

**ELECTRONIC CONSOLIDATED APPLICATION ON STARS
2008-2009 TRAINING
MAY 2008**

Screen 1

INTRODUCTION

This is a training module for the 2008-2009 electronic consolidated application on STARS. This is the third year in this format. We will review some of the navigation techniques needed to enter data into the system. We will talk about the different sections of the application, but we will not review every field. We will also review allowable activities and identification codes and other topics that are of concern after last year's process. The Electronic Consolidated Application Help Screen document can be found on DPI's website at <http://www.dpi.state.nd.us/resource/STARS/Reports/ConsolidatedApplication.pdf>.

I am Stephanie Gullickson, Assistant Director of Fiscal Management with the Department of Public Instruction. I can be reached at 328-2176 or sgullickson@nd.gov if you need assistance or have any questions. You may also contact Julie Vetter at 328-3265.

ESTIMATED ALLOCATIONS

Estimated allocations for the federal title programs have been posted on DPI's website at http://www.dpi.state.nd.us/grants/EstAlloPubSch08_09.xls. Final allocations will be posted hopefully by the first part of June depending on when we get dollar amounts from the U.S. Department of Education. We expect the final allocations to be different than the estimated allocations.

Screen 2

GENERAL INFORMATION FOR ELECTRONIC CONSOLIDATED APPLICATION

Application report available. The electronic format on STARS is available. Districts should begin to enter data into the 2008-2009 format now. If the applications are submitted by the end of May, DPI staff should have time to review and approve them by the time school starts as long as there are no problems with the data provided on the applications. The deadline for submitting electronic applications is Friday, August 29, 2008. No applications will be accepted after that date.

Public and staff input. Every district must have staff involvement in determining activities planned for the year. Every district also must give the general public an opportunity for comment on the application before it is submitted to DPI.

Log-in. The URL for the electronic consolidated application is listed on the screen and in the printed document on our website. You need your North Dakota state ID and password to log into the system. For assistance with that, go to "Login HELP" and then "Setting up NDLogin ID" on the URL posted above.

You must follow the steps in this document. If you still have problems after following all the steps, you can call the ITD help desk at 1-800-837-9807. The directions for giving your district staff authority to input data can be found on the URL by clicking "Login HELP" and then "Setting Up STARS Users." You must follow the steps in this document. If you still have problems after following all the steps, you can call Jamie Krous at DPI at 328-3235.

Save. The system will time you out after 20 minutes of no activity, so remember to save often.

Exit report. To exit the application report, be sure to click on “Exit Report” at the top right corner and then “Log Out” in blue at the top left of the screen. Exiting the report will automatically check all sections back in. Exiting improperly may cause problems when you log in again or for other people to log in to use the report.

Print. To print the screens, click on “Print Page” at the bottom left side of the screen. To make the font smaller to print more on a page, on the browser, click on “View”, be sure Status Bar has a checkmark to the left, click on “Text Size” and then either “Smaller” or “Smallest,” and then click on “Print Page” at the bottom left side of the screen.

Check-Out. You have to click on “Check Out” under the Functions section to enter any data into the fields on all sections. If you have a section checked out, no one else can enter or save data in that section until you check in again.

E-mail addresses. When entering e-mail addresses, be sure to type in the correct address. We use them to communicate with you and your staff, and if the e-mail addresses are wrong, you will not receive the information.

Help Screen. Please read the Electronic Consolidated Application Help Screen document. It has all the information you need to complete the application. It also contains a full list of authorized activities for each of the programs.

Screen #3

ALLOCATIONS SECTION

Allocation amounts. Please review the allocation amounts on the first screen of the application under the Allocations section to be sure they are correct. These are estimated amounts. When the final amounts are available, they will be prepopulated into these fields. For schoolwide schools that are comingling all federal funds, the total of the Title I, II A, II D, and IV allocations appears in the Title I Allocation field. The allocation fields for Titles II A, II D, and IV are zero.

Carryover. If you know the final carryover amounts from 2007-2008 for each of the programs, enter them in the appropriate fields. If you do not know the final carryover amounts, you can either estimate the amounts or you can leave zero in the fields. You can calculate carryover by subtracting your total 2007-2008 expenditures (on the Requests for Funds that were submitted to DPI for payment) from the total amount available that is shown on the 2007-2008 grant award. You can submit a budget revision for each of the programs to obligate any carryover amounts that are not included on the application once the application has been approved. For schoolwide schools that are co-mingling all federal funds, total the carryover from all the programs and enter it in the Title I Carryover field.

