

North Dakota Department of Public Instruction

Is My Title I Program In Compliance?

Jacki Harasym and Gail Schauer

State Title I Office

October 2009

Points of Coverage

- Overview of Monitoring Process
- Administrative Responsibilities
- Title I Targeted Assistance Responsibilities
- Title I Schoolwide Responsibilities



Overview of Monitoring Process



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

Overview of Monitoring Process

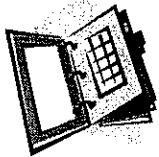
Title I Monitoring Timeline

- Letter of Notification (Fall 2009)
- Complete and Submit Self-Monitoring Document (January 4, 2010)
- Submission is Monitored by DPI Program Staff
- Follow-up Letter of Notification
 1. How Long Will It Take?
 2. What Are the Type of Responses?
 - * Self-Monitoring Approved
 - * Approved with Conditions
 - * Not Approvable, Further Action Needed



Overview of Monitoring Process

Tips to Keep in Mind



- Labeling Sections
- Grouping Sections
- Enclose Examples

Administrative Responsibilities

Board Approval – Title I App. & ARRA App.

- Consolidated Application
- Authorized Representative



Administrative Responsibilities

Consolidated Application

Correct: The XYZ School District motions to approve the consolidated application for Title I, Title II Part A, Title II Part D, Title IV Part A, Title V Part A, and REAP funds. Motions made by Smith, seconded by James and motion carried unanimously.

Incorrect: The XYZ School District motions to approve the Title I application.



Note for Other Competitive Grants: The XYZ School District motions to approve the competitive grant applications for Reading First and Comprehensive School Reform. Motions made by Smith, seconded by James and motion carried unanimously.

Administrative Responsibilities

Authorized Representative

Correct: The XYP School District approves the authorization of the superintendent, Mr. John Jones, as the authorized representative for the following federal programs: Title I, Title II Part A, Title II Part D, Title IV Part A, Title V Part A, REAPed funds. Motions made by Smith, seconded by James and motion carried unanimously.

Incorrect: The XYP School District approves the authorization of the superintendent, Mr. John Jones, as the authorized representative for the federal Title programs.

Administrative Responsibilities

Consolidated Application

Correct: The XYZ School District motions to approve the Stimulus/ARRA consolidated application for Title I and Title II Part D. Motion made by Smith, seconded by James and motion carried unanimously.

Correct: The XYP School District approves the authorization of the superintendent, Mr. John Jones, as the authorized representative for the Stimulus/ARRA Title I program and the Title II Part D program. Motion made by Smith, seconded by James and motion carried unanimously.

Administrative Responsibilities

Cooperative Agreements Notations

Submit: Board Minutes Regarding cooperative Agreements

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



Correct: The XYZ School District authorizes the cooperative agreement between XYZ School District and ABC School District. The meeting was held on June 15, 2009. Motion made by Smith, seconded by James and motion carried unanimously.

Administrative Responsibilities

Accounting Records

Purchase Orders

1. Properly Coded
2. Appropriate Expenditures
3. Within Fiscal Year
4. Budget Records Match

**Title I funds and Stimulus/ARRA Title I funds must be coded separately and tracked separately.



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

Administrative Responsibilities

Accounting Records (continued)

What do you **LOOK** for?

1. Allowable Expenditures
2. Authorized Activities
3. Outlined in Consolidated Applications/Budget Revisions
4. Alignment of Budget Records
5. Within the Grant Period/Fiscal Year

Administrative Responsibilities

Parent Notification

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



www.dpi.state.nd.us/sids1/targeted/general/reauthoriz/notification.shtml

Administrative Responsibilities

Parent Notification - Parents' Right to Know Clause

Correct: Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact the school administration office at (701) 555-5555. Upon this request, you will receive a detailed explanation of the licensing, education, and experience of each of the teachers and paraprofessionals at our school.

Incorrect: Parents have the right to request the qualification information regarding the Title I teachers at our school. For information, call (701) 555-5555.

