

**New Administrators' Conference
August 6, 2009**

**Title I Update
Agenda**

- **Title I ARRA Funds**
 - ✓ General Overview of ARRA Funding in North Dakota
 - ✓ ARRA Timeline
 - ✓ ARRA Guidance (www.dpi.state.nd.us/title1/present/050409/07.pdf)
 - ✓ Key Reminders or Updates on the Title I ARRA Funds
 - ✓ Sharing Ideas on the Use of Title I ARRA Funds
 - ✓ Title I ARRA Carryover
 - ✓ ARRA Reporting Requirements

- **Resources**
 - ✓ TEAM News – Title I/Special Education Monthly Newsletter
 - ✓ Research – Resources – Report (RRR)
 - ✓ Title I Website Resources
 - ✓ Title I Statewide System of Support (SSOS)

- **Title I Regulations**
 - ✓ Dissemination Requirements for School and Districts Receiving Federal Funds
 - ✓ Title I Fiscal Toolkit

- **Adequate Yearly Progress**
 - ✓ AYP – Program Improvement Update
 - ✓ AYP Dissemination Requirements

- **Title I Monitoring**
 - ✓ Title I Monitoring Concerns from the 2008-2009 School Year
 - ✓ List for 2009-2010 School Year

- **Professional Development Training**
 - ✓ 2009 Fall Title I/Special Education Fall Conference

- **Title I Reports**
 - ✓ Mid Year and Final Financial Report (SFN 7822)
 - ✓ Personnel Report (SFN 7357)

- **Title I August Mailing**

- **“What Do I Need to Do” Checklist**

- **2009 North Dakota Legislative Action Pertinent to Title I**

If you have any questions concerning any of the issues addressed, please contact:

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General Overview of American Recovery and Reinvestment Act Funding in North Dakota (Funds for Education)

- **Title I, Part A (\$27,437,104)** – The American Recovery and Reinvestment Act of 2009 (ARRA) provides significant new funding for Title I programs. These funds create an unprecedented opportunity for educators to implement innovative strategies in Title I schools that improve education for at-risk students and close the achievement gaps while also stimulating the economy.

The Title I ARRA electronic application is currently open on the STARS for districts to begin inputting information. The application can be accessed at <https://secure.apps.state.nd.us/dpi/starsStimulus/Login.aspx>.
- **Special Education (\$27,413,988)** – The ARRA Special Education funds will flow through the Special Education units in North Dakota just like the regular Special Education fund. The Special Education units are in the process of submitting their grant applications to DPI to get approval for the funds. There is no specific due date. As with Title I, the ARRA Special Education funds follow the same rules and regulations as the regular Special Education funds.
- **School Improvement (\$7,145,000)** – States are allowed to reserve 4% of their Title I and ARRA funds for schools in program improvement. These funds become available on July 1, 2009, and there is no application process to the USDE. In addition, states will receive a separate ARRA School Improvement grant. States must submit a grant application to the USDE and get approval before subgranting out these funds.
- **Title II, Part D (\$3,209,375)** – States will also receive a Title II, Part D ARRA grant specifically for technology. It is unclear at this time whether these funds will be distributed through a formula or competitive grant.
- **Homeless (\$175,966)** – States also received a Homeless Youth ARRA grant. Districts that reported homeless children on the STARS during the 2008-2009 school year were eligible to apply for these funds. The Title I homeless unit granted out these funds in July 2009.
- **Supplemental One-Time State Grants (\$85,644,377)** – The ARRA funds originally under the purview of the Governor's office were included in the foundation aid formula during the 2009 legislative session. The State Legislature then appropriated \$85,644,377 of state funds for Supplemental One-Time State Grants. These funds will be distributed to districts in four equal installments beginning in September 2009.

- **Questions** – DPI Contacts for the ARRA Funding Include:
 - Title I ARRA Funds
Laurie Matzke, Director
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(701) 328-2284
 - School Improvement ARRA Funds (1003G)
Laurie Matzke, Director
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 - Homeless ARRA Funds
Tara Bitz, Program Administrator
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(701) 328-4646
 - Title II Part D ARRA Funds
Patricia Laubach, Standards & Achievement
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 - IDEA ARRA Funds
Bob Rutten, Director
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(701) 328-4561
 - IDEA ARRA Funds
Brenda Oas, Assistant Director
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 - IDEA ARRA Funds
Kathy Smith, Grants Manager
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 - State Supplemental Grants
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American Recovery and Reinvestment Act

Timeline

- **February 17, 2009** – The American Recovery and Reinvestment Act (ARRA) was signed into law.
- **April 1, 2009** – The North Dakota Department of Public Instruction (DPI) received estimated federal allocation amounts for the 2009-2010 school year, as well as final amounts under the Title I ARRA. North Dakota's totals include:
 - ✓ \$35,597,005 – Title I regular allocation
 - ✓ \$27,437,105 – Title I ARRA allocation

The department then generated and posted federal allocation amounts for school districts for the 2009-2010 school year at www.dpi.state.nd.us/grants/Public09_10.pdf on the department's website for the following programs:

- ✓ Title I Estimated Allocations
- ✓ Title I Final ARRA Allocations
- **May 2009** – The North Dakota State Legislature provided the spending authority for the stimulus funds.
- **May 5, 2009** – The Title I ARRA application was opened for districts to begin completing their application to access the stimulus funding. No due date has been set to complete the Title I ARRA application.
- **May 2009** – The state Title I office created a form entitled "Title I – Pre Award Cost Approval Request". This form allows districts to obtain approval on pre award costs until the application can be approved.
- **July 2009** – The USDE released guidance on the following topics:
 - ✓ Reporting Requirements
 - ✓ Waiver Provisions
- **July 2009** – Districts submit their 2008-2009 Title I Final Financial Report to determine carryover for the subsequent school year.
- **August 2009** – Districts complete and submit the Consolidated Application for Federal Title Funding.
- **2009-2010 School Year** –
 - ✓ Districts will be required to submit ARRA reports outlining how these funds are being utilized
 - ✓ Districts can complete budget revisions as needed to revise how to use these funds or to obligate funds that were previously set aside or unobligated
 - ✓ Districts must establish on their websites a section for sharing and reporting the uses of the ARRA funds received
- **September 30, 2010** – Districts complete a Title I Final Financial Report to close out the spending of the 2009 Title I ARRA expenditures.
- **October 1, 2010 – September 30, 2011** – Districts will either do a budget revision or a second Title I ARRA application to access the Title I ARRA carryover funds for one additional year.

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Key Reminders or Updates on the Title I ARRA Funds

- The Title I ARRA electronic application is currently open on the STARS for districts to begin inputting information. The application can be accessed at <https://secure.apps.state.nd.us/dpi/starsStimulus/Login.aspx>. District and school personnel will use the same user ID and password that you use for the regular consolidated application.
- Each district has been assigned a Title I program staff member to answer Title I questions on the application. This list is available at www.dpi.state.nd.us/title1/Legislative/stimulus/conappcontact.pdf on the Title I website.

