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## Department of Public Instruction

600 E Boulevard Ave., Dept. 201, Bismarck, ND 58505-0440

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<http://www.dpi.state.nd.us>

Dr. Wayne G. Sanstead  
State Superintendent

**MEMO TO:** Title I Personnel

**FROM:** Laurie Matzke, Director, Title I

**RE:** Parental Involvement Project

**DATE:** May 6, 2010

Parental involvement has always been a key component in the Title I law. Title I regulations require parental involvement at every level of the program. Communication and training with parents should be an on-going, sustained process that occurs throughout the school year.

The state Title I office, in collaboration with the North Dakota State Parental Information Resource Center (NDPIRC), is once again sponsoring a parental involvement project to promote parent involvement. Last year, literacy bags were created for elementary schools. This year, the goal of the project is to strengthen parent engagement in student education through access to literacy resources that middle school teachers can use with families.

To achieve this goal, we are creating a Master Literacy Bag for every middle school building in North Dakota. A selected team of educators will create original novel units full of activities for grade levels 6-8 that can be used to promote at-home learning. Title I funds (including stimulus funds) can be used to duplicate the Literacy Bag for all Title I students in Title I schools. The Master Literacy Bags will be distributed at the 2010 Title I/Special Education Fall Conference. We are in search of educators and/or literacy specialists who would like to become part of a team to create these Literacy Bags for grades 6-8.

The state Title I office has agreed to send out correspondence explaining the project, gather a team of educators to assist in the project, and then forward the list to the NDPIRC. The NDPIRC will then contract with the team to create the Literacy Bags. The timeframe to work on this project would be June 1 – August 15, 2010. The state Title I office staff will approve the content and proof the materials as they are submitted. Contracted personnel will be compensated for their time and effort at \$30 per hour, based on a time and effort log.

If you would like to be considered to be a member of this team, please complete the attached form and mail, email, or fax it to the state Title I office by **May 21, 2010**. The team will be compiled based on educational background, experience working with parents/parental involvement, experience in literacy/reading at the middle school level, knowledge in evidence-based reading instruction, and consist of a combination of rural and urban representatives.

The coordinator for this project is Stefanie Two Crow, Assistant Director, Title I. If you have any questions on this project or need further clarification, please contact Stefanie Two Crow at [sttwocrow@nd.gov](mailto:sttwocrow@nd.gov) or (701) 328-2292.

Enclosure

North Dakota Department of Public Instruction  
Dr. Wayne G. Sanstead, State Superintendent  
600 E. Boulevard Ave., Dept. 201  
Bismarck, ND 58505-0440

**ND Title I and NDPIRC Sponsored  
Parental Involvement Project**

I am interested in participating on the team of educators to assist with creating Literacy Bags.

Name \_\_\_\_\_  
School District \_\_\_\_\_  
School Address \_\_\_\_\_  
School Telephone \_\_\_\_\_  
Home Telephone \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Summer Email Address \_\_\_\_\_

Please provide a description of your:

- educational background
- experience working with parents/parent involvement
- experience in middle school literacy/reading
- experience in evidence-based reading instruction

Complete this form and fax, mail or email by **May 21, 2010** to:  
Department of Public Instruction, Title I Office  
600 East Boulevard Avenue, Dept. 201  
Bismarck, ND 58505-0440  
Fax: (701) 328-4770  
Phone: (701) 328-2292  
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