to the school. I am going to strongly encourage you to have these ready at Open House and get them signed at that time. Please note that these brochures **MUST** be developed in conjunction with parents and you have to provide documentation to show this was done. (Documentation should include meeting minutes with a sign-in sheet). I will provide the checklist in next week's Fed Focus and it will go out to Principal's in next week's PCS Speaks.



Please be sure that your Title I Inventories are updated. Your bookkeeper should be able to provide you with a copy of every Title I purchase order from this school year. If they have not already done so, please be sure to ask them! You do not have to inventory any consumable items, such as chart paper, paper, consumable STEM materials. You **DO** need to inventory non-consumable items such as books, computers, smart panels, headphones, math manipulatives, decodables, calculators, and flexible seating.



If you are not planning to serve as a Title I Contact next year, please go ahead and discuss this with your Principal so they can begin thinking about a plan for next year. I hope that all of you will be returning, but I certainly understand that some of you may be moving into new roles, retiring, or may just need a break. Thank you all for everything that you do! I know that you all have demanding jobs, but I do appreciate you.



Even on your most challenging days, remember:

It takes a big heart to help shape little minds. Your patience, kindness, and dedication have made such a meaningful difference. Thank you for being a guiding light, a steady hand, and a source of inspiration every single day to all the children whose lives you touch. True educators teach children not just for a day or a year, but for a lifetime. I am grateful for all that you do, the impact you have made, the commitment to those that you serve, and the difference you continue to make. Never forget that even on your worst day, you may be a child's best hope.

