



North Dakota Department of Public Instruction


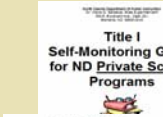
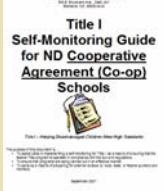
Meeting the Title I Requirements



Nita Wirtz
Assistant Director, Title I




Handouts for This Session


Points of Discussion

- Overview of Monitoring Process
- Administrative Requirements
- Title I Targeted Assistance (TA) and Schoolwide Requirements
- Other Monitoring Reviews



Overview of Process

- How often are schools monitored?
- Is my district/school being monitored?




2008-2009 Monitoring List

**Title I Monitoring
2008-2009
Districts and Program Staff Assignments**

<p>Laurie Matzke</p> <ol style="list-style-type: none"> Killer Mott-Regent New Town Faithall Fowler/Lake Rugby (Little Flower Elem.) 	<p>Nita Wirtz</p> <ol style="list-style-type: none"> Beaumont/Lone Tree Langston Area Mohawk/Lansford-Sherwood North Border Scranton
<p>Vacant Personnel</p> <ol style="list-style-type: none"> Egley Hankinson Hazen/Mott-Bradstock Stanley United (Dea Lacs) 	<p>Gail Schauer</p> <ol style="list-style-type: none"> Encinita Area Kennel North Star (Southern/Bisbee) Park River Starkweather
<p>Stefanie Two-Crow</p> <ol style="list-style-type: none"> Barnes Co. N. (n. Center St. Wims-Court, Selmoss) Fisher Mt. Pleasant (Rolla) Solen Warwick White Shield 	<p>Dale Patrick</p> <ol style="list-style-type: none"> Bottineau Bozeman County (Rhame) Stemora Surrey Washburn
<p>Vacant Personnel</p> <ol style="list-style-type: none"> Faxsleben-Swanton Hebron McClusky Sargent Central (Foman) 	<p>Team Visit</p> <ol style="list-style-type: none"> Fargo Jamestown

www.dpi.state.nd.us/title1/targeted/resource/monitor/index.shtm

Overview of Process



Monitoring Timeline

- Letter of notification (Fall)
- Schools assemble packet and mail it to state Title I office (Fall/Winter)
- Packet is monitored by DPI program staff (Winter)
- Follow-up letter of notification (Winter/Spring)

What are the types of responses?

- * Self-monitoring approved
- * Approved with conditions
- * Not approvable, further action needed

Overview of Process

Packet Contents and Assembly

- Labeling and marking sections
- Grouping sections
- Enclose examples



Administrative Requirements

Submit: School Board Minutes, Naming an Authorized Representative

- **Correct:** The XYZ School District approves the authorization of the superintendent, Mr. John Jones, as the authorized representative for the following federal programs: Title I, Title II Part A, Title II Part D, Title IV Part A, Title V Part A, Reaped funds, School Food Service, Comprehensive School Reform, Reading First, and Federal Vocation Program. Motions made by Smith, seconded by James, and motion carried unanimously.
- **Incorrect:** The XYZ School District approves the authorization of the superintendent, Mr. John Jones, as the authorized representative for the federal Title programs.

Administrative Requirements

Cooperative Agreements Notations

Submit: Board Minutes Regarding Cooperative Agreements

- Any cooperative agreements must include board minutes from each school district authorizing the cooperative agreement between school districts.



Administrative Requirements

Submit: School Board Minutes, Approving the Consolidated Application

- **Correct:** The XYZ School District motions to approve the consolidated application for Title I, Title II Part A, Title II Part D, Title IV Part A, Title V Part A, and Reaped funds. Motions made by Smith, seconded by James, and motion carried unanimously.
- **Note for Other Competitive Grants:** The XYZ School District motions to approve the competitive grant applications for Reading First and Comprehensive School Reform. Motions made by Smith, seconded by James, and motion carried unanimously.