Your contact person's phone number and email address are included on the list. When you have your application completed, you can email or call your Title I contact person to review it for accuracy. **Please do not press the submit button until your Title I contact person has informed you that your application is approvable.**

- The state Title I office has created a form entitled "Title I – Pre Award Cost Approval Request". This form allows districts to obtain approval on pre award costs until the application can be approved.
- Jerry Coleman, in the School Finance Office at DPI, has created a separate project code for reporting the Title I ARRA funds. A document listing the accounting codes for the ARRA stimulus funds can now be accessed at www.dpi.state.nd.us/finance/finance/2009-11%20project%20codes.pdf on the department's website.
- The grant period for the Title I ARRA funds is from the date the application is approved through September 30, 2010. At that time, districts will need to complete a Title I Final Financial Report and report the amount of Title I ARRA funds spent to date. The remaining funds will then be issued as carryover to districts to use from October 1, 2010 through September 30, 2011.
- The secretary of education has announced that the USDE will consider a request for a waiver with regards to the use of Title I ARRA funds for certain regulations. Several of the waivers pertain to Title I program improvement. However, there will also be a waiver regarding the SEA's ability to grant to its LEAs waivers of the carryover limitation more than once every three years (Section 1127(b)).
- The department has not yet set a due date for the Title I ARRA applications to be submitted.
- The Title I ARRA application must be printed out and approved at a school board meeting. The application cannot be submitted without a date indicating when it was approved by the school board.

- The USDE has released guidance on the following two topics:
 - ✓ Reporting Requirements
 - ✓ Waiver Provisions

We have posted the USDE guidance at www.dpi.state.nd.us/title1/Legislative/index.shtm on our website.

- Districts are reminded that they need to have a dedicated place on their website for sharing and reporting information pertaining to the ARRA funds.
- If a district's allocation is \$500,000 or more, then they are required to set aside 1% of their district's Title I allocation for parent involvement. If a district's regular Title I allocation and the ARRA Title I allocation together total \$500,000 or more, they must reserve 1% for parent involvement activities.
- Districts are reminded that they can do budget revisions as often as necessary to revise how they are using the ARRA funds or to add activities using unobligated funds throughout the year.

Sharing Ideas on the Use of Title I ARRA Funds

▪ **Stretch Out ARRA Funds**

Many districts are choosing to stretch out the use of the Title I ARRA funds over a two-year period. On the Title I ARRA applications, it is common to see half of the funds outlined in the Title I activities section for the 2009-2010 school year, and half of the funds put into unobligated for the 2010-2011 school year.

▪ **Stretch Out Regular Title I Funds**

Similarly, in order to stretch out the use of the regular Title I funds, districts are using some of the Title I ARRA funds to pay a portion of the salary for existing Title I staff. Therefore, they can then carry over some of their regular Title I funds as well.

▪ **Intervention Specialist**

Several districts have requested to hire an intervention specialist to target the at-risk students as well as address weak areas that could lead to the school or district being identified for program improvement. This specialist can work with struggling students, coach teachers on exemplary methods of reaching at-risk youth, coordinate professional development designed to impact at-risk students, coordinate parental involvement, and other duties to achieve the goals of the Title I program.

▪ **Braided Funding**

We are seeing several districts making use of braided funding in order to implement initiatives schoolwide or districtwide. Title I ARRA funds are being combined with Special Education ARRA funds or other federal funds to offer the following services:

- ✓ Instructional Coaches
- ✓ RTI Initiatives
- ✓ Intervention Specialists
- ✓ Supplemental Reading Materials
- ✓ After School Programming

▪ **Individual Learning Plan (ILP)**

The state Title I office has been advocating for ILPs on all at-risk youth for the last few years. Stanley Public School District presented at our Program Improvement Workshop in April on their experience in trying to implement ILPs. Since then, we have seen numerous districts propose to use their Title I ARRA funds for this purpose.

The idea behind an ILP is that the needs of individual students are different, and thus, must be addressed differently (one size does not fit all). An ILP typically looks at student strengths and weaknesses, sets individual goals, outlines research based interventions to attain goals, assigns the individual responsible, sets a timeline, and finally, evaluates progress.

An ILP can be a powerful tool for individualizing instruction, promoting a team approach, and collaborating efforts in teaching (i.e., teacher, resource staff, and parents all working together to help the student) and subsequently raising the academic achievement of at-risk students.

Title I funds can be used to pay personnel to create an ILP on all non-proficient students. This is an excellent way to use existing staff without hiring new teachers.

American Recovery and Reinvestment Act

Title I ARRA Carryover

The grant period for the Title I ARRA funds is from the date the application is approved through September 30, 2010. At that time, districts will need to complete a Title I Final Financial Report and report the amount of Title I ARRA funds spent to date. These remaining funds will then be issued as carryover to districts to use from October 1, 2010 through September 30, 2011.

Title I Part A ARRA funds are FY 2009 funds. Accordingly, their initial period of availability ends on September 30, 2010, and all unobligated Title I Part A ARRA funds become carryover as of that date. Subject to the limitation described in C-17, an LEA may carry over any unobligated Title I Part A ARRA funds to the fiscal year ending September 30, 2011.

“Title I law states that school districts may only carryover a certain percentage of the current school year allocation based on the amount of the allocation.”

If your allocation for the current school year is	Your maximum carryover percent of the current year’s allocation	Example of how to figure carryover
Over \$50,000	15%	If your allocation was \$36,432 X 30% = \$10,929.60 maximum carryover. Anything over \$10,929.60 would be considered excess carryover.
Over \$45,000	20%	
Over \$40,000	25%	
Over \$35,000	30%	
Over \$30,000	35%	
Over \$25,000	40%	
Over \$20,000	45%	
\$20,000 or Less	50%	

An SEA may waive the 15% carryover limitation for an LEA once every three years if it determines that the LEA’s request is reasonable and necessary.

If a school district has more carryover than allowed for a school year, the school district has a waiver option: A school district can opt to request a waiver to keep the excess carryover funds once every three years. If the school district decides to keep the funds, the excess carryover is then added to the current year’s allocation for that school district and they can spend the funds during the following school year.

A district’s carryover is determined when the Final Financial Report is processed. The state Title I office takes the total amount of funds available for the current school year and subtracts the total expenditures (column two of the Final Financial Report). Keep in mind that if a school district had unobligated Title I funds, those funds are included in the carryover amount. The carryover amount is listed at the bottom of the Title I Financial Report – SFN 7822. A copy of the approved Title I Financial Report is sent to both the Title I authorized representative and the business manager.

