

**New Administrators' Workshop
August 5, 2011**

**Title I Update
Agenda**

- **Consolidated Application for Federal Title Funding**
- **Title I American Recover and Reinvestment Act (ARRA) Q&A**
- **Resources**
- **Title I Guidance and Regulations**
- **Adequate Yearly Progress**
- **Title I Monitoring**
- **2011 Legislative Assembly – Bills affecting Title I**
- **2011 Fall Title I/Special Education/21st CCLC Fall Conference**
- **Title I Reports**
 - ✓ Mid Year and Final Financial Report (SFN 7822)
 - ✓ Personnel Report (SFN 7357)
- **Title I August Mailing (Will be emailed out at the end of August)**
- **Reauthorization Status**
- **School Administrator Title I Responsibilities**

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

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Consolidated Application for Federal Title Funding

- All districts need to complete the Federal Title Programs Consolidated Application to access their funding for Title I and Title II Part A on a yearly basis.
- Due Date – August 26, 2011
- Grant Period – The grant period for spending Title I funds through this consolidated application is July 1, 2011 through June 30, 2012.
- 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.
- Contact Person – 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. The Title I staff can only address Title I questions. Issues pertaining Title II Part A should be directed to Stephanie Gullickson at (701) 328-2176.
- Consolidated Application Guidance
 - ✓ www.dpi.state.nd.us/title1/conapp.pdf
- Targeted Assistance Guidance
 - ✓ www.dpi.state.nd.us/title1/targeted/index.shtm
 - ✓ www.dpi.state.nd.us/title1/guidance.shtm
- Schoolwide Guidance
 - ✓ www.dpi.state.nd.us/title1/schwide/index.shtm
 - ✓ www.dpi.state.nd.us/title1/guidance.shtm

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

Title I Consolidated Application Contact List
2011-2012 School Year
Updated June 2011

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

Title I ARRA Question & Answer

- **What are the options for districts that have Title I ARRA funds remaining?**
If districts have funds remaining, they can continue to obligate and spend them for allowable Title I expenditures until September 30, 2011. There is no application process for this, rather districts will complete budget revisions to obligate or reobligate any remaining Title I ARRA funds. There continues to be quite a few school districts in North Dakota that have a significant amount of Title I ARRA funds remaining. Districts are once again reminded that they have the opportunity to release some or all of their remaining Title I ARRA funds for reallocation.
- **When is the last day that I can spend these Title I ARRA funds?**
All Title I ARRA stimulus funding must be both obligated and spent by September 30, 2011. Districts may not incur any expenses past September 30, 2011. If districts are paying for Title I teacher salaries, they can only include salary through September 30, 2011. Districts may pay registration costs for personnel to attend the Title I/Special Ed/21st CCLC fall conference in October 2011. However, districts may not pay for expenses incurred in October such as mileage and hotel costs. The month of October 2011 is designated for paying Title I ARRA bills, closing out local accounting records and submitting final financial reports to the state Title I office.
- **What documentation is required to be submitted to close out the Title I ARRA program?**
Once school districts have expended all of their Title I ARRA funds, the following documents need to be submitted to the state Title I office:
 - Title I Final Financial Report (SFN 7822)
 - Request for Funds form (SFN 14660)
 - Addendums (as applicable)
 - Release of Funds Waiver (as applicable)
 - Quarterly Report
 - Copy of the school district accounting ledger to verify that all of the Title I ARRA funds have been expended
- **When must this documentation be submitted?**
Districts are encouraged to submit their Title I ARRA Final Financial Report and supporting documentation as soon as possible after expending all of their Title I ARRA funds; however, the last day to submit these forms is November 1, 2011.
- **When is the next quarterly report due for Title I ARRA?**
The next quarterly report is due September 29, 2011.
- **When is the last quarterly report due?**
Districts will continue to do quarterly reports until ALL Title I ARRA funds have been expended and claimed. The last quarterly report will be due on November 1, 2011.

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>

- ✦ New Teacher Training – August 26, 2011
- ✦ Schoolwide Planning Meetings
- ✦ NDMILE Trainings
- ✦ Title I/Special Education/21st CCLC Fall Conference
- ✦ 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

☒ Title I A-Z Index

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

Title I Guidance Documents

A variety of guidance documents are available regarding the use of Title I funds. Listed below are the most current list of the Title I fiscal guidance documents.

