

**New Administrators' Conference
August 6, 2010**

***Title I Update
Agenda***

- **Consolidated Application for Federal Title I Funding**
 - ✓ Title I Contact List
 - ✓ Guidance for 2010-2011 Consolidated Application for Federal Title I Funding
- **Title I American Recover and Reinvestment Act (ARRA)**
 - ✓ ARRA Process for the 2010-2011 School Year
 - ✓ Guidance on Completing the ARRA Title I Application
 - ✓ ARRA Carryover Waivers
 - ✓ Next ARRA Quarterly Report
- **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 School Support Team
- **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 and Example Practices from the 2009-2010 School Year
 - ✓ List for 2010-2011 School Year
- **2010 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 (Will be mailed to every school at the end of August)**
- **School Administrator Title I Responsibilities**

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

Laurie Matzke, Title I Director
Department of Public Instruction
600 E. Boulevard Ave., Dept. 201
Bismarck, ND 58505-0440
Phone – 701-328-2284
Fax – 701-328-4770
Email – lmatzke@nd.gov

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

**Consolidated Application Contact List for Title I
 2010-2011 School Year Application and Economic Stimulus Application
 Updated August 2010**

Tara Bitz
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tbitz@nd.gov

Gail Schauer
 (701) 328-2285
gschauer@nd.gov

Jacki Harasym
 (701) 328-1876
jharasym@nd.gov

New

Stefanie Two Crow
 (701) 328-2292
sttwocrow@nd.gov

Dale Patrick
 (701) 328-1644
dpatrick@nd.gov

Ann Ellefson
 (701) 328-2488
allefson@nd.gov

Beulah	Bowman County (Rhame)	Beach/Lone Tree		Barnes County North	Alexander	Dickinson
Bismarck	Edgeley	Belfield		Belcourt	Anamoose/Drake	Divide County
Bottineau	Edmore/Adams	Burke Central		Dakota Prairie	Ashley	Drayton
Carrington	Emerado	Center-Stanton		Eight Mile	Central Valley (Buxton)	Dunseith
Cavalier	Fairmount	Central Cass		Fargo	Finley-Sharon	Garrison
Glenburn	Gackle-Streeter	Devils Lake		Flasher	Hatton	Glen Ullin
Grenora	Hankinson	Elgin-New Leipzig		Fort Totten	Lidgerwood	Grafton
Halliday	Hazelton-Moffit-Braddock	Ellendale		Fort Yates	McKenzie County	Grand Forks
Harvey	Hebron	Enderlin Area		Griggs Co. Central	Montefiore (Wilton)	Jamestown
Hazen	Hillsboro	Fessenden-Bowdon		Kidder Co. (Steele-Dawson-Tappen)	Napoleon	Kensal
Kulm	Kenmare	Hettinger		LaMoure	New England	Lisbon
Linton/Sterling	Killdeer	Kindred		Leeds	North Sargent (Gwinner)	Medina
Manvel	Larimore	Lakota		Mandaree	Northwood	Midkota
Milnor	Lewis & Clark (Berthold, N. Shore, Plaza)	Langdon Area		Midway (Inkster)	Powers Lake	Montpelier
Minot	Maddock	Litchville-Marion		Minnewaukan	Richland (Colfax)	Nedrose
Minto	Mapleton	Mandan		Mt. Pleasant	Sawyer	New Rockford-Sheyenne
Mott-Regent	Max	Maple Valley		New Town	St. Thomas	Newburg-United
Nesson (Ray)	May-Port CG	Mohall-Lansford-Sherwood		Oakes	Surrey	Pingree-Buchanan
Northern Cass (Hunter)	McClusky/Goodrich	Munich		Richardton-Taylor	Tioga	Rolette
Rugby	North Star (Southern-Bisbee-Egeland)	New #8 (Williston)		Solen	Valley-Edinburg	Sargent Central (Forman)
Stanley	Park River/Fordville-Lankin	New Salem		Twin Buttes	Valley City	Scranton
Thompson	Selfridge	North Border		Underwood	Velva	South Prairie
Wahpeton	South Heart	Oberon		Warwick	Washburn	St. John
Westhope	Starkweather	Page/Hope			Wolford	Turtle Lake Mercer
Wing	Strasburg	Parshall			Wyndmere	West Fargo
Wishek	United (Des Lacs)	Roosevelt (Carson)			Zeeland	White Shield
	Williston/Yellowstone	TGU (Towner, Granville, Upham)				

* The state Title I office will soon be advertising for a new Title I program position. When that individual is hired, this contact list will change. We will provide an updated list to all Title I personnel when this change has been made.

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

**Program Improvement Contact List for Title I
 Updated June 2010**

Tara Bitz (701) 328-4646 tbitz@nd.gov	Gail Schauer (701) 328-2285 gschauer@nd.gov	Jacki Harasym (701) 328-1876 jharasym@nd.gov	Stefanie Two Crow (701) 328-2292 sttwocrow@nd.gov	New	Dale Patrick (701) 328-1644 dpatrick@nd.gov	Ann Ellefson (701) 328-2488 aellefson@nd.gov
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Bismarck (6)	Kenmare (1)	Central Cass (2)	Belcourt (4)	Fort Yates (4)	Devils Lake (1)	Divide County (1)
Cavalier (1)	Killdeer (2)	Lakota (1)	Dakota Prairie (1)	Grafton (2)	Grand Forks (4)	Dunseith (3)
Minot (6)	Larimore (1)	Langdon (1)	Eight Mile (2)	Minnewaukan (2)	Kidder County (1)	Fargo (5)
Minto (1)	McKenzie County (1)	Mandan (3)	Fort Totten (2)	Nedrose (2)	Montefiore (1)	Lisbon (1)
St. Thomas (1)	Selfridge (3)	New Salem (1)	Mandaree (3)	New Town (2)	Sawyer (2)	New Rockford-Sheyenne (1)
	United (1)	Oberon (2)	Solen (3)	Warwick (3)	St. John (3)	South Prairie (2)
	West Fargo (4)	Parshall (2)			Surrey (1)	White Shield (3)

In addition to your Title I contact person, school personnel can also contact Laurie Matzke for any program improvement related questions at:

Laurie Matzke, State Title I Director
lmatzke@nd.gov
 (701) 328-2282

Until the new Title I program staff is hired, the schools and districts listed under the "New" column can contact Laurie Matzke with any questions or assistance they need.

Guidance for the 2010-2011 Consolidated Application for Federal Title I Funding

Final Due Date to Submit Application: **August 27, 2010**

Please review the following information carefully. This document includes updates for completing the Title I portion of the consolidated application.

Key Information

- The 2010-2011 Consolidated Application for Federal Title Funding has been opened on the STARS effective May 12, 2010. School personnel may now start inputting information.
- Grant Period – The grant period for spending Title I funds through this consolidated application is July 1, 2010 through June 30, 2011.
- Electronic Application URL – The Consolidated Application for Federal Title Funding can be accessed at <https://secure.apps.state.nd.us/dpi/stars/Login.aspx>.
- Board Approval – The Consolidated Application for Federal Title Funding 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.

Issues to Address Before Completing the Consolidated Application

1. Districts need to decide whether they will complete the consolidated application without carryover amounts or wait until these amounts are available. School districts have two options available to them.
 - ✓ The first option would be to leave the carryover box blank and do a budget revision at a later date to incorporate those funds into the budget. If you choose this option, your total on the budget page cannot exceed your allocation amount.
 - ✓ A second option would be to wait until your Final Financial Report has been processed and you know your final Title I carryover amount. If you choose this option, your total budget can equal your allocation plus carryover. **The state Title I office highly recommends using this option.**

Please keep in mind, the consolidated application cannot be approved until your Final Financial Report is processed and approved. When your 2009-2010 Title I Final Financial Report has been received and processed, you will receive a copy of the report. At the bottom of the report, there is a box which will indicate the official amount of Title I carryover funds available for the 2010-2011 school year.

2. School district administrators need to collect all of the required information from your Title I personnel before they leave for summer vacation to help you complete the consolidation application. The consolidated application cannot be approved unless all pages are complete and accurate. Worksheets to help you gather this information are available at www.dpi.state.nd.us/title1/conapp.shtm on the department's website.
3. The department anticipates that final Title I allocations will be available on our website by May 24, 2010. School administrators **MUST** hold off submitting their consolidated application until the final allocation amounts are posted and pre-populated on the STARS.

Information on the Title I Portion of the Consolidated Application

- General Information – After you have entered the Title I contact information, you will need to click on “General Information” at the top of the page. In addition to listing the name of your homeless liaison and addressing information on the Parents’ Right to Know clause, there is a section on Title I policies. The district needs to check a box assuring that you annually update and disseminate your Title I policies each year (i.e., parental involvement policies, school-parent compacts, dispute resolution policies).
- Targeted Assistance Programming –
 - ✓ **Title I Description** – The description of your Title I program must include seven key items:
 1. Description of Title I program
 2. Selection criteria
 3. Days and minutes served per week
 4. Communication with regular education
 5. How Title I supplements instruction
 6. Assessment
 7. Parental Involvement
 - ✓ **Additional Services** – We are seeing many districts broaden the way they use their Title I funds. This is great, but we need to have this information described and approved in your consolidated application.

It is imperative that districts outline if they are using Title I funds to help support any of the options listed under additional services and provide a detailed description for each option selected.

- ✓ **Parental Involvement Training Opportunities** – The Title I law clearly states that all Title I programs must provide “opportunities for training parents to become partners with the school in promoting the education of the child at school and at home; and information about methods parents can use at home to complement the child’s instruction.”

Communication with parents should be an on-going, sustained process. Title I teachers should communicate with parents throughout the school year. Complete the section regarding what your district is doing for parental involvement training opportunities.
- Schoolwide Programming –
 - ✓ Provide a brief overview of the schoolwide plan.
 - ✓ Address the supplement, not supplant narrative by listing the additional services and activities that you will be able to fund with the schoolwide dollars.
 - ✓ **Additional Services** – We are seeing many districts broaden the way they use their Title I funds. This is great, but we need to have this information described and approved in your consolidated application.