The USDE Secretary will waive the provision in section 1127(b) of the ESEA prohibiting an SEA from granting a waiver of the carryover limitation more than once every three years for the Title I ARRA funds.

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ARRA Reporting Requirements

To prevent fraud and abuse, support the most effective uses of ARRA funds, and accurately measure and track results, recipients must publicly report on how these funds are used. Due to the unprecedented scope and importance of this investment, ARRA funds are subject to additional and more rigorous reporting requirements than normally applies to other grants.

There are two key reporting requirements that pertain to the ARRA funds:

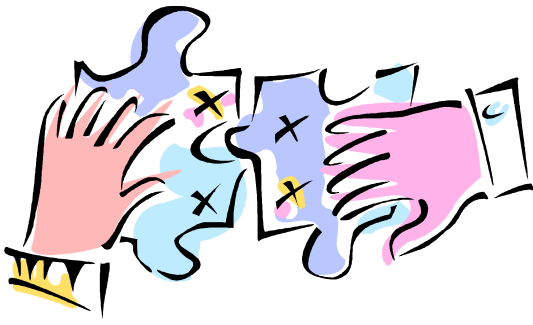
- Each LEA receiving Title I ARRA funds must report a school-by-school listing of per-pupil educational expenditures from state and local sources. We have been informed that this report will tentatively be due to the state department in December 2009.
- Each recipient that receives ARRA funds from a Federal agency must submit a quarterly report to that agency that contains –
 - the total amount of recovery funds received from that agency;
 - the amount of recovery funds received that were expended or obligated to projects or activities;
 - a detailed list of all projects or activities for which recovery funds were expended or obligated; and
 - detailed information on any subcontracts or subgrants awarded by the recipient.

School districts **MUST** maintain a **separate** budget for this Title I funding source, as there are specific reporting requirements for the Title I ARRA funds. The USDE has released guidance on the reporting requirements. The guidance is available on our website at <http://www.dpi.state.nd.us/title1/Legislative/index.shtm> on the Title I website. Listed below are the CFDA numbers for each funding stream so that your business manager can record them separately.

- Federal Title I Funds CFDA – 84.010
- Title I ARRA Funds CFDA – 84.389A

Jerry Coleman, in the School Finance Office at DPI, has created a separate project code for reporting the Title I ARRA funds. A document listing the accounting codes for the ARRA stimulus funds can now be accessed at www.dpi.state.nd.us/finance/finance/2009-11%20project%20codes.pdf on the department's website.

The President and Secretary are committed to ensuring that ARRA funds are spent with an unprecedented level of transparency and accountability. Therefore, each state and LEA that receives Title I ARRA funds must report on how those funds were spent at www.recovery.gov.



TEAM NEWS

(Together Everyone Achieves More)

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July 2009

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Title I Vacant Position Filled!

The state Title I office is pleased to announce that Ann Ellefson will be rejoining the Title I unit, filling the vacant assistant director's position. Ann's knowledge and experience in Title I and program improvement issues will be invaluable to the Title I unit.

The consolidated application and program improvement contact lists have been updated to reflect those districts assigned to Ann. The lists can be accessed on the Title I website at:

Consolidated Application list:

www.dpi.state.nd.us/title1/Legislative/stimulus/conappcontact.pdf

Program Improvement list:

www.dpi.state.nd.us/title1/progress/present/picontact.pdf

Welcome aboard, Ann!

21st Century Community Learning Center Happenings

June and July have been very busy months with renewal applications due in the state office. Grant awards went out the first week of July. Nearly 20 individuals from North Dakota, who work in the 21 CCLC program traveled to Nashville, TN to attend the 2009 Summer Institute. There were over 2,200 attendees at this conference. There were numerous breakout sessions during the conference related to after-school programming.

There will be a directors meeting July 28-30 in Bismarck at the Kelly Inn to review last year's activities and to kick off the new grant year.

Directors' Reports

ARRA Update

By: Laurie Matzke, North Dakota Director of Title I

Listed below is a status report on key issues in the American Recovery and Reinvestment Act (ARRA):

- Title I ARRA Applications – To date, approximately one third of the ARRA applications have been approved. Another one third have been reviewed and are close to being approved. The remaining one third are districts who either had a late start in completing the application or are waiting until school starts to get staff input into how the extra funds can best be utilized.
- Meeting with USDE Staff – On July 22-24, 2009, staff in the Title I unit attended the annual Title I State Director's Meeting in Washington, D.C. We received direct presentations from the U.S. Department of Education (USDE) staff and had opportunities to visit with Title I directors from other states. States received updates on the following issues:
 - Secretary of Education Arne Duncan addressed the group. He discussed the Race to the Top, ARRA funds, and laid out his educational goals for the future. His four goals included:
 1. Have common assessments and measures nationwide
 2. Have transparent data systems to measure progress annually
 3. Plan to retain talented educators
 4. Turn around underperforming schools
 - A panel of USDE staff addressed the group on the following topics:
 - ✓ ARRA reporting requirements
 - ✓ USDE monitoring priorities
 - ✓ Guidance on uses of ARRA funds
 - ✓ School improvement funds
 - ✓ Title I waiver guidance
 - Friday, July 24, 2009, was supposed to include round-table discussions on key ARRA issues. However, the USDE staff was called back to the Department of Education and therefore unable to facilitate the discussions.
- Secretary of Education Conference Call – On July 7, 2009, Secretary of Education, Arne Duncan, hosted a conference call for district superintendents to provide an update on the ARRA. The conference call spent considerable time discussing the Race to the Top ARRA funds. They reiterated that the following guidance documents were close to being released:
 - ✓ Guidance on Uses of Funds
 - ✓ Reporting Guidance
 - ✓ Title I Waiver Guidance
 - ✓ School Improvement Grants Guidance
 - ✓ Title II Part D Stimulus Guidance

There was a Q&A at the end of the call. None of the questions were relevant to issues facing North Dakota.

- Title I ARRA Waiver Guidance – On July 2, 2009, the department issued draft guidance on how to request waivers under Title I Part A of the Elementary and Secondary Education Act (ESEA) specific to the ARRA funding. This guidance is for SEAs, LEAs, Indian tribes, and schools that receive funding under Title I Part A.

The ARRA Waiver Guidance is now available at www.ed.gov/policy/gen/leg/recovery/programs.html. The draft invites requests for waivers of certain Title I Part A requirements, lays out the process for states and LEAs to obtain waivers, and assists you with your submissions, providing examples of the different waiver requests.

North Dakota is in the process of drafting our Title I ARRA waiver request to the USDE on behalf of our school districts. We will provide a draft for you to review before it is submitted.