- **Allowable Uses of Funds During the Title I Schoolwide Planning Year**
[.dpi.state.nd.us/title1/schwide/allowable.](https://dpi.state.nd.us/title1/schwide/allowable)
When schools participate in the Title I schoolwide planning year, there is potential for some flexibility in ways to use their Title I funds. This fast fact addresses this issue.
- **Before School/After School Guidance (Targeted Assistance Setting)**
[.dpi.state.nd.us/title1/targeted/guideaftersch.](https://dpi.state.nd.us/title1/targeted/guideaftersch)
This guidance is specific to Title I targeted assistance programs preparing to have before/afterschool programs supported with Title I funds.
- **Can Title I Funds be Used to Hire...**
[.dpi.state.nd.us/title1/targeted/hire.](https://dpi.state.nd.us/title1/targeted/hire)
This document summarizes the various types of Title I programs and identifies positions that are and are not allowable to fund with Title I funds.
- **Documenting Time if Paid with Title I Funds**
[.dpi.state.nd.us/title1/targeted/general/facts/docutime.](https://dpi.state.nd.us/title1/targeted/general/facts/docutime)
The federal law requires all employees, including teachers, paraprofessionals, and other staff, that are paid with federal funds to document the time and effort they spend within that program. This fast fact summarizes this provision in law.
- **Guidance on the 5% Set Aside of the Title I Funds to Meet the Teacher Quality Provision**
[.dpi.state.nd.us/title1/resource/5Percent.](https://dpi.state.nd.us/title1/resource/5Percent)
This guidance overviews the flexibility to use Title I funds to assist core academic staff to become highly qualified as identified by NCLB.
- **Guidance on Title I and the Required Student Performance Strategist in Grades K-3**
[.dpi.state.nd.us/title1/targeted/SPSguidance.](https://dpi.state.nd.us/title1/targeted/SPSguidance)
Districts need to be aware of potential supplanting violations with regard to the student performance strategist position and using federally paid Title I personnel to fulfill this state requirement. This guidance has been developed to provide clarification regarding this issue.
- **Guidance to Clarify the Difference Between Object Code 300, 600, and 800**
[.dpi.state.nd.us/title1/resource/fiscal/ocode.](https://dpi.state.nd.us/title1/resource/fiscal/ocode)
This guidance document provides examples of when it is appropriate to use the 300, 600 and 800 object codes.
- **Indirect Costs**
[.dpi.state.nd.us/title1/schwide/indirect.](https://dpi.state.nd.us/title1/schwide/indirect)
Indirect costs include costs that cannot be directly attributed to a program, but are essential in operating the school. Indirect costs are to be used to cover district-wide, shared general management expenses. This fast fact outlines examples of indirect costs and provides the method of calculation.
- **Inventory Requirements**
[.dpi.state.nd.us/title1/targeted/general/facts/inventory.](https://dpi.state.nd.us/title1/targeted/general/facts/inventory)
Materials purchased with federal funds must be documented as such and recorded on an inventory. This fast fact addresses this issue.

- **Providing Signing Bonuses**

[.dpi.state.nd.us/title1/targeted/general/facts/bonus](https://dpi.state.nd.us/title1/targeted/general/facts/bonus).

Under certain circumstances, providing signing bonuses may be an allowable use of Title I funds. This fast fact helps provide clarification to this issue.

- **Purchasing Software for iPads**

[.dpi.state.nd.us/title1/resource/ipad](https://dpi.state.nd.us/title1/resource/ipad).

This document outlines the way districts are to create accounts to acquire software online as purchasing gift cards is not allowable.

- **Purchasing Supplies, Materials, and Equipment with Title I Funds in a Targeted Assistance Program**

[.dpi.state.nd.us/title1/targeted/general/facts/purchases](https://dpi.state.nd.us/title1/targeted/general/facts/purchases).

Title I targeted assistance programs operate under a unique set of provisions. This fast fact provides guidance on how supplies, materials and equipment purchased with Title I funds in a targeted assistance setting may be utilized.