Administrative Responsibilities

Parent Notification - Chart of Qualifications

Submit: Chart of Qualifications

1. Teacher Name
2. Current Position (Grade Level/Subject)
3. Bachelor's Degree Major and/or Major Equivalency
4. Graduate Degree or Special Credentials or Endorsements
5. Years of Teaching Experience
6. Meets State Qualifications and Licensing
7. Paraprofessional Qualifications

www.dpi.state.nd.us/title1/targeted/general/icauthoriz/school.shtml

Administrative Responsibilities

Highly Qualified Staff

- Documentation Showing **All Teachers** in a Title I Supported Program are Highly Qualified or Documentation Showing Utilization of 5% Set Aside Funds



- Documentation Showing **All Aides/Paraprofessionals** Meet Qualifications
 - Have obtained a Paraprofessional Certificate of Completion or
 - Hold a Valid ND Teaching License

Administrative Responsibilities

Dispute Resolution

Submit: Dispute Resolution Policy

- Process
- Contact Information
- Any complaint must include: (what complaint must include)
- Reconsideration

TITLE I DISPUTE RESOLUTION PROCEDURE

When a dispute arises between a parent and a school district regarding the implementation of the program of special education for a child, the following procedure shall apply:

1. Filing a Complaint: A parent may file a written complaint with the school district or the State Education Department (SED) within 60 days of the date the parent first knew or should have known of the alleged action that forms the basis of the complaint.

2. School District Response: The school district shall respond to the complaint within 30 days of the date the complaint is received. The response shall include a copy of the complaint, a copy of the school district's response, and a copy of the school district's proposed resolution.

3. Mediation: The school district and the parent shall attempt to resolve the dispute through mediation. If mediation is unsuccessful, the parent may request a hearing before the SED.

4. Hearing: The SED shall hold a hearing to resolve the dispute. The hearing shall be held within 45 days of the date the hearing is requested. The hearing shall be held in a neutral location and shall be conducted by a hearing officer who is not an employee of the school district.

5. Decision: The hearing officer shall issue a decision within 30 days of the date the hearing is held. The decision shall be based on the evidence presented at the hearing and shall be binding on both the school district and the parent.

6. Appeal: Either the school district or the parent may appeal the decision of the hearing officer to the State Education Board (SEB) within 30 days of the date the decision is issued. The SEB shall hold a hearing and issue a decision within 60 days of the date the appeal is filed.

7. Enforcement: The SEB's decision shall be enforceable by the court. The school district shall comply with the SEB's decision within 30 days of the date the decision is issued.

8. Costs: The parent shall be responsible for the costs of the hearing and the appeal. The school district shall be responsible for the costs of the mediation.

9. Confidentiality: All information disclosed during the dispute resolution process shall be confidential and shall not be disclosed to any other person without the written consent of the parent and the school district.

10. Waiver: The parent and the school district may agree to waive any or all of the provisions of this procedure.

www.dpi.state.nd.us/title1/dispute.pdf

Shared Responsibilities


Targeted Assistance and Schoolwide Schedules

- Fixed Schedule
- Log Hours*

*If an individual is paid from more than one funding source, a time and effort log must be kept. This log is to reflect the date, hours worked, and activity performed.

Shared Responsibilities
Targeted Assistance and Schoolwide
Aides/Paraprofessionals



- Direct Supervision
- Not Responsible for Sole Instruction
- Highly Qualified
- Allowable Duties
 1. One-on-One Tutoring
 2. Assist with Classroom Management (SW Only)
 3. Assist with Computer Lab Instruction
 4. Conduct Parental Involvement Activities
 5. Support in Library/Media Center
 6. Translation
 7. Instructional Support



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

Shared Responsibilities
Targeted Assistance and Schoolwide
Annual Review

- Held in Spring
- Official Meeting
- All Programmatic Aspects Reviewed
- Disseminate Results
- Results Impact Future Programming

TA - www.dpi.state.nd.us/title1/targeted/require/review/index.shtm
 SW - www.dpi.state.nd.us/title1/schoolwide/require/review.shtm