- ARRA Reporting Guidance – On Monday, July 22, 2009, the Office of Management and Budget (OMB) published *Implementing Guidance for the Reports on Use of Funds Pursuant to the American Recovery and Reinvestment Act of 2009* (“Recovery Act”). This guidance implements the reporting requirements included in Section 1512 of the Recovery Act for recipients of grants, loans, and other forms of assistance. The reports required by Section 1512 will be submitted by recipients beginning in October 2009 and will answer important questions such as:
 - Who is receiving Recovery Act dollars and in what amounts?
 - What projects or activities are being funded with Recovery Act dollars?
 - What is the completion status of such projects or activities and what impact have they had on job creation and retention?

The reporting guidance is not very reader-friendly. Once we have a better handle on exactly what is required and in what format, we will provide additional information to all school districts.

- Title I ARRA Website – As a reminder, in an effort to keep school personnel apprised of new developments regarding the American Recovery and Reinvestment Act, the state Title I office has created a dedicated website to house all information pertaining to the additional funds that we will receive. Information regarding the American Recovery and Reinvestment Act can be accessed at www.dpi.state.nd.us/title1/Legislative/index.shtm on the Title I website.

ARRA Funding and the IDEA

By: Bob Rutten, North Dakota Director of Special Education

If you're involved in public education chances are high that you've heard at least some discussion about the “stimulus funding” that is directed toward public education through the American Recovery and Reinvestment Act (ARRA) of 2009. This act was passed by Congress and the President to create jobs and to stimulate economic progress.

According to the U.S. Secretary of Education, Arne Duncan, ARRA funding that was appropriated for education is also intended to build “a foundation to reform America’s schools, invest in proven solutions to help our students succeed, and cultivate a new culture of accountability for teaching and learning.” This funding, in Secretary Duncan’s words, represents “the largest one-time Federal investment in education in our nation’s history, more than \$100 billion to help save and create teaching jobs, preserve needed learning programs, and increase college access.”

A significant portion of the new ARRA funding is directed for Part B of the Individuals with Disabilities Education Act (IDEA). North Dakota will receive more than \$27 million to ensure that children with disabilities, including children aged three through five, have access to a free appropriate public education that will help prepare them for further education, employment, or independent living.

Earlier this year the NDDPI provided guidance for North Dakota schools about the requirements for utilization of these funds. A point that was emphasized repeatedly is that the President “has made clear that every dollar spent under the ARRA will be subject to the most stringent standards of accountability and transparency.” This summer staff from the Fiscal Management Office and the Office of Special Education at the ND Department of Public Instruction have been receiving and processing local applications for use of funds for the IDEA under the American Recovery and Reinvestment Act.

One of the greatest challenges for special education administrators has been to assure that their applications for use of these special funds align with core reform goals outlined by the U.S. Department of Education. Possible uses of the

ARRA IDEA recovery funds, based on the core reform goals, served as the focus of guidance created by the NDDPI Office of Special Education. Appropriate possible uses of the ARRA IDEA funds include:

- Obtain state-of-the-art assistive technology devices and provide training in their use to enhance access to the general curriculum for students with disabilities.
- Provide intensive district-wide professional development for special education and regular education teachers that focuses on scaling-up, through replication, proven and innovative evidence-based school-wide strategies in reading, math, writing, and science, and positive behavioral supports to improve outcomes for students with disabilities.
- Develop or expand the capacity to collect and use data to improve teaching and learning.

AYP Dissemination Requirements

Under the *No Child Left Behind* (NCLB) Act, all districts and schools are required to send correspondence to the parents of each child enrolled in the district and/or school regarding its Adequate Yearly Progress status. It is imperative that correspondence be included with the AYP reports to explain them to parents.

Federal law mandates that this notification take place in a timely manner. For schools and districts identified for program improvement, this notice must take place prior to the first day of school. For schools that are required to offer school choice, the notice must be sent 14 calendar days before the first day of school. For schools and districts NOT identified for program improvement, this notice must take place at the start of the school year (i.e., as part of welcome back letter or August newsletter).

There are various samples of parent notification letters for schools and districts available on our website at www.dpi.state.nd.us/title1/targeted/general/reauthoriz/notification.shtm. The state Title I office has created communication toolkits for both schools and districts.

Final Allocations Posted

The Department of Public Instruction has received final Title I allocation amounts from the U.S. Department of Education for the 2009-2010 school year. School district allocations have been recalculated for all of the Title I programs. Final allocations are posted on the department's website at www.dpi.state.nd.us/grants/NCLB.shtm. Stephanie Gullickson, grants manager, distributed an email to administrators announcing that final allocations have been posted.

The consolidated application on the STARS has been automatically updated to reflect the final allocation amounts. Districts must review their consolidated application and ensure that their budgets do not exceed the district's final allocation.

New Administrators' Workshop

The Department of Public Instruction and the North Dakota Council of Educational Leaders is sponsoring its annual two-day workshop for first year and new-to-the-state superintendents and elementary, middle level/junior high, and secondary school principals. This workshop will be held in the Brynhild Haugland room at the State Capitol on Thursday, August 6, and Friday, August 7, 2009. Registration will begin at 8:00 am on August 6 and the workshop will conclude at approximately 3:30 pm on August 7.

The state Title I office is scheduled to present information on Title I at a breakout session. We will provide new administrators with information on key Title I issues at 2:45 on Thursday, August 6, 2009.

Please visit www.dpi.state.nd.us/approve/admin.shtm for registration information and forms. If you need additional information, please call Carol Harmsen (701) 328-2266.

Monthly Featured Articles

Early Childhood News

States are increasing their pre-kindergarten options and this is pushing school administrators to think outside their programs to be able to provide high-quality early learning opportunities for more children. Collaboration among public schools, Head Start, child care and faith-based organizations can address many challenges including the need for facilities and more comprehensive services. There are conferences and summits offered throughout North Dakota this fall to offer school districts different options when planning for the early childhood educational needs of their community.

August 4, 2009: Pre-Kindergarten Summit

Engaging Excellence: Opportunities for North Dakota's Preschool Children

ND Heritage Center, Bismarck

To register please email lein_roberta@bah.com

October 7-9: Department of Public Instruction Title I/Special Education Fall Conference

Civic Center, Bismarck

Information will be available in August 2009 at www.dpi.state.nd.us/title1/events.shtm

October 9-10: ND Association for the Education of Young Children and the ND Head Start Association 2009 Annual Conference: Pursuing Patterns in Early Childhood

Seven Seas Hotel and Water Park, Mandan

To register please copy and submit one form per participant from www.ndaeyc.org or www.ndheadstart.com

Upcoming Events:

2004 Scott Foresman Lesson Maps and Template Training Grades K-1 and Grades 2-3

- August 3-6, 2009 in Bismarck, ND

Information can be found at www.dpi.state.nd.us/title1/events/reg_frms_maps.pdf

2009 Title I and Special Education Fall Conference

- October 7-9, 2009 in Bismarck, ND

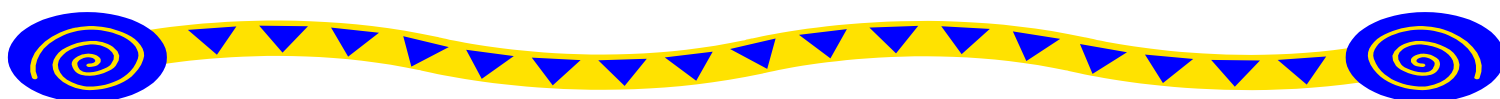
Information will be available in August 2009 at www.dpi.state.nd.us/title1/events.shtm

Title I To Do List

Administrators

- Submit the Title I ARRA Consolidated Application
- Submit the Title I Regular Consolidated Application
- Prepare AYP Dissemination Letter

Enjoy the Rest of Your Summer!