- **Summer School Guidance (Targeted Assistance Setting)**

[.dpi.state.nd.us/title1/springwkshp/summerschool](https://dpi.state.nd.us/title1/springwkshp/summerschool).

This guidance is specific to Title I targeted assistance programs preparing to have summer school programs and pay for those courses with Title I funds.

- **Supplement, Not Supplant – A Fiscal Analysis**

[.dpi.state.nd.us/title1/targeted/general/facts/fiscal](https://dpi.state.nd.us/title1/targeted/general/facts/fiscal).

The supplement, not supplant requirement is a key regulation in the *No Child Left Behind* (NCLB) Act. This fast fact outlines how this fiscal regulation applies to Title I funding.

- **Title I Preschool Programs**

[.dpi.state.nd.us/title1/earlychild/opguide](https://dpi.state.nd.us/title1/earlychild/opguide).

This guidance is for Title I targeted assistance and schoolwide programs preparing to implement preschool programs using Title I funds.

- **Using Title I Funds for Data Management, Assessments, and Learning Plans**

[.dpi.state.nd.us/title1/targeted/general/facts/data](https://dpi.state.nd.us/title1/targeted/general/facts/data).

Any time state law requires school districts to implement a certain initiative, it becomes a potential supplanting violation to use federal funds, such as Title I, to fund the initiative. This fast fact addresses a few areas where these supplanting violations are present.

- **Using Title I Funds for Furniture**

[.dpi.state.nd.us/title1/targeted/general/facts/furniture](https://dpi.state.nd.us/title1/targeted/general/facts/furniture).

This fast fact outlines the federal perspective of purchasing classroom furnishings using Title I funds.

- **Using Title I Funds for Incentives**

[.dpi.state.nd.us/title1/targeted/general/facts/incentives](https://dpi.state.nd.us/title1/targeted/general/facts/incentives).

In unique circumstances, Title I funds can be used for purchasing items to use as incentives with students. This fast fact addresses this issue.

- **Using Title I Funds for Professional Development**

[.dpi.state.nd.us/title1/targeted/general/facts/profdev](https://dpi.state.nd.us/title1/targeted/general/facts/profdev).

Schools are able to use Title I funds for professional development. This fast fact outlines how it can be done within Title I targeted assistance and schoolwide regulations.

- **Using Your Title I Homeless Set aside Funds**

[.dpi.state.nd.us/title1/targeted/general/facts/setaside](https://dpi.state.nd.us/title1/targeted/general/facts/setaside).

All public schools and districts receiving federal funds must ensure that services are provided to children and youth who are experiencing homelessness. This fast fact helps to provide clarification on how districts can serve homeless students.

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

**Dissemination Requirements for Schools and Districts Receiving Federal Funds
2011-2012**

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).

Guidance on Title I and the Required Student Performance Strategist in Grades K-3

The Title I office has become aware of potential supplanting violations with regard to the student performance strategist position and using federally paid Title I personnel to fulfill the state requirement. This guidance has been developed to provide clarification regarding this issue.

The Requirement

The 2009 North Dakota legislative assembly incorporated funding for and mandated that each district have one (1) full FTE student performance strategist for every 400 K-3 students (NDCC 15.1-18-07). This requirement went into effect during the 2010-2011 school year. Funding for this position must be paid from local school district funds (i.e., state aid).

Duties of the Student Performance Strategist

The NDCC states that schools have two options available to them when assigning duties/responsibilities to their student performance strategist.

1. Schools may use their student performance strategist as a tutor. A tutor is defined as a licensed teacher who works with students one-on-one or in small groups. Many schools are not able to assist all students who may be in need through the Title I program and this new student performance strategist could greatly assist with tutoring these students who are in need of additional help.

AND/OR

2. Some schools receive a significant amount of Title I funds and may be able to adequately assist all students needing extra help. The state law does address this scenario. Section 15.1-07-32 states that an elementary school may hire a tutor (i.e., student performance strategist) or an instructional coach. Therefore, schools have an option of using their required FTE for an instructional coach, if they prefer. An instructional coach is defined as a staff member performing assigned activities relating to supporting teachers and others in the school/district through on site professional development that enhances teaching skills and assists teachers in applying new knowledge. This individual works with staff only, not students.

How Can Districts Avoid Federal Supplanting Violations?