New carryover policy. Just a reminder that DPI approved a new carryover policy last year for Titles II A, II D, IV, V, and REAP because some districts are not obligating and spending all available funds within the project period. Even though there is a limit on the amount of funds that can be carried over from one year to the next, some districts have not obligated and spent the funds within the proper period. To solve this problem, school districts must obligate and spend all carryover funds from the 2007-2008 school year by December 31, 2008. If school districts do not submit requests for funds for the carryover amounts by that date, they will forfeit the funds. DPI will then reallocate it to other districts. The full policy is outlined at the end of the Electronic Consolidated Application Help Screen document. Because of specific Title I carryover regulations, this policy does not pertain to Title I carryover.

Screen 4

General Information Subsection of Allocations Section

I am not going to go through the application field by field, but I am going to highlight some of the areas.

Professional Development. Every district must have a current professional development plan, and all professional development activities for the district must be included in the plan. You do not need to submit a plan to us, but you will be asked to provide it when we monitor your district.

Screen 5

Title II Part A Funding Priorities. For districts that have more than one building in the district and that do not participate in REAP, the federal law requires that districts prioritize the Title II Part A funding based on the needs of each building. They must consider buildings that have the lowest proportion of highly qualified teachers, have the largest class size, or are identified for school improvement under Title I. You must complete the text field to describe the process that the district uses to prioritize the Title II Part A funding.

Technology. Indicate how the district ensures that its teaching staff is technologically literate by checking the choices that apply. Indicate how the district ensures that its students will be technologically literate by the end of 8th grade by checking the choices that apply.

Certification. The governing body of the school district must review and approve the application and appoint an authorized representative for each title program. This must be documented in meeting minutes. The authorized representative of the school district that has been given the password to this electronic application authorizes the application to be submitted to DPI and certifies that the information is accurate.

Screen 6

HIGHLY QUALIFIED TEACHER AND PROFESSIONAL DEVELOPMENT

The federal law requires that every school and district must establish annual measurable objectives for increasing the percentage of highly qualified core subject area teachers and for increasing the percentage of teachers who are receiving high quality professional development. In the first table enter the number of core academic classes by grade level for 2007-2008 and the number of core academic classes by grade level taught by highly qualified teachers in 2007-2008. Enter the projected percent of core academic classes that you expect to be taught by highly qualified teachers in 2008-2009. In the second table enter the number of core subject teachers in **that plant** for 2007-2008. **Do not include district information. This is plant information.** Individual plant information will roll up into district information. Enter the number of core subject teachers that participated in high quality professional development in 2007-2008. Enter the projected percent of core subject teachers that you expect to participate in high quality professional development in 2008-2009. This applies to all professional development activities. It is not limited to activities for teachers to become highly qualified. The criteria for high quality professional development is listed on page 7 of the Help Screen document.

Screen 7

TRANSFER/REAP

Only districts that are eligible for REAP (small, rural districts) or districts not eligible for REAP but plan to transfer funds from one program to another need to complete this section. If you plan to participate in REAP, you must enter all available funds from the column on the left to the "Taken From" column on the right. For example, you cannot use some of Title II A in REAP and some in Title II A. The district will choose authorized activities under REAP Title I, REAP Title II A, etc.

If a district transfers funds under the Transferability option, it must follow all the rules and regulations of the program transferred into. For example, if a district transfers funds from Title II A to Title II D, it must use at least 25 percent of those funds for technology-related professional development. The district will choose authorized activities under Transfer Title I, Transfer Title II A, etc.

Screen 8

ACTIVITIES

Correct activity ID codes. A list of the authorized activities for each title program is included in the Electronic Consolidated Application Help Screen document on DPI's website, and on STARS when you click on "Add Integrated Activity." We will carefully scrutinize the activities that you choose to be sure that you are choosing the correct activity (by ID code) for the activity that you actually plan to conduct. Therefore, when you are choosing authorized activities, be sure to choose the correct activity ID code that matches the activity that you plan to do. For instance, if you are using REAP for activities for professional development in core subject areas, use a REAP Title II A activity; do not use a REAP Title II D activity. Another example, if you are paying for a counselor's salary, use IV-10; do not use IV-1 or IV- 12. Enter data in the textbox for each activity to provide specific details on the activities. You must follow the activities that DPI staff approve on the application. If you have to deviate from these approved activities, you must submit a budget revision first. This is very important so we have accurate data to report to the U.S. Department of Education, our state legislators, and any others that may request this information. In our desk review process this year, we found several violations in this area that must be corrected.