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Research – Resources – Report

1-888-605-1951

July 2009

www.dpi.state.nd.us/title1/index.shtm

Mission: To gather and share current research and resources with educators.

Research And Resources

☞ **A Road Map for Mathematics Achievement for All Students: Findings from the National Mathematics Panel (K-12)**

The National Mathematics Advisory Panel report outlines six overarching recommendations as a comprehensive approach to mathematics education. This research brief from The Center for Comprehensive School Reform and Improvement at Learning Point Associates focuses on the first three topics (curricular content, instructional materials, and learning processes) and the recommendations for PK-12 education.

www.centeroninstruction.org

☞ **An Introduction to Progress Monitoring in Mathematics (K-12)**

This professional development module, posted on the Center of Instruction's website, consisting of a PowerPoint presentation and a presenter's manual, describes progress monitoring, explains common techniques often mistaken for progress monitoring, and discusses application of progress monitoring in mathematics at both the elementary and secondary grade levels. It also provides resources for additional information.

www.centeroninstruction.org

☞ **Ask-the-Expert**

The Ask-the-Expert service provides research services for school improvement efforts. The Center for Comprehensive School Reform and Improvement welcomes requests from all K-12 school stakeholders – teachers, administrators, staff, parents, and students – as well as institutions and practitioners that assist with school improvement efforts.

Email them your question using the online form, or call 877-277-2744, on any topic related to school reform and improvement. You can also review questions asked by others and the expert's answers to them.

http://www.centerforcsri.org/index.php?option=com_content&task=view&id=20&Itemid=13



☞ **I Love That Teaching Idea!**

I Love That Teaching Idea! was founded in 1998 by two elementary school teachers. The company was originally named *The Teachers Toolbox*. Both names represent the vision of the founders, which is to provide elementary school teachers creative, practical and effective ideas and techniques to enhance their enjoyment and performance in the classroom.

Their first product, *Tunes That Teach*, was a self-published book and audio cassette that helps teachers put key concepts to music. The book is now published by Instructional Fair - T.S. Denison, Imprint of McGraw-Hill Children's Publishing. From there, more eBooks and workshops have been developed. Everything developed by *I Love That Teaching Idea!* is designed around their goal of providing practical, ready-to-implement ideas for the busy educator.

<http://www.ilovethatteachingidea.com/index.htm>

☞ **Interactive Map: Navigating the National High School Improvement Landscape**

This map, found on the National High School Center's website, offers state profiles featuring national high school improvement initiatives at work in each state. Each state profile also compares high school graduation requirements with what is required of students entering state university systems.

<http://www.betterhighschools.org/>

☞ **The Evidence on Online Education**

Online learning has definite advantages over face-to-face instruction when it comes to teaching and learning, according to a new meta-analysis released by the U.S. Department of Education.

The study found that students who took all or part of their instruction online performed better, on average, than those taking the same course through face-to-face instruction. Further, those who took "blended" courses (those that combine elements of online learning and face-to-face instruction) appeared to do best of all. This may indicate that the best method of instruction is a balance of both methods.

<http://www.insidehighered.com/news/2009/06/29/online>

Website Resources Available

☒ Title I Publications

www.dpi.state.nd.us/title1/index.shtm

- ✦ Title I/Special Education TEAM News
- ✦ Program Improvement Quarterly News Brief
- ✦ RRR

☒ Guidance

Targeted Assistance

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

- ✦ Title I Summer School
- ✦ Title I Preschool
- ✦ RTI

☒ No Child Left Behind Information

www.dpi.state.nd.us/title1/targeted/general/reauthoriz/index.shtm

- ✦ Aides/Paraprofessionals
- ✦ Teacher Quality
- ✦ Testing and Adequate Yearly Progress (AYP)
- ✦ Scientifically Based Research

☒ Title I Fiscal Resources

www.dpi.state.nd.us/title1/resource/fiscal.shtm

- ✦ Addendums
- ✦ Guidance
- ✦ Contracts
- ✦ Fiscal Toolkit

☒ Research

www.dpi.state.nd.us/title1/research.shtm

- ✦ What Works
- ✦ Scientifically Based Research (SBR)

☒ Title I Fast Fact Series

✦ Targeted Assistance

www.dpi.state.nd.us/title1/targeted/general/facts/index.shtm

- ✦ Schoolwide
- ✦ www.dpi.state.nd.us/title1/schlwide/fastfacts.shtm

☒ Parent Notification Requirements

www.dpi.state.nd.us/title1/targeted/general/reauthoriz/notification.shtm

- ✦ School District Profiles/Report Cards
- ✦ School & District AYP Reports
- ✦ Parents' Right to Know Clause

☒ Title I Presentations

www.dpi.state.nd.us/title1/present.shtm

- ✦ NDCEL Summer Conference – RTI – June 2009
- ✦ Title I IVN – May 2009
- ✦ Program Improvement Workshop – April 2009

☒ Credentials

www.dpi.state.nd.us/title1/credentials.shtm

- ✦ Reading Credentials
- ✦ Math Credentials
- ✦ Secondary Generalist Credential
- ✦ Coordinator Credential
- ✦ Administrative Rules

☒ Upcoming Events

<http://www.dpi.state.nd.us/title1/events.shtm>

- ✦ Title I/Special Education Fall Conference
- ✦ Schoolwide Planning Meetings
- ✦ National Title I Convention

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

Statewide System of Support Consultant Team

The state Title I office has compiled a list of consultants who can assist districts and schools with planning and implementing school improvement activities. These consultants are known as the Statewide System of Support (SSOS) Consultant Team. Team members have expertise in a variety of program improvement areas to provide individualized assistance to schools.

The state Title I office has completed two rounds of successful proposals. The state Title I office has posted the 14 members of the SSOS team and contact information on the Title I website at www.dpi.state.nd.us/title1/resource/support/SSOS.shtm.

