



TO: School Leaders
School Title I Coordinators
School Finance Officers

FROM: Jeanie Glover, Chief of Federal Programs

DATE: May 22, 2023

RE: FY 24 Title I Preliminary Allocation (201)

The Charter Institute at Erskine has been notified of its FY24 Title I (Fund 201) preliminary allocation by the South Carolina Department of Education (SCDE). We, in turn, have allocated the funds to individual schools based on Pupils in Poverty (PIP) data and the 135-day Average Daily Membership (ADM). Please note this allocation is preliminary based on information from the SCDE and may be adjusted based on the final allocation to the Institute, which typically occurs in the fall. This funding may increase or decrease. Please plan accordingly.

The purpose of the Title I grant is to

- Provide an enriched and accelerated educational program;
- Promote schoolwide reform through schoolwide programs or through additional services that increase the amount and quality of instructional time;
- Significantly upgrade the quality of instruction by providing staff in participating schools with substantial opportunities for professional development; and
- Afford parents meaningful opportunities to participate in the education of their children at home and at school.

Title I funds must be spent in alignment with the purposes above and must be supplemental in nature. All activities must be based on the school's Comprehensive Needs Assessment. **All expenditures must tie back to school data and be outcome driven.** Title I activities must address the needs of all students, particularly the needs of those children who are failing, or are at-risk of failing, to meet the challenging state standards using methods and instructional strategies to strengthen the academic program in the school, increase the quality of learning, and help provide an enriched curriculum. The school is required to meet all Title I compliance requirements. Samples, templates, and resources are provided in Let's Work Smart and on the Institute's website to support meeting these requirements.

When developing the Title I plan, your school must conduct a Planning Meeting to consult with teachers, paraprofessionals, specialized instructional support personnel, parents, community partners, and other organizations as applicable with relevant and demonstrated expertise related to these programs. Your school must retain the meeting notice, agenda, minutes, sign-in sheet, and any applicable handouts/presentations.

The period of availability for these funds is July 1, 2023 – Sept 30, 2024. Quarterly claims are required to comply with the Grant Award Notification. Please see the Important Dates below for further information.

As a reminder, schools are expected to spend a minimum of 85% of their Title I dollars for the current fiscal year and should carryover no more than 15% to ensure the Institute meets federal requirements for annual spending.

School Name	Total FY24 Allocation
Midlands STEM Institute	\$ 203,689.20

Title I Funds for Parent and Family Engagement

Each Title I school must reserve at a minimum 1% of its allocation to assist the school with funding parent and family engagement activities. The funds reserved shall be used to carry out activities and strategies consistent with the school's parent and family engagement policy. Parents and family members of children receiving services shall be involved in the decisions regarding how the funds reserved are allotted for parental involvement activities (ESSA Section 1116 [a][3]).

The parent and family engagement activities **must** include at least one of the following:

- Providing professional development regarding parent and family engagement strategies;
- Supporting programs that reach parents and families;
- Disseminating information on best practices focused on parent and family engagement;
- Collaborating with organizations with a record of success in improving parent and family engagement; or
- Engaging in other activities and strategies that are appropriate and consistent with the school Parent and Family Engagement Policy

Minimum Amount to Reserve for Parent Activities
\$ 2,036.89

To write your school's spending plan, please complete the Google sheet linked in the email. List the requested activities you plan to fund with the allotted amount, provide sufficient narrative description for the activities, and complete or fill in any other boxes.

Important Dates:

- Draft Title I Plan:
 - Complete in Google by Friday, June 16, 2023.
- Planning Meeting Documentation:
 - Submit all required documentation via Let's Work Smart (LWS) by Friday, June 16, 2023.
- Expenses from July 1, 2023 – June 30, 2024:
 - Submit expenditure documentation via Smart Fusion by Friday, July 19, 2024.
- Expenses from July 1, 2024 – September 30, 2024:
 - Submit expenditure documentation via Smart Fusion by Friday, October 25th, 2024.
(Please note a school may not carry over more than 15% of its allocation.)
- Salary and benefits accrual for July 2024:
 - Submit expenditure documentation via Smart Fusion by Friday, August 9, 2024