It is imperative that districts outline if they are using Title I funds to help support any of the options listed under additional services and provide a detailed description for each option selected.
 - ✓ **Parental Involvement Training Opportunities** – The Title I law clearly states that all Title I programs must provide “opportunities for training parents to become partners with the school in promoting the education of the child at school and at home; and information about methods parents can use at home to complement the child’s instruction.”

Communication with parents should be an on-going, sustained process. Title I teachers should communicate with parents throughout the school year. Complete the section regarding what your district is doing for parental involvement training opportunities.

Important Title I Requirements

- Unless a school district is co-mingling its federal Title funds as an approved schoolwide program, the Title funds must be accounted for and tracked separately at the district level. The Title I funds and the REAP funds cannot be combined together in one account on the district's accounting ledger.
- The school district's accounting ledger must match the approved budgets on file in the state Title I office.
- The consolidated application requires a signature assuring that each building receiving Title I funds is in compliance with the highly qualified staff provision for teachers and aides/paraprofessionals in the NCLB Act. The federal law requires that the building principal, not the superintendent, sign the testimony. In addition, the private school forms require signatures.

The electronic process does not allow for signatures; however, the law still requires districts to obtain them. It is the responsibility of the district personnel to obtain and keep signature documentation on file, which will be cross-checked during the monitoring process.

- All Title I teachers must have a current and valid Title I credential number.
- In a schoolwide program, any teacher that has been assigned the position of providing extra supplemental assistance to students must hold a valid Title I credential.
- All aides/paraprofessionals listed on the consolidated application who work in a program supported with Title I funds must have a Title I paraprofessional certificate number. In a targeted assistance program, working in a program supported with Title I funds refers to those aides/paraprofessionals paid with Title I funds. In a schoolwide program, working in a program supported with Title I funds refers to all instructional aides in the building.
- 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. Ninety-five percent (95%) of these funds must be used at the building level.
- If you REAP funds into the Title I program, you must first allocate all of your available Title I funds (allocation and carryover).
- For districts that have private schools in their attendance area, there are additional forms that must be completed electronically on the STARS.
- The 2007 Legislature appropriated funds for full-day kindergarten. Therefore, districts may not use their Title I funds to extend a kindergarten program for the 2010-2011 school year. (Exceptions may be considered. Contact the state Title I office for more information.)
- Districts using Title I funds for Homeless or Neglected and Delinquent students or to supplement an ELL program must complete additional information electronically on the STARS.
- School districts are no longer required to set aside 5% of their Title I funds to ensure that all teachers are highly qualified, as the federal deadline for teachers to be highly qualified was July 1, 2006. If there are staff members who have applied for the Rural Flexibility Endorsement or are still working on becoming highly qualified, districts may still set aside funds to assist them as long as they teach a core subject in a Title I building. Districts choosing to do this must know specifically how the funds are going to be utilized and which teachers/aides will be assisted. Districts will not be able to put funds on the unobligated line item for teacher quality.

Common Problems

- Title I personnel are listed who did not meet qualifications.
 - ✓ Teacher Credentials
 - ✓ Aide/Paraprofessional Certificates
 - ✓ Coordinator Credentials

- Descriptions of the Title I program are inadequate.
- Title I Final Financial Report was not submitted and approved in a timely manner. This causes a delay in the approval process of the consolidated application.
- Inconsistencies between FTE, hours listed for Title I personnel, and what has been budgeted.
- The activities are miscoded to the wrong object code. The state Title I office uses the North Dakota School District Financial Accounting and Reporting Manual (NDSDFARM) to determine the activities that go under each object code. District and school personnel need to review the guidance at www.dpi.state.nd.us/title1/resource/costcode.pdf to familiarize themselves with the activities listed in each object code.

Key Reminders

- **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 became effective during 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 Title I services.

- **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.

- **Power School** – Section 15.1-07-33 of the North Dakota Century Code states that each school district shall acquire Power School through the Information Technology Department and use it as its principal student information system.

Funds for this are incorporated into each district's state aid payment, therefore, Title I funds cannot be used for this expense.

- **Title I Preschool Programming** – We are seeing an increase in the number of districts using their Title I funds for preschool.

The Title I Preschool Guidance has been updated. We are increasing our collaboration with Head Start and have incorporated 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 is available on the Title I website at www.dpi.state.nd.us/title1/earlychild/guidance.shtm.

- **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.

Title I Approval Process

- Each district has been assigned a Title I program staff member to answer Title I questions on the consolidated application. This list is available at www.dpi.state.nd.us/title1/conapp.shtm on the Title I website. Title I staff can only address Title I questions. Issues pertaining to the other Title programs should be directed to Stephanie Gullickson at (701) 328-2176.
- Your contact person's phone number and email address are included. When you have your application completed but not submitted, you can email or call your Title I contact person to review it for accuracy.
- After your Title I contact person has reviewed your consolidated application, it will be forwarded on to the Title I director for final approval. The grant award will then be completed and signed.
- It is imperative that you make sure that your consolidated application is complete and accurate before you press the submit button. If any significant changes need to be made, Stephanie Gullickson will have to un-submit your application. You can then make your corrections and resubmit the entire application; however, this is a tedious and a time-consuming process.
- In the event that changes need to be made and you have NOT submitted the consolidated application, district personnel will be able to access the consolidated application and make the necessary changes. This is a huge benefit of not submitting until you are very confident there are no issues.
- In the event that minor changes need to be made to your Title I budget and you have already pressed the submit button, a Title I staff member will note those changes and email you a copy of the budget that our office approves. Please note: You will need to revise your Title I budget to reflect these changes using the electronic budget revision process on the STARS. You will not be able to request Title I funds until a budget revision has been completed and approved.

Additional Resources

The following resources are available on the department's website to help you complete the consolidated application.

- Help Screens – The department has developed consolidated application help screens to assist school personnel in completing the federal Title Programs Consolidated Application. To access this information, log on to the department's website at www.dpi.state.nd.us/grants/NCLB.shtm.
- Title I Contact List – Each year, the state Title I office divides the responsibility for assisting school personnel in entering information on the consolidated application to all program staff. Each staff member provides technical assistance to assigned schools. To find out the name of your district's Title I contact person, please visit the Title I website at www.dpi.state.nd.us/title1/conapp.shtm and refer to the second bullet entitled "Title I Contact List".
- Print-Ready Forms Available – When completing the consolidated application, assistance is often needed from the Title I teacher or, in the case of a cooperative agreement, the cooperative district needs to provide information on its program. The state Title I office has print-ready forms available for assistance in filling out the consolidated application. To access these documents, please visit the Title I website at www.dpi.state.us/title1/conapp.shtm and refer to the section entitled "Additional Consolidated Application Worksheets for Title I".
- Other Helpful Documents – The department has many other helpful resource documents to provide guidance and answer program questions for you. These include:
 - ✓ Guidance for Title I Homeless Set-Aside
www.dpi.state.nd.us/title1/conapp.shtm
 - ✓ Guidance on Title I N&D Set-Aside
www.dpi.state.nd.us/title1/conapp.shtm

- ✓ Guidance on LEP Title I Services
www.dpi.state.nd.us/title1/conapp.shtm
- ✓ Targeting Information
www.dpi.state.nd.us/title1/require/index.shtm
- ✓ Private School Information
www.dpi.state.nd.us/title1/nonpublic/index.shtm
- ✓ Title I Cooperative Agreements
www.dpi.state.nd.us/title1/coopagree.shtm
- ✓ Title I Fiscal Questions
www.dpi.state.nd.us/title1/resource/fiscal.shtm
- ✓ Title I Teacher and Coordinator Credentials
www.dpi.state.nd.us/title1/credentials.shtm
- ✓ Policies on Aides/Paraprofessionals
www.dpi.state.nd.us/title1/aides.shtm
- ✓ Title I Targeted Assistance Information
www.dpi.state.nd.us/title1/targeted/index.shtm
- ✓ Title I Schoolwide Information
www.dpi.state.nd.us/title1/schlwide/index.shtm
- ✓ Early Childhood Education
www.dpi.state.nd.us/title1/earlychild/index.shtm
- ✓ Title I Extended Day Programs
www.dpi.state.nd.us/title1/resource/aftrschl/index.shtm
- ✓ Title I Targeted Assistance Preschool/Summer School/Extended-Day Guidance
www.dpi.state.nd.us/title1/targeted/index.shtm
- ✓ Title I Targeted Assistance Alternative to Pullout Ideas
www.dpi.state.nd.us/title1/resources.shtm

Other Information

- **Questions on Other Federal Programs** – The individuals on the Title I contact list can only assist you in answering Title I questions. If you have questions on the other federal programs in the consolidated application, including Title II Part A, Title II Part D, Title III, and REAP/Transferability questions, please contact Stephanie Gullickson for clarification and assistance on these issues. Stephanie can be reached at (701) 328-2176.
- **Before Submitting** – **Before** pressing the submit button on the Federal Programs Consolidated Application, please make sure that all information is in approvable form. If information is not properly submitted, your district's application may need to be unsubmitted to make changes or you may be required to complete a mandatory budget revision. Ask your Title I contact person if the application is in approval form before you press the submit button.

ARRA Process for the 2010-2011 School Year

The American Recovery and Reinvestment Act of 2009 (ARRA) provided significant new funding for programs under Title I Part A of the Elementary and Secondary Education Act of 1965 (Title I). These funds created an unprecedented opportunity for educators to implement innovative strategies in Title I schools improving education for at-risk students.

Title I Part A ARRA funds are FY 2009 funds. Accordingly, their initial period of availability ends on September 30, 2010, and all unspent Title I funds become carryover as of that date. The federal regulations do allow school districts to carry over any remaining Title I ARRA funds to the fiscal year ending September 30, 2011.

Close Out Year One – ARRA Funds

Districts will have a window of time to close out the 2009-2010 school year by completing a Title I ARRA Final Financial Report (SFN 7822) for year one of their ARRA funds. This window extends from May 1, 2010 through September 30, 2010. School personnel need to review the activities in the ARRA application and determine the most opportune time to close out year one and then submit a Title I Final Financial Report for the Title I ARRA funds sometime between May 1, 2010 – September 30, 2010.

