

2023 - 2024
Federal Dates and Reminders

Date	Time	Location	Meeting
JULY			
July 20, 2023	12pm - 4pm	Board Room	Consolidated Summer Work Session
AUGUST			
Schedule			Individual School Budget Planning
Schedule			Monitoring Focus Groups
Schedule			Parent/Volunteer Meeting
Update Website (SIT Info, Title 1 Brochure, Title 1 Information, PFE Policy, Compact)			
Staff Certification and Licensure Attestation First Semester (If not certified, letter sent after 20 days - September 22, 2023)			
Distribute Title 1 Brochure			
PAC 1 (within first 20 days - Sept.11) (What is Title 1? : SIP, Budget, Parent Family Engagement Policy, Compact, PAC Nights, etc.)			
Distribute and Explain Student, Parent, School Compact (Stakeholder Input Documented)			
Distribute Parent Family Engagement Policy (Stakeholder Input Documented)			
SEPTEMBER			
Sept. 11, 2023	3:15 - 4:45pm	Labitat	Monitoring Preparation Meeting
Sept. 27, 2023	All Day	Charlotte	ILA
Plan PAC 2 (before Dec. 20) - Submit PFE Funds and Event Request 4 - 6 weeks prior			
OCTOBER			
Oct. 9, 2023	3:15 - 4:45pm	Labitat	Fall Title 1 Meeting
Consolidated Monitoring Visit			
Budget Report (1st of the month - IF APPROVED)			
PAC2			
mCLASS Assessment Achievement			
Report Card Attestation (When Available)			
Oct. 27, 2023	ALL TSI and CSI schools send home required letters		

NOVEMBER			
Budget Report			
Read to Achieve Letters (BOG)			
STAR Assessment Achievement			
DECEMBER			
Dec. 1, 2023	All Day	Charlotte	ILA
Budget Report			
School Improvement Plan Submission In NCSTAR			
JANUARY			
Jan. 8, 2023	3:15 - 4:45pm	Labitat	Winter Title 1 Meeting
25% of all State and Federal Funds Spent			
Budget Report			
Staff Certification and Licensure Attestation Second Semester (If not certified, letter sent after 20 days)			
Federal Time Certification - First Semester (all Federally Funded Employees)			
Self-Monitoring Instrument and Desk Audit			
Plan PAC 3 (before . Mar. 28) - Submit PFE Funds and Event Request 4 - 6 weeks prior			
FEBRUARY			
Budget Report			
Staff Certification and Licensure Attestation (If not certified, letter sent after 20 days)			
STAR Assessment Achievement			
mCLASS Assessment Achievement			
PAC 3			
MARCH			
Mar. 11, 2023	3:15 - 4:45pm	Labitat	Spring Title 1 Meeting
Mar. 28, 2023	All State and Federal Funds Encumbered		
Plan PAC 4 (before . May 31) - Submit PFE Funds and Event Request 4 - 6 weeks prior To encumber funds in time, plan no later than mid February			
Budget Report			

North Carolina Teacher Working Conditions Survey

APRIL

Budget Report

Parent Survey (if changing wording, approval required)

FAM-S

PAC 4 (often includes revision/input opportunity of Compact, Engagement Policy, and SIP, and parent survey)

MAY

May 17, 2023

Last Day Tutors can work

May 31, 2023

All State and Federal Purchase Orders Closed

Budget Report

Comprehensive Needs Assessment

mCLASS Assessment Achievement

STAR Assessment Achievement

EOG and Read to Achieve Assessment Achievement

JUNE

Budget Report

Federal Time Certification - Second Semester (all Federally Funded Employees)

Bookkeeper Fund Report on Staff Development Funds

Bookkeeper Fund Report on Parent Engagement Funds

June 20, 2023

All Title 1 Documentation Due

June 27, 2023

Comprehensive Needs Assessment Submitted in NCSTAR

June 27, 2023

School Improvement Plan Submitted in NCSTAR

JULY

TBD

Bookkeeper and Principal Summer Work Session