Title I Targeting, Title I Schoolwide, and Title I Nonpublic. The 11 large school districts that have to go through the Title I targeting process do not enter activities on the Title I Targeting, Title I Schoolwide, and Title I Nonpublic sections. These budgets are completed on the Title I Targeting report. These amounts will automatically transfer over to these sections of the consolidated application. All of the other districts choose activities and create budgets on the Title I Targeting, Title I Schoolwide, and Title I Nonpublic sections just like they did last year. They do not complete the Title I Targeting report, which is a separate report on STARS from the Consolidated Application.

Supplement vs. supplant. When you are choosing activities, be sure you are not supplanting state or local funds. You should ask yourself two questions. "Am I required by state law to do these activities?" If the answer is yes, you cannot use federal funds to do them. Another question: "If these federal funds were not available, would I still do these activities?" If the answer is yes, you are probably supplanting. If you would not do the activities unless you use federal funds, you are not supplanting.

Title II D funds. Districts that do not put Title II D funds into REAP must use at least 25 percent of the funds for technology-related professional development. If a district transfers funds into Title II D through the Transferability option, it must use at least 25 percent of those funds for technology-related professional development also.

Nonpublic activities. For those districts that have nonpublic schools in their district and the nonpublic schools wish to participate in the federal funding, you must choose the activities that are labeled "Nonpublic" for each program. There is no specific allocation amount for nonpublic schools for Title II Part D, but if the nonpublic school is eligible for and participates in Title I, it must have an opportunity to participate in Title II Part D at the same level as Title I. For example, if a nonpublic school receives one percent of the district's total Title I funding, it should receive one percent of the district's total Title II Part D funding.

Title I Cooperative Agreements. If a district has entered into a cooperative agreement with another district for Title I purposes, the district that is not the fiscal agent does not enter any Title I information on its own consolidated application. It does enter information for Titles II A, II D, IV, V, and/or REAP on its own consolidated application and submits it. The district that is the fiscal agent must include all Title I information for all the districts in the cooperative agreement. The fiscal agent district enters program information for the non-fiscal agent district by clicking on “Add District” in the Title I Targeted Assistance or Title I Schoolwide (whichever is applicable) section and then continue on through the screens as described in the help screen document. The fiscal agent district enters activities for the non-fiscal agent by choosing the “Title I Cooperatives” category on the “Activities” section and choosing activities and object codes as described in the “Activities” section of the help screen document.

Indirect costs. Allowable indirect cost is calculated by adding object codes 110 through 600 and 800 and apply that amount by the indirect cost rate. The rates are in the last column on the allocations table on DPI’s website.

Screen 9

TITLE I NONPUBLIC SCHOOLS

Equitable Services Worksheet. All districts that have nonpublic schools in their district that want to participate in the Title I program must complete this worksheet. The 11 large districts that have to go through the targeting process should complete this worksheet on the electronic application before they complete the Title I Nonpublic building budget on the Title I Targeting report.

Screen 10

TITLE I TARGETED ASSISTANCE

Student caseload. The total student caseload is the Title I reading students plus the Title I math students.

Description of the Title I program. In the textbox provide a detailed description of your Title I program, including a description of services, student selection process, assessments, etc.

Additional services. Check all of the additional services that you plan to provide with Title I funds. In the textbox provide a detailed description of each of the additional services selected.

Screen 11

SAFE SCHOOLS

The purpose of the Title IV Safe Schools section is to describe the district’s plan for implementation of activities to discourage risk behaviors and to promote healthy decisions and positive lifestyle choices. Secondly, this section identifies the district’s use of funds for the selected activities.

A comprehensive plan creates a safe school environment and enhances the academic opportunities of all students. The US Department of Education’s Six Principles of Effectiveness serve as the axis for the consolidated application and subsequent district program. These Principles allow districts flexibility in the plan design and implementation to best meet their unique district and community needs and priorities.

Selection of the Safe Schools tab from the menu of programs on the left side of the screen will take the user to Safe Schools section.

Click on “Check Out” – this brings up the necessary boxes for completion of the section

Contact Information: List the name, position, telephone number, and email address for the district Title IV designee who will receive correspondence other than the authorized representative.

Screen 12

Principles One and Five:

Indicate the membership of your SDFSC district planning team which is responsible for the annual **assessment** and **analysis** of current data to determine areas of need and risk factors. Check all that serve on the district planning team, which must include **parental** involvement (those who are not school employees) and **community** representation. Identify the frequency the district planning team meets. The team needs to meet no less than twice a year to develop the plan submitted as part of the consolidated application and adequately budget for the identified plan goals; and then to monitor and evaluate the plans effectiveness and outcomes.