Administrative Requirements

Submit: Business Manager's Report

- Funds and Expenditures
 1. Are expenditures allowable?
 2. Are expenditures approved, authorized activities in your district's application?
 3. Do your financial figures match those listed on the consolidated application and budget revisions that the state office has on record?
 4. Are all expenditures ordered and paid for within the fiscal year/grant period?



**** Purchase orders may be requested if discrepancies or questions arise!**

Administrative Requirements

Submit: Example Business Manager's Report

Sample Documentation - Submission #3 - Business Manager's Report

XYZ Public School District Accounting Ledger July 1 - June 30										
Title I - 05-76-000-000-0000										
Account Number	Account Description	Budget	Expended During Current Month	Expenditures to Date	% of Budget	Balance of FY	A/P Outstanding	P/O Outstanding	Unencumbered Balance	
05-76-000-201-0000-010	Title I Professional Salary	\$75,000.00	\$0.00	\$26,000.00	34.67%	\$49,000.00	\$0.00	\$0.00	\$75,000.00	
05-76-000-201-0000-020	Title I Non-Professional Salary	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	
05-76-000-201-0000-030	Insurance Benefits	\$2,000.00	\$0.00	\$1,200.00	60.00%	\$800.00	\$0.00	\$0.00	\$2,000.00	
05-76-000-201-0000-040	Sec. Ser. - FICA	\$2,287.76	\$0.00	\$1,289.75	56.38%	\$998.01	\$0.00	\$0.00	\$2,287.76	
05-76-000-201-0000-050	ITD Facilities Reimburse	\$2,200.00	\$0.00	\$1,200.00	54.55%	\$1,000.00	\$0.00	\$0.00	\$2,200.00	
05-76-000-201-0000-060	Contract Professional Service	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	
05-76-000-201-0000-070	Utilities	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	
05-76-000-201-0000-080	Travel	\$1,340.00	\$0.00	\$117.00	8.73%	\$1,223.00	\$0.00	\$0.00	\$1,340.00	
05-76-000-201-0000-090	Supplies Materials	\$100.00	\$0.00	\$40.00	40.00%	\$60.00	\$0.00	\$0.00	\$100.00	
05-76-000-201-0000-100	Equipment	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	
05-76-000-201-0000-110	Char. Reimburse. Fee	\$1,000.00	\$0.00	\$1,000.00	100.00%	\$0.00	\$0.00	\$0.00	\$1,000.00	
05-76-000-201-0000-120	Indirect Cost	\$100.00	\$0.00	\$0.00	0.00%	\$100.00	\$0.00	\$0.00	\$100.00	
Totals:		\$82,527.76	\$0.00	\$44,296.75	53.68%	\$38,231.01	\$0.00	\$0.00	\$82,527.76	

*For this sample, the financial information in the Revised Budget section is to match those on file in the State Title I office.

Administrative Requirements

Submit: Any Contracts Noted Under Object Code 300

- Contracts that purchase professional and technical services for Title I.
- Submit a copy of the contract 



Administrative Requirements

Inventory

- Includes items over \$750 and any computers:
 - Description
 - Cost
 - Serial number
 - Date of purchase
 - Location of items

**** Equipment and supplies must be labeled as purchased with federal Title funds!!!**



Administrative Requirements

Inventory

- Submission should be on inventory list



Description of Equipment	Serial Number	Acquisition Date	Acquisition Cost	Location of Equipment
DJAC Computer	C08200199	8-3-2003	\$947.40	Title I Classroom
DJAC Computer	XB8270AACTP	1-1-2003	\$1,499.00	Title I Classroom
DJAC Computer	P11308BAW34	1-1-2003	\$1,147.00	Title I Classroom
DJAC Computer	FN3110PM7T	8-24-2004	\$799.00	Title I Classroom
Compaq Computer	V2N1FFZNC727	6-4-2003	\$500.00	Title I Classroom
Dell Laptop	2005-608772	7-15-2006	\$1,135.00	Title I Classroom

Administrative Requirements

Parent Notification Requirements Include:

- Parents' Right to Know Clause
- Chart of Qualifications
- Four Week Notification (if applicable)
- School District Profile (a.k.a. School District Report Card)
- School AYP Report (notification and report)
- District AYP Report (notification and report)

Administrative Requirements

Submit: Parent Notification


- Parent's have the right to request qualification information on teachers and paraprofessionals



Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in reviewing this information, please contact the school administration office at (701) 111-1111. Upon this request, you will receive a detailed explanation of the licensing, education, and experience of each of our teachers. You will also receive information regarding the names and qualifications of the paraprofessionals at our school.