Shared Responsibilities
Targeted Assistance and Schoolwide
Parental Involvement


- District Parental Involvement Policy
- School Parental Involvement Policy
- Annual Parent Meeting
- Opportunities to Train Parents
- Parent-School Compact
- Annual Assessment of Parent Involvement



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

Shared Responsibilities
 Targeted Assistance and Schoolwide
 Parental Involvement - Parent School Compact


- Aligned to NCLB Requirements
- Distributed Annually
- Describes Responsibility of School
- Describes Responsibility of Parent



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

Shared Responsibilities
 Targeted Assistance and Schoolwide
 Parental Involvement - Annual Assessment of Parental Involvement


- Conducted at the End of Year
- Documented Procedure
- Results used at Annual Review



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

Shared Responsibilities
 Targeted Assistance and Schoolwide
 Scientifically-Based Research

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





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

Targeted Assistance Responsibilities

Student Selection

- Objective, Uniform, Educationally Related Criteria
- Multiple Criteria
- Student Selection Worksheet
- Student Caseload






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

Targeted Assistance Responsibilities

Student Eligibility

- Parent Permission
- Documentation of Rejecting Services
- Only Serve Students Selected





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

Targeted Assistance Responsibilities

Supplement, Not Supplant


- Greater Instructional Intensity and Opportunity to Learn
- Pre-teach, Re-teach, or Post-teach Skills Being Presented in the Classroom
- Title I Instruction is Extension Classroom Services
- Primary Instruction is from Regular Classroom Teacher
- Title I is Above and Beyond the Primary Instruction




www.dpi.state.nd.us/title1/targeted/general/facts/suplemnt.pdf

Targeted Assistance Responsibilities

Communication with Classroom Teachers




- Documented Communication
- Alignment between Title I services and Classroom Instruction
- Reinforces Supplemental Instructional Approaches




www.dpi.state.nd.us/titel/targeted/require/commun/index.shtml

Targeted Assistance Responsibilities

Student Progress



- Parents Informed of Child's Progress
- Report Reflecting Progress
- Distributed to Parents At Least Twice Yearly
- May include Suggestions for Parents in Helping Children




www.dpi.state.nd.us/titel/targeted/require/assess/index.shtml

Schoolwide Responsibilities

Ten Required Components

- Comprehensive Needs Assessment
- Schoolwide Reform Strategies
- Highly Qualified Teachers/Aides/Paraprofessionals
- Professional Development
- High Quality Teachers to High Need Schools
- Parental Involvement
- Preschool Transitioning
- Measures to Include Teachers in Assessment Decisions
- Effective Timely Assistance
- Coordination of Programming





www.dpi.state.nd.us/titel/springakshp/components.shtml

Schoolwide Responsibilities

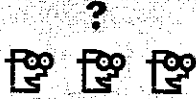
High Quality Schoolwide Programming

- Effective Leadership for Schoolwide Plan Implementation
- All Staff Knowledgeable of Schoolwide Initiatives
- Schoolwide Change

www.dpi.state.nd.us/title1/springeksbp/components.shtml

Questions



It's QUESTION TIME!!

Feel Free to Contact Us

<p>Gail Schauer Assistant Director, Title I North Dakota Department of Public Instruction (701) 328-2285 gschauer@state.nd.us</p>	<p>Jacki Harasym Assistant Director, Title I North Dakota Department of Public Instruction (701) 328-1876 jharasym@state.nd.us</p>
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**Title I Monitoring
2009-2010 School Year
District and Program Staff Assignments**

Laurie Matzke

Lisbon
Maddock
Nedrose (Site Visit)
Roosevelt (Carson)
Rugby – Little Flower
Sawyer
Turtle Lake-Mercer

Jacki Harasym

Hettinger
Hillsboro
Kindred
Litchville-Marion
Maple Valley
Page/Hope
Parshall (Site Visit)

Tara Bitz

Glenburn
Kidder County (Steele only) (Site Visit)
Linton
Manvel
Northern Cass
Wahpeton
Westhope

Gail Schauer

Central Cass
Gackle-Streeter
Goodrich
May-Port CG
New England (Site Visit)
Northwood
Oberon