Screen 13

Principle One:

Indicate the data sources that influenced the district's SDFSC plan by checking all that apply. Effective data driven decision making is based upon a thorough review of the district's data which focuses on risk behaviors and negative school behavior. The Title IV consolidated application allows each district to customize a plan which reflects strategies to improve their identified priorities. If data was used that is not listed, please indicate 'Other' and identify in the narrative box.

Screen 14

Principle Two:

Identify the protective factor(s) and positive asset(s) the district will implement. Multiple boxes can be checked. If a district uses protective factors or positive assets not listed, please indicate 'Other' and identify in the narrative box.

Screen 15

Principle Four:

Indicate the scientifically / research-based supplemental prevention programs the district uses to affect the changes identified in Principle Three by checking all that apply in each grade range. If any district wishes to use a scientifically research-based program not on the list, they may contact ND DPI School Health to request a one-year program waiver. The request must be made before the Title IV consolidated application section can be approved.

Also in this section, list the health curriculum textbook used at each grade range used for health education. Additionally and if applicable, identify whether the district implements the following programs regarding prevention enhancements which tend to be more school wide rather than classroom.

Screen 16

Principle Six:

Indicate the district's method to evaluate the SDFSC plan and its effectiveness by checking all that apply. Teacher, student and parent surveys may be used in concert with a secondary objective data source. Indicate how the district will report the plan goals and data/evaluation to the public by checking all that apply.

Indicate when the district publicly reports its SDFSC plan/results. Assure the selection is readily available for all community members.

Indicate the number of public school students served by Title IV Safe and Drug-Free funds.

Indicate the number of nonpublic school students served by the Title IV Safe and Drug-Free funds.

Screen 17

Before completing Principle Three, which is the second tab at the top of the page, please save your work.

The second tab, Principle Three, focuses on the performance measures for identified priorities. While this section often looks mis-leadingly difficult and complicated, it's relatively simple to complete. The strength of this section is using data to determine risk behavior priorities to be addressed and fund authorized activities that will potentially reduce the number of incidents. There are basically three subsections for Principle Three:

The first is the review of authorized Title IV activities previously selected, which will appear again in the box "Principle Three Activities". These activities should support the district's priorities to reduce or alleviate the number of incidents in the chosen risk behavior areas. Review the authorized activities currently selected to determine if they will effectively address the risk priority/ies to be addressed. If they will not be effective, return to the Activity page and make alternative selections. We suggest selecting no more than three priority areas to address at a given time.

Screen 18

Secondly, you will see two columns: Column I will be pre-populated with last year's information. Each district should respond only to the question "Did the District meet the goals and reduce # of incidents?" as determined by the identified data source the planning team reviewed.

The information in Column I will help district planning teams evaluate if funded activities or programs successfully reduced the number of incidents in each priority area. The team can continue to address the same priorities or identify new priorities in the coming year.

Lastly, move to Column II – where the district planning team will select the risk areas to target for the 2008-09 school year. Check the topic box, determine the anticipated goal **number** of incidents to be reduced during the school year with the authorized activities, specify the grade range where the activities will occur (multiple choices are allowed) and indicate the data source used to select this goal area.

Click "Save"

Click "Validate"

If a box appears, it will identify and specify questions left un-answered, which need to be addressed before submission is possible.

If at any time you have difficulty, please refer to the DPI Title Consolidated Application Help document by clicking the help button on the left side of the screen or contact DPI for assistance.

Screen 19

ASSURANCES

Every school district receiving federal title funds must assure to certain requirements in state and federal law. The person the school district authorizes to submit this Consolidated Application must read and understand these assurances and certification. When you click on "Submit" you are signing the application and certifying that the school district will comply with these assurances.

School Prayer Certification. Every school district receiving federal title funds must certify that "no policy of the local educational agency prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools." This is the School Prayer Certification that is included at the end of the Assurances screen.

Screen 20

GRANT AWARD

Once the Consolidated Application has been approved, the grant award will be completed by DPI staff and submitted electronically on the Consolidated Application. It is every district's authorized representative's responsibility to review the grant award and to advise the district staff of the approved amounts. As budget revisions are submitted by you and approved by DPI staff, revised approved amounts will be reflected on the electronic Grant Award.

Screen 21

GENERATE BUDGETS

Under the Functions section, there are two budgets that can be generated by the program. These are readable and printable versions of the expenditures in standard budget format. There is also a document that shows the activity descriptions from the Activities section for all programs. To print these, select the PDF option and the budget will open in a new window. The PDF option is the most printer friendly version.

Screen 22

This is the end of this training module. If you have any questions, please contact Stephanie Gullickson at 328-2176 or Julie Vetter at 328-3265.