A district's Title I ARRA carryover will be 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) to determine carryover. 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 ARRA Final Financial Report. A copy of the approved Title I ARRA Final Financial Report will be sent to both the Title I authorized representative and the business manager.

Title I law states that school districts may only carry over 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%	

If a school district has more Title I ARRA carryover funds than allowed, the school district has two options:

- A school district can opt to request a waiver to carry over and use the Title I ARRA funds through September 30, 2011.

or

- If the school does not want to keep the funds, the district can relinquish these funds. Those funds then move into a pot of money called "reallocated funds" and other school districts can then apply for those funds.

A form outlining both options will be sent to the district with the Title I ARRA Final Financial Report. The Title I authorized representative will check the box of their choice, sign, and return it to the state Title I office.

Districts who choose to expend year one Title I ARRA funds through September 30, 2010 must close out their program and submit the Title I ARRA Final Financial Report by October 15, 2010.

Access Title I ARRA Funds for Year Two

Once the Title I ARRA Final Financial Report is processed and the official carryover is determined, school personnel can determine how to use the carryover funds.

ARRA Allocations Under \$200,000:

- Districts whose original Title I ARRA allocation was under \$200,000 will simply log on to the STARS and complete a Title I ARRA budget revision outlining how they will utilize the remaining funds through September 30, 2011.
- Your ARRA Title I Final Financial Report must be submitted and approved before you can log on to the STARS and complete the budget revision.
- The approved Title I ARRA Final Financial Report will be signed and mailed to the Title I authorized representative and business manager. The carryover amount to use for the budget revision will be listed on the bottom right corner.
- Log on to the STARS at <https://secure.apps.state.nd.us/dpi/starsStimulus/Login.aspx> and click on Federal Title-Consolidated Budget Revision. Districts will be completing a budget revision for the 2009-2010 school year to access their ARRA funds through September 30, 2011.
- When you have completed the budget revision on the STARS, DO NOT press submit. Email your Title I contact person and let them know the budget revision has been completed. They will review the budget revision for accuracy. If everything on the budget revision is acceptable, they will have you submit and the budget revision will be processed. If there are changes that need to be made, they will communicate those changes with the district.
- If you accidentally submit before it is approvable, Stephanie Gullickson will need to unsubmit the budget revision. When the budget revision is approvable, the Title I contact person will forward it on to the director for final approval. Mary Neigum, Title I fiscal officer, will send an email and an attachment of your approved budget once the budget revision has been approved.

- For the final step, Stephanie Gullickson, DPI's grants manager, will send official correspondence documenting that the budget revision and funding through September 30, 2011 has been approved. Review the correspondence carefully as it will contain important information.

ARRA Allocations Over \$200,000:

- Districts whose original Title I ARRA allocation was over \$200,000 will need to complete a new 2010-2011 Title I ARRA consolidated application to access the funding through September 30, 2011. Large districts that participate in the Title I targeting process have individual school budgets and, therefore, must complete a new application. Also, districts with large allocations that cannot reasonably identify their activities using the budget revision process must submit a new consolidated application.
- Your Title I ARRA Final Financial Report must be submitted and approved before you can log on to the STARS and complete the budget revision.
- The approved Title I ARRA Final Financial Report will be mailed to the Title I authorized representatives and business managers. The carryover amount to use for the new Title I ARRA application will be listed on the bottom right corner.
- Log on to the STARS at <https://secure.apps.state.nd.us/dpi/starsStimulus/Login.aspx> and click on Consolidated Application. Make sure you scroll to the 2010-2011 school year. Districts will complete the Title I ARRA consolidated application similar to last year to access ARRA funding through September 30, 2011.
- When you have completed the application on the STARS, DO NOT press submit. Email your Title I contact person and let them know the application has been completed. They will review the application for accuracy. If everything on the application is acceptable, they will have you submit and the application will be processed. If there are changes that need to be made, they will communicate those changes with the district.
- If you accidentally submit before it is approvable, Stephanie Gullickson will need to unsubmit the application. When the application is approvable, the Title I contact person will forward it on to the director for final approval. Once the director has signed off on the grant award, Mary Neigum, Title I fiscal officer, will send an email and an attachment of your approved budget informing you that the application has officially been approved.
- For the final step, Stephanie Gullickson, DPI's grants manager, will send official correspondence along with the grant award documenting that the application and funding through September 30, 2011 has been approved. Review the correspondence carefully as it will contain important information.

Again, it is imperative that once a district has submitted a Final Financial Report to close out year one ARRA funding, they submit the budget revision/application as soon as possible to ensure that all expenditures in year two funding are allowable and approved. All Title I ARRA budget revisions/applications for year two ARRA funding must be submitted by November 1, 2010 in order to be eligible for Title I ARRA funding through September 30, 2011.

Guidance on Completing the American Recovery and Reinvestment Act (ARRA) Title I Application

May 2010

◆ **Introduction**

The American Recovery and Reinvestment Act of 2009 (ARRA) provided significant new funding for programs under Title I Part A of the Elementary and Secondary Education Act of 1965 (Title I). The purpose of these funds was to help improve teaching and learning for students most at risk of failing to meet state academic achievement standards. These funds created an unprecedented opportunity for educators to implement innovative strategies in Title I schools that improved education for at-risk students and closed the achievement gaps while also stimulating the economy.

◆ **General Information**

○ *Grant Period*

The grant period for spending these Title I ARRA funds is from the date the Title I ARRA Final Financial Report for year one is closed out until September 30, 2011.

○ *Electronic Application URL*

The North Dakota Department of Public Instruction has created a separate electronic application very similar to the existing consolidated application that districts will use to apply for the Title I ARRA funds. The budget revision and/or 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 budget revision/application.

○ *Due Date*

Districts will have a window of time to close out year one Title I ARRA funding by completing a Title I ARRA Final Financial Report (SFN 7822). This window extends from May 1, 2010 through September 30, 2010. School personnel need to review the activities in the Title I ARRA application and determine the most opportune time to close out year one and then submit a Title I ARRA Final Financial Report for the funds sometime between May 1, 2010 – September 30, 2010.

The due date for submitting the budget revision/application to access funding through September 30, 2011 is on or before the date that the Title I ARRA Final Financial Report is submitted. Ideally, the budget revision/application should be submitted and close to approval before the Title I ARRA Final Financial Report is processed so that there is an easy, smooth transition into the subsequent year's funding. The final deadline to submit a budget revision/application for ARRA funding through September 30, 2011 is November 1, 2010.

- *Board Approval*
For districts completing a new application for Title I ARRA funding, 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.

◆ Approval Process

- Each district has been assigned a Title I program staff member to answer Title I questions on the budget revision/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 budget revision/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 budget revision/application is approvable.**
- In the event that changes need to be made and you have NOT submitted the budget revision/application, district personnel will be able to access the budget revision/application and make the necessary changes. Not submitting until you are very confident there are no unresolved issues is a huge benefit to you.
- In the event that minor changes need to be made to your Title I ARRA budget and you have already pressed the submit button, we will need to have your budget revision/application unsubmitted in order for you to go back in to STARS and make changes. This causes a further delay in the approval process.
- After your Title I contact person has reviewed your Title I ARRA budget revision/application, it will be forwarded on to the Title I director for final approval.
- If changes need to be made, the budget revision/application will be given back to the Title I contact person to work with the district to make the necessary changes for approval.
- If the budget revision/application is approvable, your Title I contact person will instruct you to submit it, and the grant award will be completed and signed.
- Stephanie Gullickson, the department's grant manager, will email a grant award (districts over \$200,000 completing a new application) and final approval letter (all districts) once the state Title I office has approved each budget revision/application.

◆ Pre Award Approval

The state Title I office is no longer using the Pre Award approval form. Therefore, it is essential that you have your budget revision/application reviewed by your Title I contact person and have it in approvable form before you close out year one of ARRA. Approvable expenditures that occur after year one is closed out, but before the budget revision/application is officially approved, will be honored. However, if you incur expenditures before your budget revision/application is officially approved, and it is determined in the review process that they are not allowable expenditures, then the district will be responsible for those costs.

◆ **Allowable Uses**

The Title I ARRA funds follow the same rules and regulations as the federal Title I funds. Targeted assistance schools must follow the Title I targeted assistance regulations, schoolwide programs must follow the schoolwide regulations, and Title I private school programs must follow private school regulations. Listed below are links to the USDE regulations, the DPI guidance, and the allowable activities for these program options:

- Guidance Applicable to Both Targeted Assistance and Schoolwide
 - ✓ www.ed.gov/policy/gen/leg/recovery/guidance/title-i.pdf
 - ✓ www.dpi.state.nd.us/title1/springwkshp/expenditures.pdf

- Targeted Assistance
 - ✓ www.dpi.state.nd.us/title1/targeted/index.shtm
 - ✓ www.dpi.state.nd.us/title1/guidance.shtm

- Schoolwide
 - ✓ www.dpi.state.nd.us/title1/schlwide/index.shtm
 - ✓ www.dpi.state.nd.us/title1/guidance.shtm

- Private
 - ✓ www.dpi.state.nd.us/title1/nonpublic/index.shtm
 - ✓ www.dpi.state.nd.us/title1/nonpublic/guidance.pdf

◆ **Recommended Uses**

The following three documents are available on the website and are designed to give school personnel ideas on how to spend the additional Title I ARRA funds.

- Evidence-Based Ideas for Using Additional Title I Funds Under the Economic Stimulus Bill
www.dpi.state.nd.us/title1/Legislative/stimulus/additional_funds.pdf

- Ideas for Submitting an Application for Additional Program Improvement Funding
www.dpi.state.nd.us/title1/progress/ideas.pdf. Even though the ideas on this handout were generated for schools in improvement using program improvement funds, many of the activities are also applicable for Title I programming. Some of the ideas are not allowable for targeted assistance schools, so you still need to make sure that all proposed activities are allowable in your particular program.

- Using ARRA Funds to Drive School Reform and Improvement
www.ed.gov/policy/gen/leg/recovery/guidance/uses.doc. This USDE document was released on April 24, 2009.

◆ **Object Codes**

It is extremely important that the budgets on your local accounting records match those approved and on file in the state Title I office. The state Title I offices uses the North Dakota School District Financial Accounting and Reporting Manual (NDSDFARM) to determine the activities that go under each object code. District and school personnel need to review the following chart to familiarize themselves with the activities listed in each object code.