Administrative Requirements

Submit: Chart of Qualifications

- Lists the qualifications of teachers and paraprofessionals.

- Teacher Name
- Current Position (Grade Level/Subject)
- Bachelor's Degree Major and/or Major Equivalency
- Graduate Degree or Special Credentials or Endorsements
- Years of Teaching Experience
- Meets State Qualifications and Licensing
- Paraprofessional Qualifications 

Administrative Requirements

Submit: Four Week Notification (if applicable)

-Sample-
Notice of Teacher Status (4-Weeks)

School: _____ Date: _____

Dear Parent or Guardian:

Our district's goal is to provide your child the best education possible by employing quality teachers and staff providing challenging curriculum and materials, monitoring each student's academic achievement, and communicating regularly with parents. Under ND Code and North Dakota teacher most meet certification requirements for teaching for four or more consecutive weeks. They must have North Dakota certification and demonstrate competence in the subject matter for the grade levels and subjects they teach. These skills are necessary to help every child attain high academic and behavioral standards.

Our district is working to ensure all students are ready for teachers who meet the ND Code requirements, and when necessary, assist employed teachers in obtaining the necessary certification and skills for these positions. This notice is to keep you informed regarding the status of your child's teacher(s).

Currently, one of our teachers, _____ is authorized to teach in North Dakota but has not yet completed the process for complying with ND Code requirements and taught your child for four or more consecutive weeks in the following subject(s):

Teacher qualification status in the subject area:

This teacher is currently teaching under an emergency or other provisional status.

This teacher is currently involved in training and coursework to obtain North Dakota teaching certification and/or is currently completing the necessary coursework with restriction (in regards related to their grade levels and subject assignments).

It is your right to request further information regarding the qualifications of your child's teacher(s). If you would like to request such information, please contact:

Sincerely,

➤

➔

Administrative Requirements

Submit: School District Profile

Dear Parents and Patrons,

Every year, the **[Name]** Public School District, in cooperation with the North Dakota Department of Public Instruction, publishes an annual progress report on student achievement called the School District Profile. This profile is now available for your review. This report demonstrates the progress our students are making in terms of our challenging academic standards.

You may access the *School District Profile* for the **[Name]** School District on the Department of Public Instruction's website, www.dpi.state.nd.us/dpi/reports/profile/index.shtm. Simply select the **[Name]** School District and the most recent year to access the various reports available. If you prefer, the staff at your local school or our central office will assist you and provide a printed copy for you to review.

Administrative Requirements

Submit: School AYP Notification and Report

➔ Must Send Both!

Administrative Requirements

Submit: District AYP Notification and Report

Don't forget the District!

➔ Must Send Both!

Administrative Requirements

OR Submit: One Letter Explaining Both and Include All the Reports

District, School and School AYP Reports

Administrative Requirements

Submit: Be Sure to also Include Non-Title I Buildings

➔ Must Send Both!

Targeted Assistance and Schoolwide

Submit: For all Title I paid staff either a:

- Fixed schedule, OR
- Time and effort log

Targeted Assistance and Schoolwide

Submit: Assurance of Time

- Bi-annual Requirement

Targeted Assistance and Schoolwide

Aide/Paraprofessional Requirements

- Direct supervision
- Not responsible for sole instruction
- Meets requirements of NCLB
- Obtained Paraprofessional Certificate of Completion
- Allowable duties

Schoolwide Requirements

Submit: Chart or Narrative

This documentation should include the name of the aide/paraprofessional, description of duties, paraprofessional certificate of completion number OR North Dakota teaching license number, and the funding source from which they are paid.