Since this position is a requirement defined in state statute, schools and districts must be very aware of their actions as it has been common for the state to find supplanting violations relating to this issue. Outlined below are things schools and districts must consider to avoid federal supplanting violations:

- The percentage of FTE determined by the formula in state law cannot be paid with Title I funds. Paying for this FTE percentage with Title I funds is a supplanting violation and will result in repayment of Title I funds.
- Large districts that are required to participate in the Title I targeting process must ensure that ALL elementary buildings have state paid student performance strategist times allotted to each building, including Title I buildings. Failure to do so will result in a supplanting violation and potential comparability violation which leads to ineligibility for Title I funds at the district level.
- District's cannot pay for Title I student performance strategists (or similar positions) in Title I buildings and state student performance strategists in non-Title I buildings. This clearly illustrates a supplanting violation and will result in repayment of Title I funds.

How Does This Position Relate to Title I?

Since the requirement of the student performance strategist is in state law, districts cannot use Title I paid staff to meet this requirement, as that would be supplanting. If a school has a very small FTE requirement for the student performance strategist and there is no one on staff who could assume the role, the school could reduce their Title I teacher's FTE time and have the Title I teacher assume the student performance strategist responsibilities. These percentages would have to be documented on the district's Title I consolidated application. Additionally, time and effort would need to be documented. The individual's student performance strategist time must be paid from local school district funds and Title I time paid with Title I funds.

Outlined below is a comparison of Title I targeted assistance, Title I schoolwide, and the student performance strategist requirements.

| | Title I Targeted | Title I Schoolwide | Student Performance Strategist |
|--|--------------------------------------|--------------------------------------|---------------------------------------|
| Title I Credential Required | Yes | Depends on the job description | No |
| Student Selection Process | Yes | No | No |
| Grade Levels Served | Locally decided PreK-12 available | Locally decided PreK-12 available | K-3 |
| Subjects | Reading and Math | Reading and Math | All |
| Parental Involvement Requirements | Yes | Yes | No |
| Additional Assessments Required to Measure Progress | Yes | No | No |

How Should Staff be Recorded on the MIS03 Report?

In North Dakota, all schools are required to report teaching staff on an MIS03 form in the fall of each school year. How staff are paid and their specific job descriptions help to determine how they are reported and coded on their school's MIS03 report. Outlined below is the coding requirements for the state funded student performance strategist (whether they are providing tutoring instruction to students or providing instructional coaching as a student performance strategist).

Student Performance Strategist

Position: 65
Area of Responsibility: 122
Course Code: 00097

Coding specific to Title I funded positions can be found online at www.dpi.state.nd.us/title1/credentials.shtm.

What are the Reporting requirements?

In the spring of the school year, districts are required to submit student performance strategist information to the School Approval and Accreditation office through STARS. In this report, the district will indicate the staff fulfilling the student performance strategist position, the amount of time that each student performance strategist expended in tutoring students on a one-to-one basis or in groups ranging from two to five, or in providing instructional coaching to teachers.

Questions

| | |
|--|--|
| <ul style="list-style-type: none">• Questions relating to the Student Performance Strategist can be directed to the School Approval and Accreditation office at:<ul style="list-style-type: none">▪ Telephone: (701) 328-4647▪ Fax: (701) 328-0201▪ www.dpi.state.nd.us/approve/index.shtm | <ul style="list-style-type: none">• Questions relating to Title I can be directed to your assigned Title I contact person or to the Title I office at:<ul style="list-style-type: none">▪ Telephone: (888) 605-1951▪ Fax: (701) 328-0203▪ www.dpi.state.nd.us/title1/index.shtm |
|--|--|

AYP Status

Final AYP Reports

The North Dakota Department of Public Instruction will release the official statewide Adequate Yearly Progress (AYP) results for all public schools and districts in North Dakota based on the 2010-2011 State Assessment data on August 5, 2011. The department will release the list of the Title I schools and districts that have been identified for program improvement for the 2011-2012 school year on August 8, 2011.

The statewide press release and the list of the Title I schools and districts that have been identified for program improvement for the 2011-2012 school year will be available at www.dpi.state.nd.us/title1/progress/current.shtm on the department's website.