Criteria for the SSOS Consultant Team includes knowledge in one or more of the following:

- Effective Instruction in Reading
- Effective Instruction in Math
- Assessments
- Data Analysis
- Instructional Leadership
- Professional Development
- Giving Presentations
- Grant/Plan Review
- Programs Evaluation
- Curriculum Mapping
- Disaggregating Data
- ELL/LEP Instructional Strategies
- Establishing Collective Efficacy
- Data Collection and Organization
- Staff Use Of Data and Strategies
- Evidence-Based Instruction
- No Child Left Behind Regulations
- Working With Diverse Populations
- Assisting with Improvement Readiness
- Reflective Practice and Implementing Plans
- Assisting with Establishing Goals and Activities
- Establishing Local Program Improvement Teams
- Writing and Editing School Improvement Plans
- Generating School Improvement Strategies
- High School Reform
- District/School Reform
- Early Childhood Education
- Parental Involvement
- Response To Intervention
- Instructional Coaching
- Progress Monitoring
- Restructuring
- Principal Walk-Through
- Differentiated Instruction
- Adolescent Literacy
- Curriculum-Based Measurement
- Data-Based Decision Making

Title I Statewide System of Support (SSOS) Consultant Team Members 2009-2010

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Jean Valer and Jane Haught

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**North Dakota Department of Public Instruction
State Title I Office**

**Dissemination Requirements for Schools and Districts Receiving Federal Funds
2009-2010**

At the beginning of each school year, federal law requires schools and districts receiving federal funds to notify parents of particular components outlined in the law. The purpose of this document is to assist schools and districts regarding these dissemination requirements.

What is the requirement?	What is this?	When should it be shared?	Where can sample correspondence be found?
● School AYP Report	School AYP reports are generated each year for each school in the state. These reports reflect the <u>school's</u> performance based on the year's state assessment results.	*Federal law mandates timely notification	www.dpi.state.nd.us/title1/targeted/general/reauthoriz/school.shtm
● District AYP Report	District AYP reports are generated each year for each district in the state. These reports reflect the <u>district's</u> overall performance based on the year's state assessment results.	*Federal law mandates timely notification	www.dpi.state.nd.us/title1/targeted/general/reauthoriz/district.shtm
● School District Profile (a.k.a. District Report Card)	The state generates School District Profiles (also known as District Report Cards) each year for parents and the public. This profile reflects the academic achievement of students at the state, district, and school building level.	Immediately after release (Winter 2009)	www.dpi.state.nd.us/title1/targeted/general/reauthoriz/district.shtm
● Dispute Resolution Procedures	Federal regulations require that each state and district adopt written procedures for receiving and resolving disputes pertaining to any of the federal Title programs. Parents need to be provided with a copy of your dispute resolution policy.	Start of School (September 2009)	www.dpi.state.nd.us/title1/dispute.pdf
● Parents' Right To Know Clause	NCLB requires schools receiving Title I funds to notify all parents that they have the right to request information regarding the professional qualifications of instructional staff (certified and non-certified) at the school.	Start of School (September 2009)	www.dpi.state.nd.us/title1/targeted/general/reauthoriz/school.shtm
● Non-highly qualified staff teaching for four weeks or more	NCLB requires teachers to meet certain requirements if teaching for four or more consecutive weeks. If a teacher does not meet these requirements, schools are responsible to notify parents.	As Needed	www.dpi.state.nd.us/title1/springwkshp/fourweek.pdf

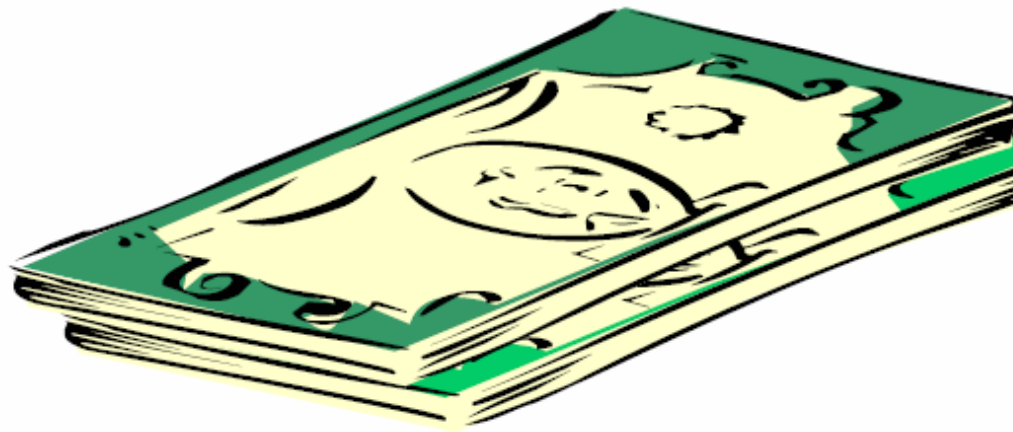
* Timely notification is defined as:

- Schools required to offer school choice – Notification must take place 14 days prior to the start of school.
- Schools/Districts identified for program improvement – Notification must take place prior to the first day of school.
- Schools/District NOT identified for program improvement – Notification must take place at the start of the school year (i.e., as part of welcome back letter, August newsletter).

North Dakota Department of Public Instruction

Dr. Wayne G. Sanstead, State Superintendent
600 E. Boulevard Ave., Dept. 201
Bismarck, ND 58505-0440

Title I Fiscal Toolkit



This document can be accessed online at
www.dpi.state.nd.us/title1/resource/fiscal.shtm.

Title I Fiscal Toolkit Index

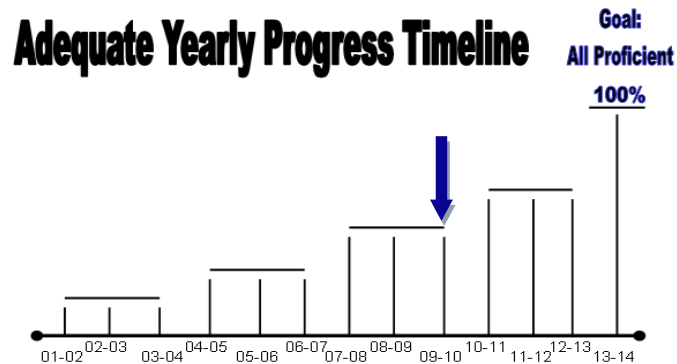
- Checklist of Fiscal Responsibilities for Title I Authorized Representatives and Business Managers
- Eligibility for a Title I Grant
- Title I Allocations
- General Title I Fiscal Policies
- Authorized Title I Activities
- Cost Codes
- Contract Requirements
- 5% Teacher Quality
- Title I Budget Revisions
- Mid Year and Final Financial Report
- Addendums
- Title I Carryover Requirements
- Incorporating Other Funds into the Title I Budget
- Supplement not Supplant
- Co-mingling Schoolwide Funds
- Common Concerns on Title I Expenditures

Adequate Yearly Progress/Program Improvement Update

■ 2008-2009 Adequate Yearly Progress Reports

The department created Adequate Yearly Progress (AYP) reports for every school and district in the state for the 2008-2009 state assessment data. The information was shared with school personnel, confidentially, through the State Automated Reporting System (STARS), and subsequently posted on the department's website in May 2009.