Aide/Paraprofessional Name	Duties	Certificate of Completion or Teaching License Number	Funding Source
TYL A.06P93/080001	Classroom aide paraprofessional - Assists with classroom management and provides instructional services under the direct supervision of the classroom teacher. Also assigned to assist, tutoring, and/or enrichment duties.	TL 40001	Schoolwide Title I Funds
TYL A.06P93/080002	Special Education Aide - Works individually with an autistic child in grade 5.	TL 40002	Special Education Funds
TYL A.06P93/080003	Classroom aide paraprofessional - Assists individual students with math, reading, language arts or science and is one-on-one with students in the classroom acting as much as possible. This assistant will be under the direct supervision of instructional reading specialist and will require classroom teacher. Assistance will be offered to all students as needed.	CCC 46999	Schoolwide Title I Funds
TYL A.06P93/080004	Library aide paraprofessional - Reads storybooks to the children in the morning before school starts. Discusses the stories with them as she reads.	CCC 46997	Local Funds
TYL A.06P93/080005	Absence Officer	Not Instructional	SEA Funds
TYL A.06P93/080006	Classroom Management - Assists with classroom management in Grade 6 as well as computer lab assistance.	Not Instructional	Local Funds

Targeted Assistance

Student Selection

- Objective, uniform, and educationally related criteria
- Multiple criteria
- Uniformly applied to all students
- Can vary per grade level
- Student selection worksheet
- Teacher referral form
- Rank students according to need
- Student caseload

Targeted Assistance Responsibilities

Submit: List of Eligibility Criteria by Grade Level

Expand of Criteria

Examples include:

- Students who receive a low score on the NWEA Assessment.
- Students receiving a grade of "C" or lower on their report card in reading.

Grade	Criteria
Kindergarten	_____
First Grade	_____
Second Grade	_____

Targeted Assistance Responsibilities

Sample Teacher Referral Form

- The teacher referral form may be used as one source of selection criteria.
- The teacher referral form also must be objective, however, subjective criteria is allowed for grades K-2.

TEACHER REFERRAL FORM

Student Name _____ Date _____
 Teacher Name _____ Grade _____
 School _____

■ Rank overall student performance as a whole in classroom

Above 70% percentile _____
 Between 50 to 70% percentile _____
 Below the 50% percentile _____

■ Has the student ever repeated a grade?

Yes _____
 No _____

■ Has the student been served by Title I in the past?

Yes _____
 No _____

Based on the criteria listed above:

I do recommend Title I services for this student _____
 I do not recommend Title I services for this student _____

Targeted Assistance Responsibilities

Submit: List of Eligibility Criteria by Grade Level AND

Submit: Sample Student Selection Worksheet

Examples include:

- Students who receive a low score on the NWEA Assessment.
- Students receiving a grade of "C" or lower on their report card in reading.

Student's Name	1	2	3	4	Total	Rank

Targeted Assistance Responsibilities

Submit: Supplemental Caseload Questionnaire

- Number of students served is referred to as caseload.
- Average caseload is 25-35 students.
- Over 45 students is an issue.



Supplemental Questionnaire on Title I Caseload (Submission #15)

Other questions regarding a Targeted Assistance caseload due the self-monitoring review. It is the policy of the State Title I Office to post numbers regarding the caseload. The supplemental questionnaire refers to the number of students served under your Title I Targeted Assistance program as identified through your selection criterion. Please answer all questions below and return this form to the State Title I Office as part of your self-monitoring submission.

REPORT CASeload

Year	Number of students served	Number of students served by grade level
2010-2011		
2011-2012		
2012-2013		
2013-2014		
2014-2015		

■ The Title I caseload is determined by adding together the number of Title I students served under your program as determined by your selection criterion and the number of students served under your Title I Targeted Assistance program as identified through your selection criterion. Please answer all questions below and return this form to the State Title I Office as part of your self-monitoring submission.

■ Please provide the following information for each year of the caseload:

■ How many students were served by your Title I Targeted Assistance program in each year?