Stefanie Two Crow

Anamoose/Drake (Site Visit)
Dakota Prairie
Fort Yates
Griggs Co. Central
Mandaree (Site Visit)
Max
Minnewaukan

Dale Patrick

Edinburg
Finley-Sharon (Site Visit)
McKenzie County
Munich
Strasburg
Valley (Hoople)

Ann Ellefson

Drayton
Ellendale
Garrison
Medina (Site Visit)
New Rockford
Newburg-United
South Heart

Team Visit

Bismarck
Fargo
Mandan



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

Dispute Resolution Policy Requirements

Federal regulations require that each district adopt procedures for receiving and resolving disputes pertaining to the Title I program.

If a parent, school personnel or any interested person wishes to file a complaint, a policy must be established which outlines the following components:

Process: (Once received, the process that will occur. The process must define a reasonable time limit for responding to the complaint.)

Contact Information:

Any complaint must include: (What complaint must include)

Reconsideration:

The policy must address the process, at the local level, if the complainant wants the district's decision reconsidered. It must state that they have the right to have their complaint reconsidered by the North Dakota Department of Public Instruction and the U.S. Department of Education.

The following two pages include these documents, which may assist school personnel in creating their Dispute Resolution Policy.

- ▶ Federal Title Programs Dispute Resolution Procedures
- ▶ Template – Public School District Dispute Resolution Policy

If you have any questions regarding the Dispute Resolution Policy and Procedures, please contact Laurie Matzke at lmatzke@nd.gov or 701-328-2284.

North Dakota Department of Public Instruction

Federal Title Programs Dispute Resolution Procedures

Federal regulations require that each state adopt procedures for receiving and resolving disputes pertaining to any of the federal Title programs. A complaint will include an investigation by Department of Public Instruction (DPI) staff that will result in a determination of findings of facts, conclusions, and reasons for a final decision.

If a parent, school personnel or any interested person wishes to file a complaint, the following process must be followed:

- The written complaint must be sent via mail or email to:
[Director of Specific Title program]
North Dakota Department of Public Instruction
600 E Boulevard Avenue, Dept 201
Bismarck, ND 58505-0440

Federal Title Directors

Consolidated Grants/REAP	Beverly Fischer	bfischer@nd.gov
Title I Part A	Laurie Matzke	lmatzke@nd.gov
Title II Part A	Greg Gallagher	ggallagher@nd.gov
Title II Part D	Chris Kalash	ckalash@nd.gov
Title III Part A	Mari Rasmussen	mrasmussen@nd.gov
Title IV Part A	Valerie Fischer	vfischer@nd.gov
Title V Part A	Greg Gallagher	ggallagher@nd.gov

- Any complaint must include:
 - The date;
 - The name of the district, unit, or individual the complaint is against;
 - The name, address, and telephone number of the person making the complaint;
 - A detailed description of the complaint, including specific facts; and
 - The signature of the person making the complaint.

When a written complaint is filed, the appropriate DPI Title director will investigate and issue a written response within sixty (60) calendar days from the date the complaint is received.

Reconsideration

Once a response is received from DPI staff, the person making the complaint may submit a reconsideration request in writing to the State Superintendent within thirty (30) days of the date of the Title director's response. The State Superintendent will issue a final decision within thirty (30) days of the request for reconsideration. Once a response is received from the State Superintendent, the person making the complaint may submit a reconsideration request in writing to The Secretary of Education, U.S. Department of Education, 555 New Jersey Avenue, NW, Washington, D.C. 20208.

Other Formal Dispute Resolution Procedures

Rules regarding dispute resolution between a school district and DPI regarding state or federal funds are outlined in chapter 67-22-01 of the North Dakota Century Code.

TEMPLATE

Public School District Dispute Resolution Policy

Federal regulations require that each district adopt procedures for receiving and resolving disputes pertaining to the Title I program.