■ Adequate Yearly Progress Timeline



■ Interpreting AYP Reports

The department provides guidance regarding the interpretation of these AYP reports. These instructions aid educators and the public to better understand the major components of the AYP reports. This guidance will answer many of the most frequently asked questions surrounding the calculation of AYP. These instructions, as well as additional information on AYP, can be accessed on the department's website at www.dpi.state.nd.us/testing/account/AYP0809.pdf. The direct link to this document is also posted at the top of each AYP report.

School Program Improvement	
Number of public schools in North Dakota	465
Number of Title I public schools in North Dakota (approximate)	312
✓ Number of schools that did not make AYP on the 2008-2009 NDSA	115
✓ New schools identified for program improvement for 2009-2010	32
✓ Number of schools removed from program improvement status for 2009-2010	0
✓ Total Number of schools in program improvement for 2009-2010	60

District Program Improvement	
Number of public districts in North Dakota	183
Number of Title I public districts in North Dakota (approximate)	157
✓ Number of districts that did not make AYP on the 2008-2009 NDSA	42
✓ New districts identified for program improvement for 2009-2010	13
✓ Number of districts removed from program improvement status for 2009-2010	1
✓ Total Number of districts in program improvement for 2009-2010	33

Adequate Yearly Progress Dissemination Requirements

Dissemination Requirements

Under the *No Child Left Behind* (NCLB) Act, all districts and schools are required to send correspondence to the parents of each child enrolled in the district and/or school regarding its Adequate Yearly Progress (AYP) status. The notice to parents should be written in an understandable format and, when applicable, in a language that parents can understand. Federal law mandates that this notification take place in a timely manner.

- For schools required to offer school choice, this notice must take place 14 days prior to the start of school.
- For schools/districts identified for program improvement, this notice must take place prior to the first day of school. When there are no schools to which students can transfer, parents still need to be notified prior to the beginning of the school year that their child's school is identified for improvement. This notification should also inform parents of the option of receiving supplemental educational services for those children who are eligible in schools in year two or more of program improvement.
- For schools/districts NOT identified for program improvement, this notice must take place at the start of the school year (i.e., as part of welcome back letter or August newsletter).

Information that should be included in the AYP dissemination

- It is imperative that correspondence be included with the AYP reports to explain them to parents. Your correspondence should:
 - ✓ Inform parents that the North Dakota State Assessment measures student performance in terms of the percentage of students who are at or above state-defined academic standards in reading and mathematics as measured by the North Dakota State Assessment and reports the results on a school, district, and state level.
 - ✓ Highlight the various components of the report including the achievement results in reading and math, the participation rule, the subgroups, and the secondary indicator.
 - ✓ Inform parents of your school and district AYP status.
 - ✓ Share with parents what your school is doing to maintain AYP status.
 - ✓ Highlight what the AYP reports mean to parents, which includes reminding parents that they are an important influence in helping their children achieve to high academic standards, and they are encouraged to be actively involved in their children's education.
 - ✓ Address any unique issues on your AYP report such as an "(i)" because there was *insufficient data to determine AYP due to a small number of students*, or that the report was based on Title I students only and states at the top – "Title I targeted rule applied."

Samples

There are various samples of parent notification letters for districts and schools available on our website at www.dpi.state.nd.us/title1/targeted/general/reauthoriz/notification.shtm. The state Title I office has created communication toolkits for both schools and districts.

- **Communication Toolkit for Schools**

In this document, you will find sample forms, letters, and general guidance to help schools as they work to meet the requirements for communicating with parents regarding AYP and sanctions under the NCLB Act including school choice, supplemental services, corrective action, alternative governance, etc.

- **Communication Toolkit for Districts**

In this document, you will find sample letters and general guidance to help districts as they work to meet the requirements for communicating with parents regarding AYP and sanctions under the NCLB Act.

Title I Monitoring Concerns from the 2008-2009 School Year

Based on the school districts that were monitored in the 2008-2009 school year for Title I purposes, the following four issues surfaced as common areas out of compliance:

- **Local Accounting Ledgers**

The Title I amounts on the local accounting ledger must match those on file as approved in the state Title I office. When you do an electronic budget revision on the STARS, you need to revise your local accounting ledger as well.

In reviewing the business manager's summary reports, quite often the amounts listed do not correspond with the amounts identified on the consolidated application or most recent budget revision.

- **Assurance/Periodic Certification**

Districts that have federally funded personnel must complete an assurance every six months (at a minimum), documenting the time that staff worked in one particular federal program. The individual and their supervisor must both sign the assurance.

These assurances must be completed at least twice a year and cannot be dated before the time has occurred.

Information and sample documentation for this requirement can be found at www.dpi.state.nd.us/title1/time_effort.shtm on the Title I website.

- **Notification of School District Profile/Report Card**

Section 1111 of the *No Child Left Behind* Act requires school districts to disseminate the information regarding the School District Profile (also known as the School District Report Card). The School District Profiles are available at www.dpi.state.nd.us/dpi/reports/Profile/index.shtm on the department's website.

Many school districts sent home the School District Profile notice in August/September; however, the 2007-2008 School District Profiles were not released until December 2008. School districts need to make the School District Profile notice a January project to ensure parents are familiarizing themselves with the most recent information available regarding their child's school.

- **Notification of School, District, and Non Title I School AYP Reports**

Each year, the Department of Public Instruction generates Adequate Yearly Progress (AYP) reports for every school in the state, based on the state assessment results. The AYP reports are available at www.dpi.state.nd.us/dpi/reports/Profile/index.shtm on the department's website. Districts are required to ensure that all schools send home a copy of the AYP report, along with correspondence explaining the school's AYP status, to all parents of all students in all building levels.

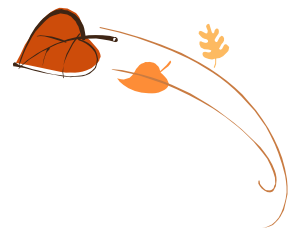
During our reviews, we found that many times the AYP report results only included information regarding the AYP status of the district, but did not include all other school levels within the district or vice versa. The district may write a joint letter, explaining the AYP reports for the district and each school; however, the correspondence should clearly address all levels.

2009-2010 Monitoring – The list of districts that will be monitored in the 2009-2010 school year will be included in the fall Title I mailing and will be posted on our website in September 2009.