Object/ ID Code	Example	Object/ ID Code	Example
110	Professional salaries – salaries paid to certified individuals; includes substitute teacher salary.	580	Travel – Expenditures for staff travel, including mileage, airline tickets, taxi fares, meals, lodging.
120	Non-professional salaries – salaries paid to other staff that are not certificated; i.e., paraprofessionals, secretaries, teachers' aides, bus drivers.	600	Materials/Supplies – Expendable items that are consumed, worn out, or deteriorated in use; includes equipment that costs less than \$750, freight, books, school supplies.
200	Employee benefits – payments that are not part of gross salary made on behalf of employee; i.e., insurance, Social Security, retirement, unemployment compensation, Workers Compensation, annual leave, sick leave.	730	Equipment – Includes equipment that costs more than \$750 per item and computers, regardless of the cost.
300	Contracted services – purchased services for which the district has a contract on file. (includes speaker fees and professional development on site).	800	Dues, Memberships, Registration Fees, Subscription Fees, License Fees.
430	Maintenance – repair of equipment.	900	Indirect Costs.

◆ **Reservations**

Some districts were required to reserve funds off the top of their original Title I stimulus application. These funds include:

○ Parent Involvement

If the district's regular Title I allocation and the ARRA Title I allocation together total \$500,000 or more, districts were required to set aside 1% of their Title I allocation for parent involvement.

○ Program Improvement

Schools and districts identified for Title I program improvement were required to set aside 10% of their allocation for professional development.

Since the ARRA budget revision/application to expend Title I stimulus funds through September 30, 2011 is not a new allocation, but rather carryover funds, districts do not need to set aside these funds again for program improvement and professional development. However, if the entire set-aside amounts for program improvement and professional development listed on last year's application were not spent, then the district/school will need to include the unspent amounts on the new budget revision/application for funding.

◆ **Waivers**

When a district or its schools are identified for Title I program improvement, they must set aside a portion of the district's Title I allocation for program improvement related costs. All districts eligible for Title I funding received a one-time supplemental appropriation of Title I funds under the American Recovery and Reinvestment Act (ARRA) last year. The US

Department of Education (USDE) allowed states and districts to apply for a waiver with respect to the Title I ARRA funds. With an approved waiver, a district only had to set aside funds for the program improvement requirements out of their regular Title I allocation, not out of the ARRA stimulus allocation.

The North Dakota Department of Public Instruction submitted a waiver request on behalf of all North Dakota districts that received the Title I ARRA funds. Districts requesting and receiving a waiver must comply with very specific requirements outlined in our waiver approval letter from the USDE.

Districts and schools in improvement recently received an official waiver request form with instructions on how to complete and submit a waiver. This waiver must be submitted and approved before the ARRA Final Financial Report can be processed and approved.

◆ **Teachers – Credentials**

All Title I teachers must have a current and valid Title I credential number.

In a schoolwide program, any teacher that has been assigned the position of providing extra supplemental assistance to students must hold a valid Title I credential.

◆ **Title I Aides**

A Title I program staffed entirely by aides/paraprofessionals is not permitted. A Title I program must include a “highly qualified” Title I teacher to provide services to eligible students.

If a Title I teacher is to hold the caseload for all Title I students and oversee all services provided in a Title I program, then a Title I-paid aide must be under the direct supervision of a Title I-paid teacher in a targeted assistance program. If the Title I teacher is responsible for the lessons and evaluation of Title I students, then there must be clear supervision and communication between the Title I teacher and Title I aide/paraprofessional.

The NCLB Act focuses on using “highly qualified” teachers, especially in the Title I program. Therefore, a quality Title I program is one that employs more FTE time using “high quality” teachers than FTE time using Title I aides/paraprofessionals.

All aides/paraprofessionals listed on the application who work in a program supported with Title I funds must have a Title I paraprofessional certificate number. In a targeted assistance program, working in a program supported with Title I funds refers to those aides/paraprofessionals paid with Title I funds. In a schoolwide program, working in a program supported with Title I funds refers to all instructional aides in the building.

For more information on aides/paraprofessionals, go to www.dpi.state.nd.us/title1/aides.shtml on the Title I website.

◆ **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.

As a reminder, 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. 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

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.

◆ **Budget Revisions**

- The Department of Public Instruction developed an electronic budget revision format that is linked to the electronic federal Title application budgets that school districts submit. This will help school districts submit budget revisions more efficiently and accurately. The application must be approved before budget revisions can be done.
- The department has created guidance/directions for completing a budget revision for federal Title programs. Log on to www.dpi.state.nd.us/resource/STARS/Reports/ConsolidatedBudgetRevision.pdf to access this document.
- All budget revisions must be submitted electronically on the STARS.
- School districts must submit a budget revision, and it must be approved by DPI staff before the revision is implemented by the district.
- Save often! There are “Save” buttons at the top and the bottom of the screen.
- Business managers must take the approved budget revisions they receive from the Title I office and change their accounting ledgers to match the approved budget. Failure to do this will result in an audit exception, which could jeopardize your Title I reimbursement. School districts can amend federal program budgets by board approval during the school year (NDCC 57-15-31.1).
- If you submit a budget revision on the STARS, you must provide a description of why the revision is needed in Section B on the form. Many budget revisions are submitted to the state Title I office with this space blank, causing a delay in the approval process.

◆ **Carryover**

The grant period for spending the Title I ARRA funds is from the date the Title I ARRA Final Financial Report for year one is closed out until September 30, 2011. At that time, districts will need to complete a Title I ARRA Final Financial Report and report the amount of Title I ARRA funds spent through September 30, 2011. Any remaining funds not spent as of September 30, 2011 will need to be returned to the USDE. There is no authority to spend Title I ARRA funds beyond September 30, 2011. Districts may close out their program before September 30, 2010 if all of their Title I ARRA funds have been expended.

◆ **General Title I Fiscal Policies**

- The dates of the reporting period of expenditures on the Request for Funds form should be the actual dates in which expenditures were incurred.
- School personnel should allow a two-week period to process all Title I Requests for Funds, Budget Revisions, and Mid-Year and Final Financial Reports. If there are problems that need to be addressed, a delay can be expected.
- The Title I authorized representative on file, along with the business manager, must sign all Title I financial documents.
- Indirect costs cannot be claimed for reimbursement until the end of the fiscal year. Indirect costs are only paid on actual expenditures minus any dollars spent on equipment and minus the amount of funds remaining on the unobligated line. Indirect costs are figured by adding the amounts listed in object codes 110 through 800 minus equipment object code 730 and any unobligated funds.
- It is imperative that the accounting ledgers kept at the school district's fiscal office match the approved budget on file in the state Title I office. Expenditures reported in column 2 on the Mid-Year and Final Financial Report must match the accounting ledgers at the school district office. Expenditures listed on these reports must be reported on the appropriate object code lines.
- Business managers must take the approved budget revisions they receive from the Title I office and change their accounting ledgers to match the approved budget. Failure to do this will result in an audit exception, which could jeopardize your Title I reimbursement. School districts can amend federal program budgets by board approval (NDCC 57-15-31.1).
- School districts can only provide educators with a stipend during non-work times; otherwise, it is considered double-dipping. A stipend to attend after-hour functions, to work on their own time, or attend events during weekends or summertime is appropriate. Schools cannot provide a stipend if staff is already being paid for their time, for example to attend the Title I Fall Conference.
- Title I funds are paid to school districts on a reimbursement basis.
- School districts cannot claim funds on a line item with no approved budget. If a school district submits a budget on the application with no funds in travel (line item 580) then decides to send a teacher to the Title I Fall Conference, they must submit a budget revision and put funds into the travel object code (580) before the travel to the conference takes

place. If a budget revision is not submitted, you jeopardize not receiving reimbursement for these funds. You cannot claim funds on an object line that did not have funds approved.

- All expenditures must fall within the grant award period listed on the official grant award.

◆ **Additional Resources for Completing the Application**

The following resources are available on the department's website to help you complete the application.

- Help Screens – The department has developed consolidated application help screens to assist school personnel in completing the federal Title Programs Consolidated Application. To access this information, log on to the department's website at www.dpi.state.nd.us/resource/STARS/Reports/ConsolidatedApplication.pdf.
- Title I Contact List – Each year, the state Title I office divides the responsibility for assisting school personnel in entering information on the consolidated application to all program staff. Each staff member provides technical assistance to assigned schools. To find out the name of your district's Title I contact person, please visit the Title I website at www.dpi.state.nd.us/title1/Legislative/stimulus/conappcontact.pdf.
- Print-Ready Forms Available – When completing the consolidated application, assistance is often needed from the Title I teacher or, in the case of a cooperative agreement, the cooperative district needs to provide information on its program. The state Title I office has print-ready forms available for assistance in filling out the consolidated application. To access these documents, please visit the Title I website at www.dpi.state.nd.us/title1/conapp.shtm and refer to the section entitled "Additional Consolidated Application Worksheets for Title I".
- Other Helpful Documents – The department has many other helpful resource documents to provide guidance and answer program questions for you. These include:
 - ✓ Information on Title I Homeless Set-Asides and Addendums
www.dpi.state.nd.us/title1/homeless/require/index.shtm
 - ✓ Information on Title I N&D Set-Asides and Addendums
www.dpi.state.nd.us/title1/neglect/guidance.shtm
 - ✓ Targeting Process
www.dpi.state.nd.us/title1/require/index.shtm
 - ✓ Private School
www.dpi.state.nd.us/title1/nonpublic/index.shtm
 - ✓ Title I Cooperative Agreements
www.dpi.state.nd.us/title1/coopagree.shtm
 - ✓ Title I Fiscal Questions
www.dpi.state.nd.us/title1/resource/fiscal.shtm
 - ✓ Title I Teacher and Coordinator Credentials
www.dpi.state.nd.us/title1/credentials.shtm

- ✓ Policies on Aides/Paraprofessionals
www.dpi.state.nd.us/title1/aides.shtm

Other Helpful Documents (continued)

- ✓ Title I Targeted Assistance Information
www.dpi.state.nd.us/title1/targeted/index.shtm
- ✓ Title I Schoolwide Information
www.dpi.state.nd.us/title1/schlwide/index.shtm
- ✓ Early Childhood Education
www.dpi.state.nd.us/title1/earlychild/index.shtm
- ✓ Title I Extended Day Programs
www.dpi.state.nd.us/title1/resource/aftrschl/index.shtm
- ✓ Title I Targeted Assistance Summer School Guidance
www.dpi.state.nd.us/title1/targeted/index.shtm
- ✓ Title I Targeted Assistance Extended-Day Guidance
www.dpi.state.nd.us/title1/targeted/index.shtm

«Auth_Rep_FN» «Auth_Rep_LN»
Title I Authorized Representative
«School_District» Public School District
«Mailing_Address»
«City», «State» «Zipcode»

Dear «Title». «Auth_Rep_LN»:

In accordance with the law under Title I, and/or the schedule of carryover limits, your Title I ARRA carryover is in excess.