Interpreting AYP Reports

The NDDPI has prepared the 2010-2011 AYP guidance, which presents an overview of the AYP determination process. You can access this guidance at the following website: www.dpi.state.nd.us/testing/account/guide_AYP.pdf. This guidance also specifies any changes that have occurred in this year's AYP reports, including a change in this year's graduation rate goal that was required by federal regulation.

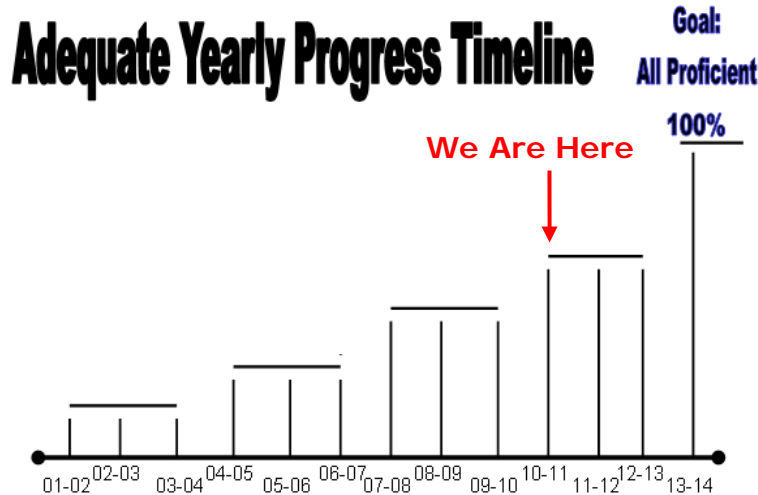
New Reports

- ***AYP Statistical Summary***
Within each school's STARS AYP report, the NDDPI has prepared a two-page AYP Statistical Summary report for each school, which provides a multi-year summary of AYP-relevant student data.
- ***Assessment Results File***
In addition, the NDDPI has prepared a 2010-2011 Assessments Results File for every school and places this file in each school's STARS assessment report. The 2010-2011 Assessment Results File combines final North Dakota State Assessment (NDSA) and North Dakota Alternate Assessment (NDAA) results and the Assessment Report records for each student. This will allow school personnel to review and disaggregate NDSA impact data for administrative and program improvement purposes.

Program Improvement Designation

Schools and districts that do not make AYP for two consecutive years are identified for Title I program improvement.

As expected, we have seen a significant increase in the number of schools not making AYP due to jump up on the AYP timeline.



Dissemination Requirements

Federal law requires all public schools and districts to disseminate AYP information to parents. **After both the school and the district AYP reports have been finalized, districts can disseminate the AYP information to parents.**

Under the Title I regulations, districts and schools are required to provide timely notification regarding AYP results. This notification falls into one of three categories:

- Timely notification is defined as no later than 14 days prior to the first day of school for schools identified for program improvement that need to offer school choice.
- Schools and districts identified for improvement, but not offering school choice, need to disseminate the AYP information before the first day of school.
- Schools and districts not identified for improvement are required to disseminate this information by the beginning of the school year.

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 report 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 how parents can 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".

Questions

If you have any questions on your AYP reports, please contact Heidi Bergland at (701) 328-2317 or hbergland@nd.gov.

If you have any questions on program improvement or dissemination issues, communicate with your Title I program improvement contact person or contact Laurie Matzke at (701) 328-2284 or lmatzke@nd.gov.

Title I Monitoring Concerns from the 2010-2011 School Year

Based on the school districts that were monitored in the 2010-2011 school year for Title I purposes, the following four issues surfaced as common areas out of compliance:

- **Local Accounting Ledgers**

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

In reviewing the business manager's summary reports, quite often the amounts listed do not correspond with the amounts identified on the consolidated application or most recent budget revision. Additionally, districts did not track the various pots of Title I funds separately (i.e., Title I regular, Title I ARRA, and SIG)

- **Assurance/Periodic Certification**

Districts that have federally funded personnel must complete an assurance every six months (at a minimum), documenting the time that staff worked in one particular federal program. The individual and their supervisor must both sign the assurance. These assurances must be completed at least twice a year and cannot be dated before the time has occurred.