The state Title I and Special Education offices are pleased to announce the

2009 Title I and Special Education Fall Conference

October 7-9, 2009
Bismarck Civic Center



Featured speakers include:

- Dr. Marcus Nelson- Beyond Rhetoric for Educators
- John Perricone- Why Am I A Teacher? Developing a Philosophical Identity

The conference will include breakout sessions on:

- Reading Strategies
- Mathematics Strategies
- Reading and Math Make-It/Take-It
- Response To Intervention
- Updates on Title I, Special Education & *No Child Left Behind*
- Positive Behavioral Supports
- Technology and Universal Design
- Autism

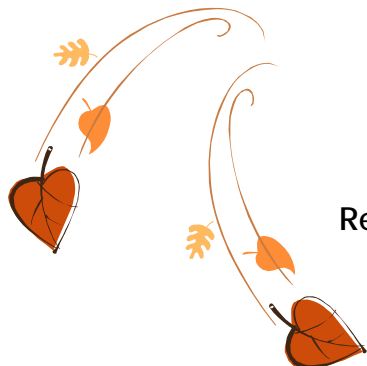


2009 Awards will be announced for:

- Veteran Title I Teachers
- Outstanding Title I Educator Award
- Caught-in-the-Act Awards
- Title I Academic Achievement Awards
- Title I Distinguished School Award

Recognition of:

- Special Education Administrator of the Year
- ND Council for Exceptional Children Humanitarian of the Year



North Dakota Department of Public Instruction

School Administrator - Title I Responsibilities

What Do I Need to Do?

Summer

- Submit the Consolidated Application for federal Title programs – **Due August 28, 2009.**
Make sure to get board approval as documented in board minutes before submitting it to the department.
- Assure that all newly hired aides/paraprofessionals (working in a program supported with Title I funds) meet the requirements for aides/paraprofessionals.
- Assure that all newly hired Title I teachers and other personnel paid with Title I funds meet both the Title I credential requirements and the highly qualified provision, as applicable.
- Disseminate the official 2008-2009 school and district adequate yearly progress reports and written correspondence to your parents and community. Sample letters are available on the DPI Title I website
 - *For schools required to offer school choice, this notice must take place **14 days prior to the first day of school.***
 - *For schools/districts identified for program improvement, this notice must take place **prior to the first day of school.***
 - *For schools/districts NOT identified for program improvement, this notice must take place **at the start of the school year** (i.e., as part of welcome back letter or August newsletter).*

Fall

- Disseminate Parents' Right to Know and Dispute Resolution information to all parents. Have information compiled in preparation of parents requesting to see the information – **Due August/September.**
- Submit Request for Funds form (SFN 14660) to the state Title I office on a monthly or quarterly basis to receive reimbursement for Title I expenditures – **Due monthly or quarterly.**

Winter

- Disseminate information on the school and district report cards (profiles) to parents and community – **Due December.**
- Submit Mid Year Title I Financial Report (SFN 7822) documenting all expenditures through December 31 – **Due January.**
- Monitor expenditures and submit a budget revision to allow for changes that arise during the school year – **Submit as changes are needed to the Title I budget.**



Spring

- Work with your Title I teacher(s) to ensure that the Title I Personnel Report (SFN 7357) is submitted to the state Title I office – **Due May.**
- Submit the Title I Final Financial Report (SFN 7822) to the state Title I office – **Due June/July.**

2009 ND Legislative Action Pertinent to Title I

- State Funding for Interim Assessment – The 2009 North Dakota legislative session, in Section 22 of HB 1400, incorporated state funding for ND school districts to give students the Measure of Academic Progress test in grades 2-10 (or a comparable test approved by the state superintendent). The funds for this test are included in the state aid payment. This provision is effective for the 2009-2010 school year.

Since it is now in state law that districts are receiving funds to pay for the Measures of Academic Progress test, or one comparable, districts may not use Title I funds to pay for this test. The only exceptions would be using Title I funds for the non-mandated grades.

Since districts are required to use state or local funds to identify which students are in need of Title I services, this test is now an allowable assessment that can be used to select students for the Title I program.

- Professional Development Plan – The 2009 North Dakota legislative session, in Section 13 of HB 1400, added language pertaining to professional development for North Dakota schools and districts. Districts must submit a professional development plan to the Approval and Accreditation office within the department. This plan must be reviewed and approved by a committee. This provision goes into effect for the 2009-2010 school year. The Approval and Accreditation office will be creating a template for the professional development plan that will be distributed to districts and schools in the fall.

Districts are already required to have a professional development plan to meet the Title II requirements. In addition, the Title I schoolwide and program improvement plans have professional development sections in them. Districts are highly encouraged to bring all of these various plans and requirements together for a unified approach to offering professional development.

- Student Performance Strategist – The 2009 North Dakota legislative session, in HB 1400, incorporated funding for and mandated that each district have one (1) full FTE “student performance strategist” for every 400 K-3 students. This requirement goes into effect for the 2010-2011 school year. This position does not need a Title I credential, but a North Dakota teaching license is required. The Approval and Accreditation office will assign this position a special code for reporting on the MIS03.

Since this requirement is in state law, districts cannot use Title I staff to meet this requirement, as that would be supplanting. Small districts may need to work collaboratively with other districts or their REA to share a student performance strategist.

- Summer School – Each legislative session, the ND State Legislature provides funding through the state aid payment for summer school. Beginning in the spring of 2010, funding is included for non-remedial science, social studies, math, and reading classes in grades 5-8.

Districts using Title I funds for summer school must ensure that the Title I summer school program is at a separate time than the state-funded program or that a Title I summer school program builds on or adds to a state-funded program for Title I students.

- Supplemental One-Time State Grants – The 2009 North Dakota State Legislature, in HB 1400, appropriated funds for supplemental one-time state grants. Districts may use these funds for the following purposes:

- ✓ The improvement, renovation, repair, or modernization of school buildings and facilities
- ✓ Building additions
- ✓ Equipment
- ✓ Textbooks, instructional materials, and library media materials
- ✓ Title I expenditures
- ✓ Professional development for teachers and administrators

If school districts choose to use these funds to add to their Title I program, they do not need to meet the federal Title I requirements or report any information to the state Title I office.

- Preschool Programming – The 2009 North Dakota State Legislature did not appropriate funds for preschool programming. In addition, they did not revise the language stating that it is not allowable to use state or local funds for preschool. Therefore, a district's only option for implementing a preschool program is to use federal funds.

The Title I Preschool Guidance is currently being updated. We are trying to increase our collaboration with Head Start and are incorporating some of their suggestions into our guidance. If you will be offering a Title I-paid preschool program, it is imperative that you review this guidance. The updated version will be available soon on the Title I website at www.dpi.state.nd.us/title1/earlychild/guidance.shtm.