

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

Meeting Title I ARRA Supplemental Requirements

NDCEL Summer Conference June 17, 2009

AGENDA

- General Overview of ARRA Funding in North Dakota
- ARRA Timeline
- Key Reminders or Updates on the Title I ARRA Funds
- Common Mistakes in Completing the Title I ARRA Application
- Sharing Ideas on the Use of Title I ARRA Funds
- ARRA Reporting Requirements
- Title I Statewide System of Support (SSOS) Consultant Team
- 2009 ND Legislative Action Pertinent to Title I

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

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

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

The Title I ARRA electronic application is currently open on the STARS for districts to begin inputting information. The application can be accessed at <https://secure.apps.state.nd.us/dpi/starsStimulus/Login.aspx>.

- **Special Education (\$27,413,988)** – The ARRA Special Education funds will flow through the Special Education units in North Dakota just like the regular Special Education fund. The Special Education units are in the process of submitting their grant applications to DPI to get approval for the funds. There is no specific due date. As with Title I, the ARRA Special Education funds follow the same rules and regulations as the regular Special Education funds.
- **School Improvement (\$7,145,000)** – States are allowed to reserve 4% of their Title I and ARRA funds for schools in program improvement. These funds become available on July 1, 2009, and there is no application process to the USDE. In addition, states will receive a separate ARRA School Improvement grant. States must submit a grant application to the USDE and get approval before subgranting out these funds. We anticipate receiving an application in July or August and getting final approval to obligate these funds in the fall.
- **Title II, Part D (\$3,209,375)** – States will also receive a Title II, Part D ARRA grant specifically for technology. Once we have received final Title I allocations, our grants manager, Stephanie Gullickson, will calculate the formula portion of the Title II, Part D ARRA allocations. These funds are typically distributed 50% by formula and 50% by a competitive grant application process, although in the absence of the USDE Title II, Part D ARRA guidance, it is unclear whether these funds will follow the same rules. There is a Title II, Part D section on the same application that districts use to apply for the Title II, Part D ARRA funds that may be used to apply for the formula share of these funds.
- **Homeless (\$175,966)** – States will also receive a Homeless Youth ARRA grant. An announcement of the availability of these funds was distributed statewide in April, with a grant application due date of June 5, 2009. Districts that reported homeless children on the STARS during the 2008-2009 school year were eligible to apply for these funds. The Title I homeless unit anticipates granting out these funds in July 2009.
- **Supplemental One-Time State Grants (\$85,644,377)** – The ARRA funds originally under the purview of the Governor's office were included in the foundation aid formula during the 2009 legislative session. The State Legislature then appropriated \$85,644,377 of state funds for Supplemental One-Time State Grants. These funds will be distributed to districts in four equal installments beginning in September 2009.

▪ **Questions** – DPI Contacts for the ARRA Funding Include:

- Title I ARRA Funds
Laurie Matzke, Director
lmatzke@nd.gov
(701) 328-2284
- School Improvement ARRA Funds (1003G)
Laurie Matzke, Director
lmatzke@nd.gov
(701) 328-2284
- Homeless ARRA Funds
Tara Bitz, Program Administrator
tbitz@nd.gov
(701) 328-4646
- Title II Part D ARRA Funds
Patricia Laubach, Standards & Achievement
plaubach@nd.gov
(701) 328-4525
- IDEA ARRA Funds
Bob Rutten, Director
brutten@nd.gov
(701) 328-4561
- IDEA ARRA Funds
Brenda Oas, Assistant Director
boas@nd.gov
(701) 328-2692
- IDEA ARRA Funds
Kathy Smith, Grants Manager
kasmith@nd.gov
(701) 328-2615
- State Supplemental Grants
Bob Marthaller, Assistant Superintendent
rvmarthaller@nd.gov
(701) 328-2267

American Recovery and Reinvestment Act

Timeline

- **February 17, 2009** – The American Recovery and Reinvestment Act (ARRA) was signed into law.
- **April 1, 2009** – The North Dakota Department of Public Instruction (DPI) received estimated federal allocation amounts for the 2009-2010 school year, as well as final amounts under the Title I ARRA. North Dakota's totals include:
 - ✓ \$35,597,005 – Title I regular allocation
 - ✓ \$27,437,105 – Title I ARRA allocation
- The department then generated and posted federal allocation amounts for school districts for the 2009-2010 school year at www.dpi.state.nd.us/grants/Public09_10.pdf on the department's website for the following programs:
 - ✓ Title I Estimated Allocations
 - ✓ Title I Final ARRA Allocations
- **May 2009** – The North Dakota State Legislature provided the spending authority for the stimulus funds.
- **May 5, 2009** – The Title I ARRA application was opened for districts to begin completing their application to access the stimulus funding. No due date has been set to complete the Title I ARRA application.
- **May 2009** – The state Title I office created a form entitled "Title I – Pre Award Cost Approval Request". This form allows districts to obtain approval on pre award costs.
- **Mid June 2009** – The USDE is expected to release guidance on the following topics:
 - ✓ Uses of Funding
 - ✓ Reporting Requirements
 - ✓ Waiver Provisions
- **July 2009** – Districts submit their 2008-2009 Title I Final Financial Report to determine carryover for the subsequent school year.
- **August 2009** – Districts complete and submit the Consolidated Application for Federal Title Funding.
- **2009-2010 School Year** –
 - ✓ Districts will be required to submit ARRA reports outlining how these funds are being utilized
 - ✓ Districts can complete budget revisions as needed to revise how to use these funds or to obligate funds that were previously set aside or unobligated
 - ✓ Districts must establish on their websites a section for sharing and reporting the uses of the ARRA funds received
- **September 30, 2010** – Districts complete a Title I Final Financial Report to close out the spending of the 2009 Title I ARRA expenditures.
- **October 1, 2010 – September 30, 2011** – Districts will either do a budget revision or a second Title I ARRA application to access the Title I ARRA carryover funds for one additional year.