■ How many students were served by your Title I Targeted Assistance program in each year by grade level?

■ How many students were served by your Title I Targeted Assistance program in each year by gender?

■ How many students were served by your Title I Targeted Assistance program in each year by ethnicity?

Targeted Assistance Responsibilities

Parent Permission Notations

- Documentation of Rejecting Services
- Only Serve Students Selected

Submit Parent Permission Letter



Parent Notification - Upper Elementary

Dear Parents,

Your child _____ has been selected for Title I services.

The goal of this Title I program is to assist your child in developing and expanding the reading, language arts, and math skills taught in the classroom. These one, three, or weekly services are provided in addition to the regular instruction your child is receiving in the classroom.

Please let this notification be a guide for you. If you have any questions regarding your child's participation in the Title I program,

Yes, I grant permission for my child to receive Title I services.
 No, I decline Title I services for my child.

Parent Signature _____ Title _____
Please print name. Return the signed permission form separate from this notification. Your child will not be automatically served by Title I.

Targeted Assistance Responsibilities

Can I Help Non-Title I Students?

- Non-Title I students may only be served on an incidental basis.
- Can't just have as needed students that are not on eligibility list.
- For instance, it is illegal for a Title I teacher to work with a particular reading group on a regular basis.



Targeted Assistance Responsibilities

Communication with Classroom Teachers

- Documented communication. (meetings, weekly lesson plans, emails...)
- Alignment between Title I services and classroom instruction.
- Reinforces supplemental instructional approaches.


Submit: Classroom Communication Sheets



Targeted Assistance Responsibilities

Submit: Student Progress Report

➤ This progress report contains both subjective and objective information for assessment. It also contains a section for teacher observation to be reported.



Schoolwide Requirements


Documentation of the Ten Components

- Comprehensive Needs Assessment
- Schoolwide Reform Strategies
- Strategies for All Students
- Strategies Aligned with State and Local Improvement Plans
- Highly Qualified Teachers and Aides/Paraprofessionals
- Professional Development
- Preschool Transition Program
- Struggling Students Receive Planned Intervention Assistance
- Strategies for High Quality, Qualified Teachers
- Coordination of Programming



Schoolwide Requirements

How to Document the Requirements




www.dpi.state.nd.us/title1/springwkshp/components.shtm

Schoolwide Requirements

Submit: One of the Listed Documentation Types

➤ For each of the ten schoolwide requirements a list of documentation types is provided!



Important Notes on Ten Schoolwide Requirements

Notations:

- All requirements reported in monitoring must be aligned to schoolwide plan.
- All reference to other informational sections must be listed within each requirement section.
- RED FLAG INDICATOR: If your monitoring indicates different components than are listed in your schoolwide plan, it can result in request to redo schoolwide plan.

Targeted Assistance and Schoolwide

Scientifically-Based Research

- The *No Child Left Behind* Act uses the phrase "scientifically based research" one hundred and eleven times.
- Educators are to use research to guide planning and instruction.
- Title I programs must *use effective methods and instructional strategies that are based on scientifically based research that strengthens the core academic program of the school* (Section 1115,c(1)c).

Other Monitoring Reviews

Monitoring for NCLB Requirements

- Title I Self-Monitoring Process
- Adequate Yearly Progress (schools and districts)
- *Parents' Right to Know Clause*
- Program Improvement Notifications (schools and districts)
- Aide/Paraprofessional Qualifications in Title I Schools



How Do I Keep Informed?

Title I Resources

- Title I monthly newsletters
- Title I website
- Title I meetings
- Regional workshops/spring meetings
- IVN sessions
- Update memos and mailings



Still Need Further Help?

Sample Self-Monitoring Packet

- Entire packets with examples of all required documentation will be available on the Title I website!
- <http://www.dpi.state.nd.us/title1/targeted/resource/monitor/index.shtm>



Questions

Nita Wirtz

Assistant Director, Title I

ND Department of Public Instruction

(701) 328-1876

nwirtz@nd.gov