The carryover based on your Title I ARRA Final Financial Report is **\$«Carryover Amount»**, but, in your case, any funds over **«Max »%** of the 2009-2010 allocation are determined to be in excess. The amount of excess funds in your case is **\$«Amount of Excess»**. Your allowable carryover, after this adjustment, is **\$«Allowable Amount»**.

The following options are available to you for the 2010-2011 school year concerning excess carryover:

- ❖ You may ask for a waiver to expend the excess carryover during the 2010-2011 school year by signing and dating the **first option** on page 2 of this memo; or
- ❖ You may make these excess funds available for reallocation to other districts by signing and dating the **second option** on page 2 of this memo.

Under the current reauthorization, districts may ask for such a waiver once every three years. The U.S. Department of Education allowed states to request a separate waiver for the Title I ARRA funds. North Dakota's request was approved. To request a waiver **please sign the appropriate box on the attached form and return the form** to this office by «Date to Return Form».

Should you have any questions on the above matter, please feel free to contact me at (701) 328-2284 or toll free 1-888-605-1951.

Sincerely,

Laurie Matzke, Director
Title I

c: «Business_Manager», Business Manager

Please check the appropriate below and sign only one of these two options.

Option 1

WAIVER TO RETAIN EXCESS TITLE I ARRA CARRYOVER FUNDS	
<input type="checkbox"/>	
<p>«School_District» Public School District requests a waiver to retain the excess ARRA carryover in the amount of <u>\$«Amount of Excess»</u>. This amount has been determined based on the Title I ARRA Final Financial Report submitted to this office for the 2009-2010 school year. These funds will be used to carry out allowable Title I activities through September 30, 2011. (Please return this signed acknowledgement by «Date_to_Return_Form».)</p>	
Authorized Representative	Date

Option 2

RELEASE OF EXCESS TITLE I ARRA CARRYOVER FUNDS	
<input type="checkbox"/>	
<p>«School_District» Public School District acknowledges the release of excess ARRA carryover in the amount of <u>\$«Amount of Excess»</u>. This amount has been determined based on the Title I ARRA Final Financial Report submitted to this office for the 2009-2010 school year. (Please return this signed acknowledgement by «Date_to_Return_Form».)</p>	
Authorized Representative	Date

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

Title I Quarterly Reporting Tip Sheet for Section 1512 of American Recovery and Reinvestment Act

The American Recovery and Reinvestment Act (ARRA) provides a significant amount of additional resources for local school districts. To prevent fraud and abuse, support the most effective uses of ARRA funds, and accurately measure and track results, recipients must publicly report how these funds are used. ARRA funds are subject to additional and more rigorous reporting requirements than normally applies to other federal grants. It is extremely important that all districts report this information in a timely manner as the North Dakota Department of Public Instruction has to compile the entire state's information and report it to www.federalreporting.gov. **Failure to report by each quarterly deadline could result in the district forfeiting its Title I stimulus funds.**

Each school district that receives Title I ARRA funds will be required to complete the quarterly report and email it to their Title I Contact person at DPI. The reporting template can be found at: <http://www.dpi.state.nd.us/title1/Legislative/index.shtm>. A listing of Title I contact people and their email addresses can be found at: <http://www.dpi.state.nd.us/title1/Legislative/stimulus/conappcontact.pdf>

Quarterly Reporting Due Dates

Quarter Number	Time Period Covered	Due Date
Quarter 1	2/17/09 thru 09/2009	October 2, 2009
Quarter 2	2/09 thru 12/09	January 4, 2010
Quarter 3	2/09 thru 3/10	March 30, 2010
Quarter 4	2/09 thru 6/10	June 29, 2010
Quarter 5	2/09 thru 9/10	September 29, 2010
Quarter 6	2/09 thru 12/10	December 17, 2010
Quarter 7	2/09 thru 3/11	March 30, 2011
Quarter 8	2/09 thru 6/11	June 29, 2011
Quarter 9	2/09 thru 9/11	October 1, 2011
Final Report	02/09 thru 09/11	To Be Determined

A few reminders and tips regarding the Title I ARRA Quarterly Reports:

- School district employees are not vendors; therefore, these salaries and benefits should not be included in the vendor payment information that is reported.
- The award amount is the school district's allocated amount of Title I ARRA funds not the amount approved. (In some awards, these numbers are different). School districts that do not apply for their entire allocation right away may access these additional funds through a budget revision.
- The approval date is the date your application was approved and the date you could begin expending funds which was sent to you on your budget from Mary Neigum and the approval letter sent by Stephanie Gullickson.
- Funds requested to date are the amount you have requested from DPI on a SFN 14660 Request for Funds Form. You will be required to submit a Request for Funds form when you want your funds released to you following the same process used for requesting regular Title I funds. You will need to do a separate Request for Funds form for regular

Title I funds and the Title I ARRA funds. In addition, you will be required to do a separate Request for Funds form for the Title IID ARRA funds. The Title I and Title IID ARRA funds must be kept separate.

- Cumulative total ARRA expenditures for salaries and benefits needs to include all salaries/benefits paid from the Title I ARRA funds. If you report salary/benefit expenses you will need to report something in the job section. In addition to salary/benefit expenses, you will need to report all other ARRA expenditures which may not equal the amount of funds you have requested if you haven't submitted a request for funds yet.

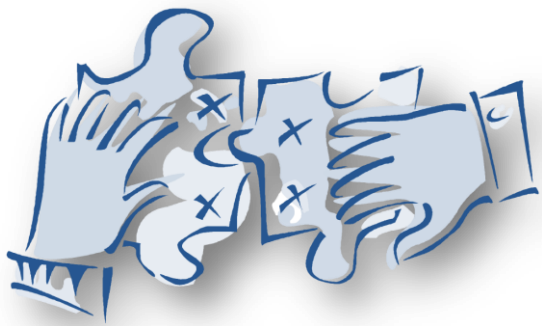
Reporting Jobs Created – Retained – Expanded

DPI is required to quarterly report all the jobs funded by the Recovery Act. This is a revision from the previous guidance that specifically gathered data on jobs created, retained, or expanded. December 18, 2009 guidance from the Office of Management and Budget changed the job created to simply **any job funded with ARRA funds**. DPI is also required to provide a narrative description of the types of jobs that are funded. The description of job funded should be Title I Reading Teacher, Instructional Coach, Paraprofessional, etc. The job data needs to be reported as FTEs (full-time equivalents) which is calculated as total hours worked divided by the number of hours in a full-time schedule as defined by the school district only for the reporting quarter. The FTE numbers will be reported for each quarter throughout the entire grant award. Once a job is reported as funded by the Recovery Act, the recipient shall continue to report this job as funded in subsequent quarters as long as the job continues to be funded by ARRA dollars. If a job is funded 50% ARRA funds and 50% regular Title I federal funds, then the job would be reported as a .5 FTE. In calculating the FTE for each quarter, the denominator must include the total number of hours that would have been worked in a full-time schedule for that quarter and the numerator is the total actual hours worked during that quarter. If a full time schedule for that quarter is 520 hours and the position worked 130 hours this quarter $130/520 = .25$ FTE will be reported. In addition if the jobs created were a .25 Paraprofessional and a .50 Title I Reading Teacher the total jobs reported would be .75, not 2 as they need to be reported in FTEs. Stipends for professional development are exempt from job reporting and should not be included as a job funded with ARRA funds during your calculations.

Reporting Vendor Payments – Only Payments Over \$25,000 are Reported

School districts are also required to report payments to vendors that exceed \$25,000. The school district vendors will be outside entities that are paid for services, materials, supplies and equipment, etc. When an individual payment to a vendor exceeds the \$25,000 threshold, the school will be required to list each payment to vendors on the reporting template. The reporting template also requires the vendor name, product and/or service description, payment amount and the vendor DUNS number. If the DUNS number is not available, you must report the vendor headquarter zip code + 4. If payments to vendors are under \$25,000 you will not be required to report anything. *The \$25,000 threshold is triggered by individual payments to a vendor within a quarter and not cumulative payments to a vendor over the life of the project.*

If you have any questions about Title I ARRA Quarterly reporting, please contact Laurie Matzke at (701) 328-2284 or lmatzke@nd.gov or Stephanie Gullickson at (701) 328-2176 or sgullickson@nd.gov



TEAM NEWS

(Together Everyone Achieves More)

July 2010

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

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- Training for New Title I Administrators/Coordinators
- ARRA Quarterly Report
- Title I Vacancy
- Director's Report
- Training for New Title I Teachers
- AYP Dissemination Requirements
- 2010 Early Childhood Professional Institute
- Parent Involvement Middle School Literacy Novel Units
- Important Date Change Information for All Teachers who hold a Life Teaching License
- IDEA Update
- North Dakota Title I School Improvement Grant (SIG) Approved
- Consolidated Application Updates
- Status - Jobs Bill
- Final Allocations Posted
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- Changes in Title I Staff
- Monthly Featured Articles
 - ✦ Special Education State Performance Plan and Annual Performance Report
 - ✦ Field Alert – 21st Century
- Upcoming Events
- Title I To Do List
- Title I and Special Education Staff

Training for New Title I Administrators/Coordinators

It appears as though there are numerous new superintendents, principals, and Title I coordinators being hired in schools and districts across the state for the 2010-2011 school year.

