



**September PIC Spotlight**  
*Carla Thorpe*  
*District Parent Involvement Coordinator*  
*Houston County Schools*

At the beginning of September we were honored to have Carla Thorpe, District Parent Involvement Coordinator for Houston County Schools, as a guest co-presenter at our District-Level PIC 101 Training. During the session, she presented a document she had recently implemented for her district called *Quick Reference Guide for Planning and Implementing a Title I Parent Involvement Program*. We wanted to find out more about the Reference Guide, how it came to be, and its effect on the district.

With two to three new PICs coming into the district each year, Carla found that a guide document to help them transition into their new positions was a necessity. She implemented the guide in August 2015, and said that, even in two-months time, the effect has been noticeable. The guide was initially distributed at a whole-group meeting and Carla “walked” the PICs through the sections on topics such as the annual Title I meeting, the parental involvement notebook, volunteer training, and shared decision making. Later that same afternoon, she gave an in-depth presentation to just the new PICs, followed by a Q&A session. With the new guide as their tool, the new PICs were able to get up to speed with little instruction. In the first reporting cycle they knew exactly what to do. Carla said, “I got their first month’s report and I thought, this is good ... they got it!” They were able to provide correct, complete information. The guide has also become a touchstone for veteran PICs for quick reference.

Thanks to Carla’s leadership and vision, the guide has helped PICs streamline the record-keeping process and shortened their learning curve. They immediately have more time to build relationships with families and focus on their needs.