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Key Reminders or Updates on the Title I ARRA Funds

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

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

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

- The USDE has announced that they are close to releasing guidance soon on the following three topics:
 - ✓ Uses of Funding
 - ✓ Reporting Requirements
 - ✓ Waiver Provisions

We will post the USDE guidance on our website at www.dpi.state.nd.us/title1/Legislative/index.shtm as well as send out summary or clarification information pertaining to these documents.

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

Common Mistakes in Completing the Title I ARRA Application

- Many districts that are planning to use the Title I ARRA funds over a two-year period have obligated the entire amount in their budget. We can only approve spending authority through September 30, 2010. Funds for the second year need to be put in the unobligated category.

- On almost every application reviewed, there have been activities miscoded. 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 chart in our ARRA guidance at www.dpi.state.nd.us/title1/present/050409/07.pdf to familiarize themselves with the activities listed in each object code.

- When completing the Targeted Assistance and Schoolwide sections, the descriptions should match the activities that are being funded with the Title I ARRA funds. You do not need to complete sections if you are not using the Title I ARRA funds for that activity. For example, if you are not using these funds specifically for a Title I summer school program, then you don't need to complete that section.

- We are seeing requests to spend an excessive amount of Title I ARRA funds on equipment. The main purpose of Title I is not to purchase technology, it should only be a supportive expenditure. In addition, if you only serve 15 students, and typically 3-5 students at a time, it is not reasonable to request 15 computers.

- We have reviewed several applications that have spent the Title I ARRA funds before the application was approved. As a reminder, districts cannot obligate or spend any Title I ARRA funds until they receive notification from the state Title I office that their application has been approved. Any activities that have already been conducted before the application is reviewed and approved will need to be removed.

Sharing Ideas on the Use of Title I ARRA Funds

▪ **Stretch Out ARRA Funds**

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

▪ **Stretch Out Regular Title I Funds**

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

▪ **Intervention Specialist**

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

▪ **Braided Funding**

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

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

▪ **Individual Learning Plan (ILP)**

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

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

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

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

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ARRA Reporting Requirements

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

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

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

School districts **MUST** maintain a **separate** budget for this Title I funding source, as there are specific reporting requirements for the Title I ARRA funds. The USDE is finalizing guidance on the reporting requirements. We will share this information with you once it becomes available. Listed below are the CFDA numbers for each funding stream so that your business manager can record them separately.

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

Jerry Coleman, in the School Finance Office at DPI, has created a separate project code for reporting the Title I ARRA funds. A document listing the accounting codes for the ARRA stimulus funds can now be accessed at

www.dpi.state.nd.us/finance/finance/2009-11%20project%20codes.pdf on the department's website.

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

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Statewide System of Support Consultant Team

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

The state Title I office has completed the first round of successful proposals. The state Title I office has posted the 12 members of the SSOS team and contact information on the Title I website at www.dpi.state.nd.us/title1/resource/support/SSOS.shtm. In order to further expand our list, we in the process of approving applications from a second round of proposals.

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

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

Statewide System of Support (SSOS) Consultant Team Members

Vickie Boutiette

West Fargo Public Schools
vboutiette@west-fargo.k12.nd.us
(701) 499-1150

Billy Demaree

Missouri River Education Cooperative
Bill.demaree@sendit.nodak.edu
(701) 527-4660

Jana Gudmundson

Park River Public School District
Jana.n.gudmundson@sendit.nodak.edu
(701) 993-8325

Sharon A. Hansen, PhD

Dickinson Public School District
Sharon.hansen@sendit.nodak.edu
(701) 227-3010

Dorothy Kuester

Quantum Learning Center
Dorothy.kuester@sendit.nodak.edu
(701) 570-3125

Patricia Mackey Stone

Konkapot Associates
stonep@msn.com
(972) 849-8156

Lois Myran

Roughrider Education Services
loismyran@ndsupernet.com
(701) 456-0002

Karen Nelson

Dickinson State University
windy@ndsupernet.com
(701) 567-2119

Jan Olson

University of North Dakota
Rjolson1@gra.midco.net
(701) 772-4563

Tina Pletan

Bismarck Public School District
Tina_pletan@bismarckschools.org
(701) 214-8378

Peg Protscheller

Portscheller & Associates
Pegp5@comcast.net
(720) 480-8688

Marlene Srock

Minot Public School District
m.srock@sendit.nodak.edu
(701) 720-5694

2009 ND Legislative Action Pertinent to Title I

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

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

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

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

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

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

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

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

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

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

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

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

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

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