The Department of Public Instruction is holding their annual New Administrators' Conference on August 5-6, 2010. At this conference, the state Title I office will be conducting a breakout session specifically for new superintendents, principals, and coordinators who work with Title I issues. We will forward specific information on the time, date, and location of this breakout session through our Title I distribution list.

ARRA Quarterly Report

The fourth Title I ARRA Quarterly Report was due to the department on June 29, 2010. We are pleased that once again, we had 100% of our districts submit the report. Thank you for your promptness! The next Title I ARRA Quarterly Report is due on September 29, 2010.

Title I Vacancy

Are you looking for an exciting new career change? The state Title I office currently has a vacancy for a Program Administrator III. This position will assist schools in program improvement, participate as a member of the Title I team that monitors Title I programs, present at various department trainings/events, and review Title I consolidated applications. If you are interested, a job announcement is posted on the HRMS vacancy page at www.nd.gov/hrms/jobs/2011305.html. The deadline to apply for this position is July 26, 2010.



Director's Report

By: Laurie Matzke, North Dakota Director of Title I

There is a national organization established to allow State Title I directors and opportunity to discuss educational issues amongst themselves, as well as with the United States Department of Education (USDE) personnel. This organization is called NASTID – National Association of State Title I Directors and meets twice a year. It convenes at the National Title I Convention in January or February and again in the summer. These meetings provide an excellent opportunity for state directors to get updated information on issues pertaining to Title I and NCLB. I will be attending the Annual Title I Summer Meeting with USDE staff on July 27-30, 2010. I anticipate receiving updates on the following issues:

- Federal Funding for 2011-2012

In a typical year, the appropriation for the subsequent school year is passed in December. However, Congress is already working on the 2011-2012 appropriation. Therefore, I hope to receive more information on the funding levels for federal programming for the 2011-2012 school year.

- State Monitoring of NCLB

Updates will be provided on the USDE monitoring of states for compliance with NCLB regulations. We usually receive a report on the past year's monitoring visits, which includes a summary of common items found out of compliance across the nation. North Dakota is scheduled to be monitored in May 2011.

- 2011 National Title I Conference

The 2011 National Title I Conference will be held in Tampa, Florida from January 31–February 3, 2011 and I'm sure we'll receive updates on this event.

- USDE Title I Director

The position of federal Title I director at the USDE has just recently been vacated. Zollie Stevenson, the national Title I director for the past several years, has taken a new position as a professor at a university. The search for a new director will be opened nationwide.

- School Improvement Grant(SIG)

North Dakota just recently received over \$9 million dollars in School Improvement Funding. The 62 SIG applications that were just recently submitted for the 2009 SIG funding are under review. All states will also be receiving 2010 SIG funds. We don't know the timeline for receiving these funds until late July when I attend this training with the U.S. Department of Education staff.

- New Literacy Initiative

On December 16, 2009, President Obama signed into law the spending bill for the 2010-2011 school year. The legislation appropriates new funds to create a comprehensive literacy program serving students from birth through grade 12. From the total allocation, \$10 million is reserved for a state formula grant program to support a State Literacy Team with expertise in literacy development. The team will be required to develop a comprehensive state literacy plan. Each state will receive at minimum \$150, 000 for a State Literacy Team. I am hoping to receive an application and guidance on applying for these funds at this meeting in Washington D.C.

▪ Federal Programs Reauthorization

The federal programs included in the Elementary and Secondary Education Act are overdue to be reauthorized. State Title I directors will receive an update on the status of this pending reauthorization at this training. There are many individuals and groups pushing hard for the reauthorization to occur this fall. However, considering how monumental the task is, it seems unlikely that it will occur that quickly. Some are predicting it will be reauthorized in the spring of 2011.

I will provide a summary of the information shared at this Title I summer training in the August issue of the *Title I/ Special Education Newsletter*.

Training for New Title I Teachers

It appears from the volume of new applications for a Title I credential that there will be many new Title I teachers across the state for the 2010-2011 school year. There are many requirements within the Title I program, and therefore, we are putting together a New Title I Teacher Training.

In the past, we have had this training at our annual fall conference. However, the evaluations consistently show teachers need the training much earlier. Therefore, we are conducting the training at the beginning of the school year.

The training will be held in late August 2010 at the State Capitol Building in Bismarck. We are working to finalize a date and will share this information via our Title I distribution list.

We are requesting that you inform any new Title I teachers of this training opportunity designed to specifically address the requirements of Title I, Part A. This session will go over the rules, regulations, policies, forms, etc. pertaining to the Title I program and answer any questions new teachers might have regarding Title I programming. If you have any questions regarding this training, please contact Laurie Matzke at lmatzke@nd.gov or 701-328-2284.

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.



2010 Early Childhood Professional Institute
 October 13, 14, & 15, 2010
 Ramada Plaza Suites & Conference Center • Fargo, ND



Want more information? The call for presenter application, registration form, hotel information, and much more is available on the ND Head Start Association website:

www.NDheadstart.com

The North Dakota Head Start Association cordially invites persons or organizations to submit presentation proposals for the 2010 Early Childhood Professional Institute. Please visit our website to read the proposal guidelines and complete the proposal application to be considered as a presenter.

[Ramada Plaza Suites and Conference Center](#)

1635 42nd Street South • Fargo, ND

Phone: 701-277-9000 • Fax: 701-281-7145

Parent Involvement Middle School Literacy Novel Units

The North Dakota State Parent Information Resource Center (NDPIRC) and the North Dakota Department of Public Instruction are pleased to provide schools with another tool for increasing parent involvement; a free CD of Parent Involvement Middle School Literacy Novel Units for grades 6-8. Literacy is an essential skill for success in school and life. The Title I and Special Education units are proud to sponsor this project in collaboration with NDPIRC.

During the summer of 2010, NDPIRC contracted with three North Dakota educators to create Parent Involvement Middle School Literacy Novel Units for grades 6-8. Each CD is filled with numerous activities and ideas for promoting literacy in the home. We would like to acknowledge the three educators who are currently working on creating this resource for North Dakota school personnel.

- ◆ Bethany Higdem, Wahpeton
- ◆ Danette Brown, Minot
- ◆ Rebecca Pitkin, Dickinson

The American Recovery and Reinvestment Act (ARRA), signed by President Obama in February 2009, provided a significant amount of additional funds for local school districts. These funds created an unprecedented opportunity for educators to implement innovative strategies in schools that improve education for at-risk students and close the achievement gaps. Schools are encouraged to use their Title I and Special Education ARRA funds to make duplicate copies of the activities for grades 6-8.

During the 2010 Title I/Special Education Fall Conference, every school in attendance that serve grades 6-8 will receive one CD of the Parent Involvement Middle School Literacy Novel Units to share with staff in their building. Therefore, when schools register please designate one person from the school to be responsible for picking up the CD. If your school is not planning on attending the conference, please contact Stefanie Two Crow in the Title I office at sttwocrow@nd.gov and one will be mailed to your school.

IMPORTANT DATE CHANGE INFORMATION FOR ALL TEACHERS WHO HOLD A LIFE TEACHING LICENSE

In the past, for Title I teachers that hold a life teaching license and a Title I credential, the credentials would always expire on September 1. Starting July 1, 2010, all teachers who hold a life teaching license will have a new expiration date of June 30 for their Title I credentials. This new date reflects the end of the school year and allows teachers to have the same expiration date that the School Approval and Accreditation office is using.

If you have any questions regarding the new expiration date, please contact Sandy Peterson at 701-328-2170 or smpeterson@nd.gov

IDEA Update

Last month, the National Governor's Association and the Council for Chief State School Officers released the Common Core Standards for English Language Arts and Mathematics. These new standards have been written to address a major complaint against past curricula, a lack of focus and coherence. Research has attributed the "mile wide and inch deep focus" of past curricula as major contributors to the slow rate of improvement in student achievement in mathematics. Additionally, these standards represent important improvements which include: an improved balance between concepts and skills, an emphasis on math practices, and developing habits of mind that prepare students for college and/or careers in the 21st Century.

These new standards provide a connection between the Standards for Mathematical Practice recommended by the National Council of Teachers of Mathematics and the Standards for Mathematics Proficiency found in the National Research Council's report, *Adding It Up*. According to these documents, a solid foundation in mathematics requires students to develop fundamental processes, and proficiencies in problem solving, reasoning and proof, communication, representation, and connections. In addition, students should demonstrate proficiency in adaptive reasoning, strategic competence, conceptual understanding, procedural fluency and productive disposition (the ability to see mathematics as sensible, useful and worthwhile).

These standards recognize that English Language Learners and students with disabilities will need additional supports to achieve proficiency in the standards; however, they do not identify specific interventions and supports which may be used. The standards provide clear markers of skills, knowledge and processes to indicate student progress toward college or career readiness.

Please review these standards at www.corestandards.org/assets/CCSSI_Math%20Standards.pdf.

North Dakota Title I School Improvement Grant (SIG) Approved

On July 2, 2010, the North Dakota Department of Public Instruction received official notice from the U.S. Department of Education (USDE) that our Title I School Improvement Grant (SIG) was approved. The official news release is available at <http://www.ed.gov/news/press-releases/north-dakota-receive-9-million-turn-around-its-persistently-lowest-achieving-sch> on the USDE website.

The additional funds that schools identified for Title I program improvement will receive through the SIG is critical to helping them meet their program improvement goals and, ultimately, in raising student achievement.

Consolidated Application Updates

If you are a Title I authorized representative, coordinator, or business manager and were not able to attend the WebEx Training session held on May 12, 2010, it is imperative that you review the new information shared and contact the state Title I office if you have questions, as this training focused on the application processes for receiving regular and stimulus funds for the 2010-2011 school year. The WebEx handouts can be accessed at www.dpi.state.nd.us/title1/present.shtm on the Title I website.

Resources include a document that outlines the Title I ARRA process for the 2010-2011 school year and separate guidance documents for completing both the regular consolidated application and the Title I ARRA application.

Status – Jobs Bill

Law makers continue to search for a way to provide states with additional funds to prevent job layoffs in education for the 2010-2011 school year. The target amount has been reduced from \$23 billion to \$10 billion.

