



SARAH SHEALY

Director of Federal Programs, Finance

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DATE: Thursday, June 12, 2025

TO: School Leader, Title I Coordinator, Finance Coordinator, and Grant Coordinator

FROM: Sarah Shealy, Director of Federal Programs Finance

RE: FY26 Title I Preliminary Allocation Award

The purpose of this memo is to notify you that the Charter Institute at Erskine has received its preliminary Title I Regular allocation from the South Carolina Department of Education. In return, the Institute has made preliminary allocations to each of its schools based on Pupils in Poverty (PIP) data and 135-day enrollment. Preliminary allocations may be adjusted based on the final allocation to the Institute, which typically occurs in the winter. Plan accordingly for this funding to increase or decrease. Please see your school’s allocation below.

School Name	Preliminary FY26 Allocation
Odyssey Online Learning	\$109,800.00

Complete the linked “FY26 Title I Preliminary Plan” in Google by close of business Tuesday, July 15, 2025.

This funding has a lifespan for schools of 1.5 fiscal years. It must be obligated between 7/1/25 and 12/31/2026.

The purpose of this Title I grant is:

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

These Title I funds must be spent in alignment with the purpose above and must be supplemental expenditures. Per the South Carolina Department of Education, all activities must be based on the school’s Comprehensive Needs Assessment (CNA). **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. A sufficient activity narrative will outline what is being funded, who will benefit from it (such as a grade span), and which needs in the school’s CNA it will address.

Important Dates:

July 15, 2025 – FY26 Spending Plan due in Google.

July 15, 2025 – Deadline for year one Title I schools to hold official Title I planning meeting

July 31, 2025 – All questions in Google regarding activity narratives or clarifications must be answered.

October 30, 2025 – Expenses completed between 7/1/25 and 9/30/25 are due in SmartFusion for reimbursement.

February 1, 2026 – Unspent FY25 Title I Grant funding will be removed from school budgets. *(as applicable)*

*Please see the second page of this memo for high-level Title I Program requirements and resources.
Note that failure to meet these requirements will result in a delay in funding.*



Planning Meeting

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.

Annual Meeting

When receiving Title I funds, your school must conduct an Annual Meeting to provide students and their families with an understanding of the Title I Program's provisions for family involvement, the curriculum and assessment methods used within the school, and an explanation of how the school will use the funding to further academic outcomes. Your school must retain the meeting notice, agenda, minutes, sign-in sheet, and any applicable handouts/presentations.

Parent and Family Engagement

Each Title I school must reserve a percentage 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]).

Based on your school's current 2025-2026 Title I allocation, the following amount must be reserved for funding parent and family engagement activities, including promoting family literacy and parenting skills:

Minimum Amount to Reserve for Parent Activities
\$1,098.00

This amount **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
- Engaging in other activities and strategies that are appropriate and consistent with the school Parent and Family Engagement Policy

The amount above reserved for Parent and Family Engagement activities is the **minimum** amount that must be reserved from the total Title I allocation. Plans for parent and family engagement activities and funding must be discussed at the school's Planning Meeting, as well as identifying barriers to greater participation of parents in parent involvement activities.

Resources

Professional development will be provided throughout the year for grant coordinators. All Title I Program requirements will be covered in July's Title I Bootcamp professional development. Each month, the current requirements to be completed will be covered in the "What's Up Wednesday" webinar.

Throughout the year, resources for these requirements will be posted in Let's Work Smart for the school to receive templates and guidance before submitting the completed documentation supporting said requirements.

The quick links page of the Institute's website hosts templates and guidance for all federal programs.