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

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

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

Many school districts sent home the School District Profile notice in August/September; however, the 2009-2010 School District Profiles were not released until December 2010. School districts need to make the School District Profile notice a January project to ensure parents are familiarizing themselves with the most recent information available regarding their child's school.

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

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

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

Title I Monitoring 2011-2012 School Year District and Program Staff Assignments

Laurie Matzke

1. Flasher
2. **Harvey - Site Visit**
3. Larimore
4. Oakes
5. Wolford

Jacki Harasym

1. **Mohall-Lansford-Sherwood - Site Visit**
2. New #8
3. Burke Central
4. Leeds
5. Center-Stanton
6. Parshall

Tara Bitz

1. Milnor
2. Minto
3. Beulah
4. **Hazen - Site Visit**
5. Lewis & Clark

Josh Sharp

1. Kenmare
2. McClusky/Goodrich
3. Emerado
4. **Fessenden-Bowdon - Site Visit**
5. South Heart

Stefanie Two Crow

1. Barnes County North
2. Eight Mile
3. **Solen - Site Visit**
4. Twin Buttes
5. Richardton-Taylor

Dale Patrick

1. Kensal
2. Lidgerwood
3. Napoleon
4. Central Valley
5. **Selfridge - Site Visit**

Ann Ellefson

1. Divide County
2. Grafton
3. **Montpelier - Site Visit**
4. Bottineau
5. Yellowstone

Lodee Arnold

1. **Hebron - Site Visit**
2. New Town
3. St. John
4. Wing
5. LaMoure

Team Visits

1. Dickinson
2. Grand Forks
3. Williston

2011 – 62nd Legislative Assembly – Bills Affecting Title I

After each legislative session, the Department of Public Instruction makes available a document entitled “Summary of Laws Passed by the Legislative Assembly Impacting Elementary and Secondary Education”. This document will be available on the department’s website later this summer. The following issues may affect Title I programming:

- **SB 2150 Commission on Education Improvement**
www.legis.nd.gov/assembly/62-2011/documents/11-0208-12000.pdf
- **Early Childhood Education** – There were some updates in the area of Early Childhood Education during the session:
 - ✓ The 2011 North Dakota State Legislature did not appropriate funds specifically for PK programming.
 - ✓ There were several bills that have attempted to revise the language in state law to give authority for districts to use state or local funds for PK. SB 2150 removed authority for districts to use state or local funds for PK. The department is working to develop guidance on this issue.
 - ✓ In the department’s bill, SB 2150, there are flow-through funds to NDSU Extension Service to help support the Gear Up for Kindergarten program in the amount of \$625,000.
 - ✓ In SB 2150, language was added to state law to require the provision of kindergarten.
 - ✓ Students must be age 4 before August 1 to be enrolled in a pre-kindergarten program.
- **Alternative Middle School Grants** – Within SB 2150, the department’s bill, there is a new provision which provides \$300,000 for grants for the 2012-2013 school year to school district’s that provide an alternative education program for students enrolled in grades six through eight. Jerry Coleman, the department’s finance director, will provide more information and guidance on this program in the future.

- **SB 2013 DPI Budget**
www.legis.nd.gov/assembly/62-2011/documents/11-8163-06000.pdf
- **Education Jobs Fund Program** – Last fall, North Dakota received \$21.5 million for the Education Jobs Fund Program. The period of eligibility for obligating the funds extends through September 30, 2012. An option districts should consider is using these funds to keep school level staff hired with ARRA stimulus dollars employed for another year. Questions regarding these funds can be directed to Jerry Coleman, School Finance Director, at jcoleman@nd.gov or Stephanie Gullickson, Grants Manager, at sgullickson@nd.gov. Information regarding the Education Jobs Funds Program, including guidance, allocations, forms, question and answer documents, and more can be accessed at www.dpi.state.nd.us/finance/finance/index.shtm on the department's website.
- **Summer School** – Each legislative session, the North Dakota State Legislature provides funding through the state aid payment for summer school. 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 summer school program or that a Title I summer school program builds on or adds to a state-funded program for Title I students.