A provision has been proposed that would include \$10 billion to help school districts avoid educator layoffs through reducing by \$500 million the award money available to states that have submitted proposals in Round 2 of the Obama initiative, the Race to the Top competition, in order to partially fund the layoffs bill. The White House said in a statement that if the final bill included cuts to education reforms, President Obama would most likely veto it.

Final Allocations Posted

The Department of Public Instruction has received final Title I allocation amounts from the U.S. Department of Education for the 2010-2011 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.

Final Payments

As everyone who works in the Title I program knows, the enactment of the ARRA brought about a significant amount of additional paperwork to Title I personnel, both in the field and in the state Title I office. Even before ARRA, the

months of June and July were always a challenge in the state Title I office, as the staff are responsible for processing approximately 200 final financial reports in a short time period.

We are keenly aware that school districts would like to receive their final Title I payment and close out the 2009-2010 school year. We are asking for your patience and understanding throughout the close out process this year. Due to ARRA, we have double the amount of final financial reports to process, as well as a record number of budget revisions to process (regular and ARRA). We are only allowed to make payments once a week, which occurs on Tuesdays. The final financial report and budget revisions are processed in the order they are received.

The state Title I office only has one fiscal officer. Our office does not close down at anytime over the summer months; however, the state does shut down its pay system for two weeks in July. During that time, Title I staff continue to be here working to close out the 2009-2010 school year, as well as reviewing double the number of budget revisions and consolidated applications for the 2010-2011 school year.

All school districts have a Title I contact person assigned to them to answer questions and provide technical assistance. In addition, staff can contact Laurie Matzke at anytime. The ARRA brought the Title I program record setting funding. However, these funds also brought a significant amount of additional paperwork for all of us.

We appreciate your cooperation and patience as we try our best to work through this process.

Changes in Title I Staff

We have several staff changes in the state Title I office to share with school personnel. Many of the changes include our current staff taking different positions within our Title I unit. Our staff will be working together to provide these programs with a smooth transition from one administrator to another.

Dale Patrick has accepted a temporary position that Title I was granted to provide additional support due to the ARRA Title I funding and will continue as administrator of the Even Start program. Gail Schauer is the new administrator of the 21st Century program. Gail will continue working with the Title I program and will finish the administration of the Reading First programs, which ends September 30, 2010.

Tara Bitz is the new administrator of the Early Reading First program. Tara will also be working with the Title I program. The vacant Administrator III position mentioned on page one was previously held by Tara Bitz.

We are happy to announce our newest staff member, Jill Frohlich. Jill’s position is an Administrative Assistant and replaces Missy Mahin, who left the department. Jill started her position in mid June 2010.

Dale Patrick, Assistant Director of Title I	Effective July 5, 2010	Even Start Administrator Title I Program
Gail Schauer, Assistant Director of Title I	Effective July 8, 2010	21 st Century Administrator Reading First Administrator Title I Program
Tara Bitz, Assistant Director of Title I	Effective August 2, 2010	Early Reading First Administrator Title I Program
Jill Frohlich, Administrative Assistant	Effective June 21, 2010	Administrative Assistant Title I Program
Vacant	Effective August 2010	Administrator III Title I Program

Monthly Featured Articles

Special Education State Performance Plan and Annual Performance Report

In 2005, the North Dakota Department of Public Instruction (NDDPI) special education staff developed the North Dakota Special Education State Performance Plan (SPP). This six-year (2005-2011) plan is North Dakota's plan for improving the educational results for all children with disabilities. There are 20 very specific indicators, each with its own baseline data, measurable and rigorous annual targets, and improvement activities. NDDPI reports the state results to the U.S. Department of Education, Office of Special Education (OSEP) annually for review.

The NDDPI Special Education unit is proud to announce that North Dakota has met the requirements set out by the U.S. Department of Education, Office of Special Education (OSEP). The Department's determination was based on the totality of the State's data and information, including the State's FFY2008 APR and revised SPP, other State reported data, and other publicly available information.

The letter of notification from the U.S. Department of Education OSEP, was received June 3, 2010 and included a statement from OSEP offering their commitment "to supporting North Dakota's efforts to improve results for children and youth with disabilities."

The NDDPI, Special Education staff would like to extend a well deserved thank-you to each and every one of the skilled and dedicated professionals in the field of special education. North Dakota could not have accomplished this achievement without your hard work and dedication to children and youth with disabilities in North Dakota.

The current Annual Performance Report (2008-09 school year) is posted on the NDDPI Special Education website www.dpi.state.nd.us/speced/reports.shtm. The State Performance Plan (SPP) is also posted on the special education website.

Field Alert – 21st Century

June 21 was the first day of summer and National Summer Learning Day: and a great opportunity to **share the important benefits** of afterschool and summer learning programs with key policy makers!

The recently released *America After 3PM Special Report on Summer* found that three-quarters of America's schoolchildren do not participate in summer learning programs. Yet, fifty-six percent of kids (an estimated 24 million) who are not participating in summer learning programs would likely enroll in a program if one were readily available.

We know that quality summer learning programs help prevent summer learning loss and provide safe and enriching learning environments for children of all ages. And, kids who participate in afterschool programs are more likely to participate in summer programs.

By supporting 21st Century Community Learning Centers (21st CCLC) we can help ensure that more kids have access to both afterschool and summer programs. 21st CCLC is the only federal funding stream exclusively for before school, after school, and summer learning programs, but it is underfunded and up for reauthorization as part of the Elementary and Secondary Education Act. **Send an email to your Members of Congress today** in support of a strong, well-funded 21st CCLC program that provides needed support for before school, after school, and summer learning.

Upcoming Events

× **NDMILE Meeting**

August 2, 2010 in Bismarck, ND

Information is available at www.dpi.state.nd.us/events.shtm

× **Title I Schoolwide Planning Workshop #1**

August 3, 2010 in Bismarck, ND

Information is available at www.dpi.state.nd.us/title1/events.shtm.

× **NDMILE Meeting**

August 4, 2010 in Bismarck, ND

Information is online at www.dpi.state.nd.us/events.shtm

× **New Administrators' Conference**

August 5-6, 2010

Specific information on the time, date, and location will be provided at a future date.

× **New Teachers Training**

To be held at the Capitol Building, Bismarck, ND. Date to be determined.

× **2010 Title I/Special Education Fall Conference**

Dates have been set for October 6-8, 2010 for the 2010 Title I/Special Education Fall Conference at the Bismarck Civic Center. Please save the date for this conference as we are planning outstanding professional development opportunities for participants. Information will be available in the fall of 2010 at www.dpi.state.nd.us/title1/events.shtm.

× **ND Curriculum Initiative (NDCI) 2010-2011 Seminar Series**

More information can be found at www.dpi.state.nd.us/events_doc/goals.pdf

Title I To Do List

Administrators

- Submit the Title I ARRA Consolidated Application/Budget Revisions
- Submit Title I Regular Final Financial Report and Final Request for Funds
- Submit Title I ARRA Final Financial Report and Final Request for Funds
- 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 2010

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

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

Research And Resources

☞ Response to Intervention Resources

All RTI books by Dr. Sherri Dobbs Santos are innovative manuals and are designed to assist teachers with the implementation of Tier II RTI interventions (based on a four Tier RTI model). Equipped with step-by-step lesson instructions, lesson evaluations, progress monitoring assessments, and lesson materials, each book provides the regular classroom teacher or interventionist with the tools necessary to confidently and competently implement Tier III interventions with at-risk students.

http://stores.lulu.com/sherrisantos?cid=lb_contest

☞ What are Districts Doing?

The Center on Innovation and Improvement has searched the websites of major cities and districts to find out what tools and processes are in use to help with the rapid improvement of low-performing schools. Links to strategies in play in New York, Los Angeles, Chicago, Philadelphia, and the District of Columbia are available at:

www.centerii.org/WhatAreDistrictsDoing/

☞ National Governors Association and State Education Chiefs Launch Common State Academic Standards

The National Governors Association Center for Best Practices (NGA Center) and the Council of Chief State School Officers (CCSSO) have released the [Common Core State Standards](#). Many stakeholders, including content experts, states, teachers, school administrators, and parents collaborated to create the English-language arts and mathematics standards for grades K-12 whose goals for learning include the preparation of U.S. students for success in college and work. The release of the standards on June 2, 2010, concludes the development of the Common Core State Standards and begins the adoption and implementation process by the states.

<http://www.corestandards.org/articles/8-national-governors-association-and-state-education-chiefs-launch-common-state-academic-standards>

☞ Interactive Map: Navigating the National High School Improvement Landscape

This map 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/>

☞ Bringing Literacy Strategies into Content Instruction

This document provides research-based guidance on academic literacy instruction in the content areas. It reviews the research evidence about content-area literacy instruction for adolescents and suggests ways teachers can use content-area texts to enable students to understand the vocabulary and concepts they contain. It describes ways to assist states, districts, and schools in helping teachers develop the kinds of pedagogical skills needed to implement instructional practices that have been shown to improve student literacy outcomes.

www.centeroninstruction.org/files/Bringing%20Literacy%20Strategies%20into%20Content%20Instruction.pdf



Title I Website Resources Available

☒ Title I Publications

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

- ✦ Title I/Special Education TEAM News
- ✦ RRR
- ✦ Title I Correspondence

☒ 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
- ✦ Supplemental Services

☒ Research

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

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

☒ 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

☒ Consolidated Application Information

- ✦ Specific Title I Guidance on the Consolidated Application
- ✦ Title I Contact List
- ✦ Allowable Title I Expenditures
- ✦ Additional Consolidated Application Worksheets for Title I

☒ Upcoming Events

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

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

☒ Title I Presentations

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

☒ Guidance

Targeted Assistance

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

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

☒ Title I Fiscal Resources

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

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

☒ 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

☒ Title I Forms

- ✦ Budget Revisions
- ✦ Mid year and Final Financial Report
- ✦ Request for Funds
- ✦ Title I Personnel Report

☒ Credentials

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

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

☒ ARRA

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

- ✦ Reporting Requirements
- ✦ ARRA Process for the 2010-2011 School Year
- ✦ Guidance on Completing the ARRA Title I Application

☒ Title I A-Z Index

www.dpi.state.nd.us/title1/a-z.shtm

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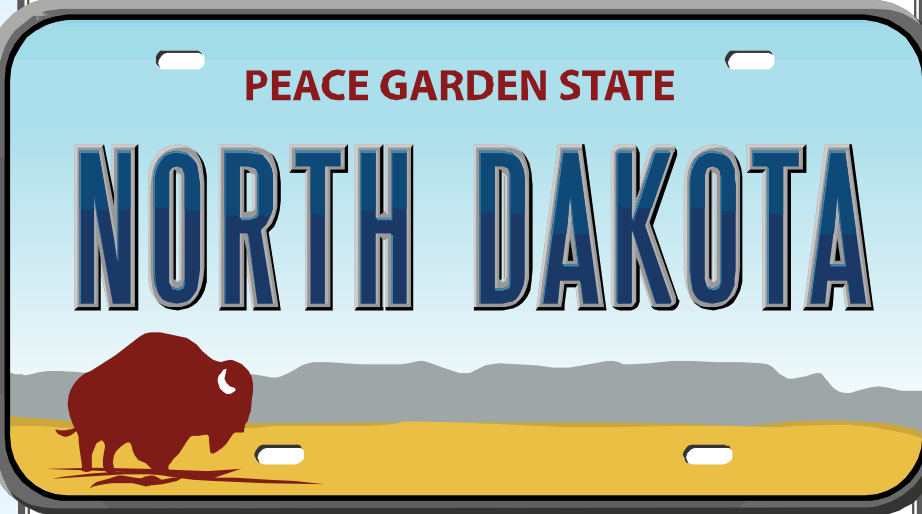
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**North Dakota Department of Public Instruction
State Title I Office**

**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).

Adequate Yearly Progress/Program Improvement Update

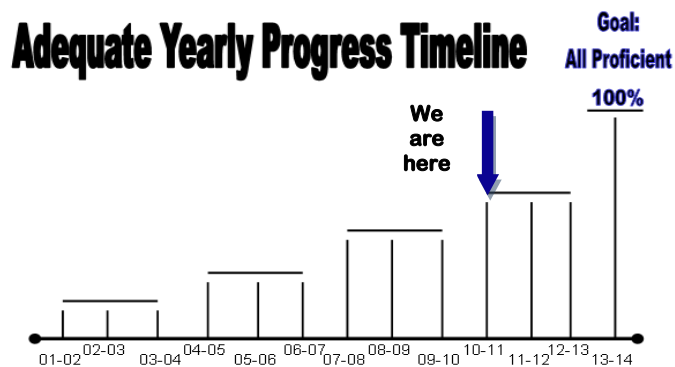
■ Adequate Yearly Progress Reports

The department created Adequate Yearly Progress (AYP) reports for every school and district in the state for the 2009-2010 state assessment data. On May 28, 2010, the ND Department of Public Instruction released the official statewide AYP results for all public schools and districts in North Dakota. On June 1, 2010, the department released the list of the Title I schools and districts that have been identified for program improvement for the 2010-2011 school year.

■ 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.

■ Adequate Yearly Progress Timeline



■ Program Improvement Designation

Schools and districts that do not make Adequate Yearly Progress (AYP) for two consecutive years are identified for Title I program Improvement.

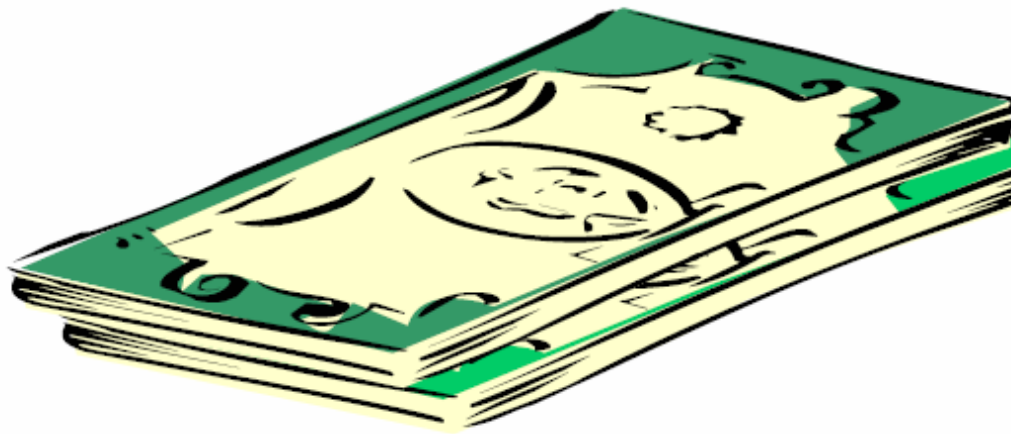
School Program Improvement	
Number of public schools in North Dakota	460
Number of Title I public schools in North Dakota (approximate)	312
✓ Number of schools that did not make AYP on the 2008-2009 NDSA	122
✓ New schools identified for program improvement for 2009-2010	11
✓ Number of schools removed from program improvement status for 2009-2010	4
✓ Total Number of schools in program improvement for 2009-2010	67

District Program Improvement	
Number of public districts in North Dakota	181
Number of Title I public districts in North Dakota (approximate)	158
✓ Number of districts that did not make AYP on the 2008-2009 NDSA	50
✓ New districts identified for program improvement for 2009-2010	3
✓ Number of districts removed from program improvement status for 2009-2010	3
✓ Total Number of districts in program improvement for 2009-2010	33

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 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/Top Educational Practices from the 2009-2010 School Year

This information is based on the school districts that were monitored in the 2009-2010 school year for Title I purposes and based on reviews of consolidated applications and SIG Applications.

Monitoring Concerns

Not all components of Targeted Assisted Implemented

▪ **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 – Time and Effort**

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.

▪ **Contacts**

Object code 300 is the fiscal accounting process and is labeled as Purchased Professional and Technical Services. This code is to be used any time funds will be used to purchase a service such as paying a consultant to do a presentation or paying a company, such as NWEA, to provide technical assistance. If you are paying a vendor with federal funds, it is crucial to have a contract agreement with that vendor which shows exactly how the funds will be used in order to demonstrate that the services are appropriate for the program.

▪ **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. 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.

Top Educational Practices

▪ **Instructional Coaches**

In North Dakota, we are seeing an increased trend in schools utilizing coaches to assist teachers with literacy and math instruction. An instructional coach is one who supports others in building their teaching skills, assists others in applying new knowledge, and provides ongoing professional development.

The use of instructional coaches can be a powerful intervention with great potential to improve teacher performance and raise academic achievement. Numerous resources on using Title I funds for instructional coaches can be accessed at www.dpi.state.nd.us/title1/coaches.shtml on the department's website.

▪ **Individual Learning Plans (ILPs)**

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 collaborative effort 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 teacher.

▪ **Support for Incoming Middle School Students**

Transition from elementary to middle school can be very overwhelming for some students. One school assigned mentors for incoming middle school students to help with questions and issues that arise. Another school has Student Academic Conferences for every middle school student to understand the importance of assessments given and to set goals for the upcoming school year.

▪ **Early Childhood Education Initiatives**

Several districts/schools in North Dakota are beginning to use a portion of their Title I funding to pursue preschool programming, Kindergarten Jump Start programming and Gear Up for Kindergarten programming to help prepare young children for school.

▪ **Graduation Coaches**

Several North Dakota high schools hired a graduation coach to ensure all students graduate.

▪ **High-Quality, Ongoing Professional Development**

Many schools provide staff ongoing high-quality, job embedded professional development that is aligned with the school's comprehensive instructional program and designed with school staff to ensure they are equipped to facilitate effective teaching and learning and have the capacity to successfully implement school reform strategies.

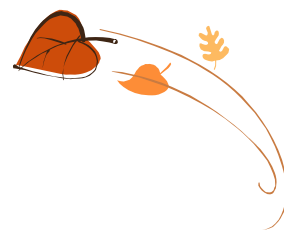
▪ **Comprehensive Reform Initiatives/Comprehensive**

- Principal Leadership Training
- Implementing turn around programs, such as – High Schools That Work

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

2010 Title I and Special Education Fall Conference

October 6-8, 2010
Bismarck Civic Center



Featured speakers include:

- Ron Clark - founder of The Ron Clark Academy
- Keith Davis - former professional NFL football player
- Joe Steffy - founder of Poppin Joe's Kettle Corn

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

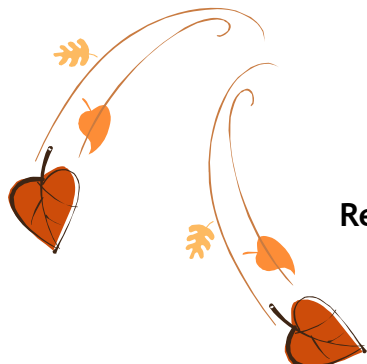


2010 Awards will be announced for:

- Veteran Title I and Special Education Teachers
- Outstanding Title I Educator Award
- Caught-in-the-Act Awards
- Title I Distinguished School Award

Recognition of:

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



School Administrator Title I Responsibilities “What Do I Need To Do”?

Summer

- Submit the Consolidated Application for federal Title programs – **Due: August 27, 2010**
Make sure to get board approval (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 Title I 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 2010-2011 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 teacher qualification information compiled in preparation of parents requesting to see the evidence. – **Due: August/September**
- Submit Title I ARRA Quarterly Report to Title I Contact – **Due: September 29, 2010**
- 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

- Submit Title I ARRA Quarterly Report to Title I Contact – **Due: December 17, 2010**
- Disseminate information on the school and district report cards (profiles) to parent and community – **Due: January**
- Submit Mid Year Title I Financial Report (SFN 7822) documenting all expenditures through December 31 – **Due January**

Spring

- Submit Title I ARRA Quarterly Report to Title I Contact – **Due: March 30, 2011**
- 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/June 2011**
- Submit the Title I Final Financial Report (SFN 7822) to the state Title I office – **Due: June/July 2011**

Ongoing

- 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**
- Schools participating in the NDMILE must meet requirements outlined in the timeline during the 2010-2011 school year. – **Ongoing**
- Monitor expenditures and submit a budget revision to allow for changes that arise during the school year. – **Ongoing**