Reminders from the 2009 ND Legislative Session

- **Student Performance Strategist** – The 2009 North Dakota legislative session incorporated funding for and mandated that each district have one (1) full FTE “student performance strategist” for every 400 K-3 students. This requirement went into effect for the 2010-2011 school year. There were no changes to this section of law during the 2011 legislative session. However, over the past year there have been some potential supplanting violations with regard to the student performance strategist position.
- **State Funding for Interim Assessment** – The 2009 North Dakota Legislative Session, in HB 1400, incorporated state funding for North Dakota school districts for an interim assessment (NWEA). Since it is now in state law, and districts are receiving funds to pay for NWEA, districts may not use Title I funds to pay for this interim assessment.
- **State Funding for PowerSchool** – The 2009 North Dakota Legislative Session, in HB 1400, incorporated state funding for North Dakota school districts for PowerSchool. Since it is now in state law that districts are receiving funds to pay for PowerSchool, districts may not use Title I funds to pay for PowerSchool.

The State Title I, Special Education, and 21st CCLC
offices

2011 Title I, Special Education, and 21st CCLC Fall Conference

2011 Awards will be
announced for:

Veteran Title I/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

Featured speakers include:

October 5, 2011 – Dave Pelzer “The Real Heroes”

October 6, 2011 – Flip Flippen

October 7, 2011 – Hal Elrod

The conference will include breakout sessions on:

ADD/ADHD

NDMILE

After School Programming

Parental Involvement

Reading Make-It/Take-It

Title I Monitoring

Early Childhood

Bullying

Student Performance Strategists

LEP/ELL

Common Core Standards

Active Board Ideas

Instructional Coaching

Reading and Math



Reauthorization Update

Every five to seven years, all of the federal programs included in the Elementary and Secondary Education Act (ESEA) are reauthorized. This process provides Congress and others an opportunity to make changes to the federal programs. The last reauthorization, known as *No Child Left Behind* (NCLB), was signed by President Bush on January 8, 2002.

The reauthorization was supposed to have occurred in the spring of 2008; however, was delayed because of the presidential election. It was then further delayed due to the enactment of the *American Recovery and Reinvestment Act* (ARRA) in February 2009.

When President Obama released *A Blueprint for Reform*, it seemed like the catalyst needed to make the reauthorization happen; however, nothing concrete transpired.

As listed below, there are several possible scenarios as to when the next ESEA Reauthorization might occur.

1. Potential Waivers

Over the past few months, various national organizations have vocally called upon Secretary Duncan to freeze the requirements under NCLB until reauthorization occurs. In June, 2011 Secretary Duncan stated that the USDE is working on a backup plan in the event Congress does not reauthorize ESEA this fall. Secretary Duncan indicated that he is contemplating the option of providing states with relief from key school accountability provisions in law in exchange for commitment to reform. The relief is not an automatic for all states but rather only those that meet the criteria. The relief would likely come in the form of a state waiver.

2. Series of Bills

Reportedly, the House Education and the Workforce Committee has said they would like to break the ESEA-reauthorization bill into several smaller bills. There are reports that the House is working on a series of bills to begin reauthorizing the ESEA. One potential bill focuses on eliminating a number of smaller education programs that lawmakers say aren't effective. Most of these programs were those eliminated in the 2011 budget. A second bill is said to pertain to flexibility in allowing districts more leeway to transfer federal funds from one program to another. Reportedly, another bill in the series that is being drafted is an Assessment Bill. It may be easier to pass a series of smaller bills than one big comprehensive reauthorization bill.

3. Post Presidential Election Reauthorization

Still others predict that if the reauthorization doesn't occur this fall, it could then be delayed until 2013, after the presidential election. If we don't see a reauthorization by late fall 2011, the focus will shift to the 2012 presidential elections and it would be difficult to focus on a bill to reauthorize ESEA.

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

Summer

- Submit the Consolidated Application for Federal Title programs – **Due: August 26, 2011**
Make sure to get school 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 2011-2012 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, 2011**
- 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 Final Title I ARRA Quarterly Report to Title I Contact – **Due: November 1, 2011**
- 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

- 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 2012**
- Submit the Title I Final Financial Report (SFN 7822) to the state Title I office – **Due: June/July 2012**

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 2011-2012 school year. – **Ongoing**
- Monitor expenditures and submit a budget revision to allow for changes that arise during the school year. – **Ongoing**