If a parent, school personnel or any interested person wishes to file a complaint, a policy must be established which outlines the following components:

Process: (Once received, the process that will occur)

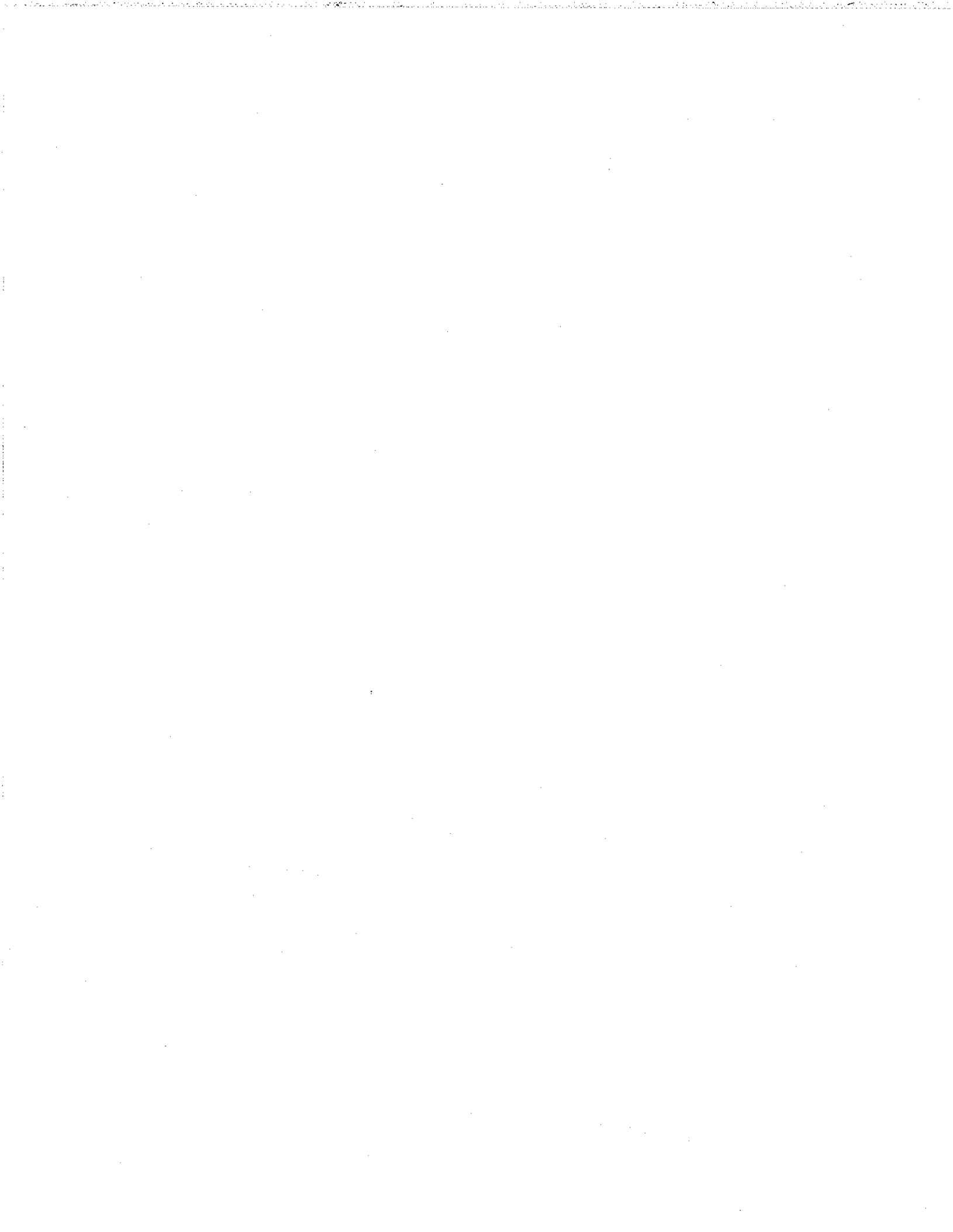
The process must define a reasonable time limit for responding to the complaint.

Contact Information:

Any complaint must include: (What complaint must include)

Reconsideration:

The policy must address the process, at the local level, if the complainant wants the district's decision reconsidered. It must state that they have the right to have their complaint reconsidered by the North Dakota Department of Public Instruction and the U.S. Department of Education.



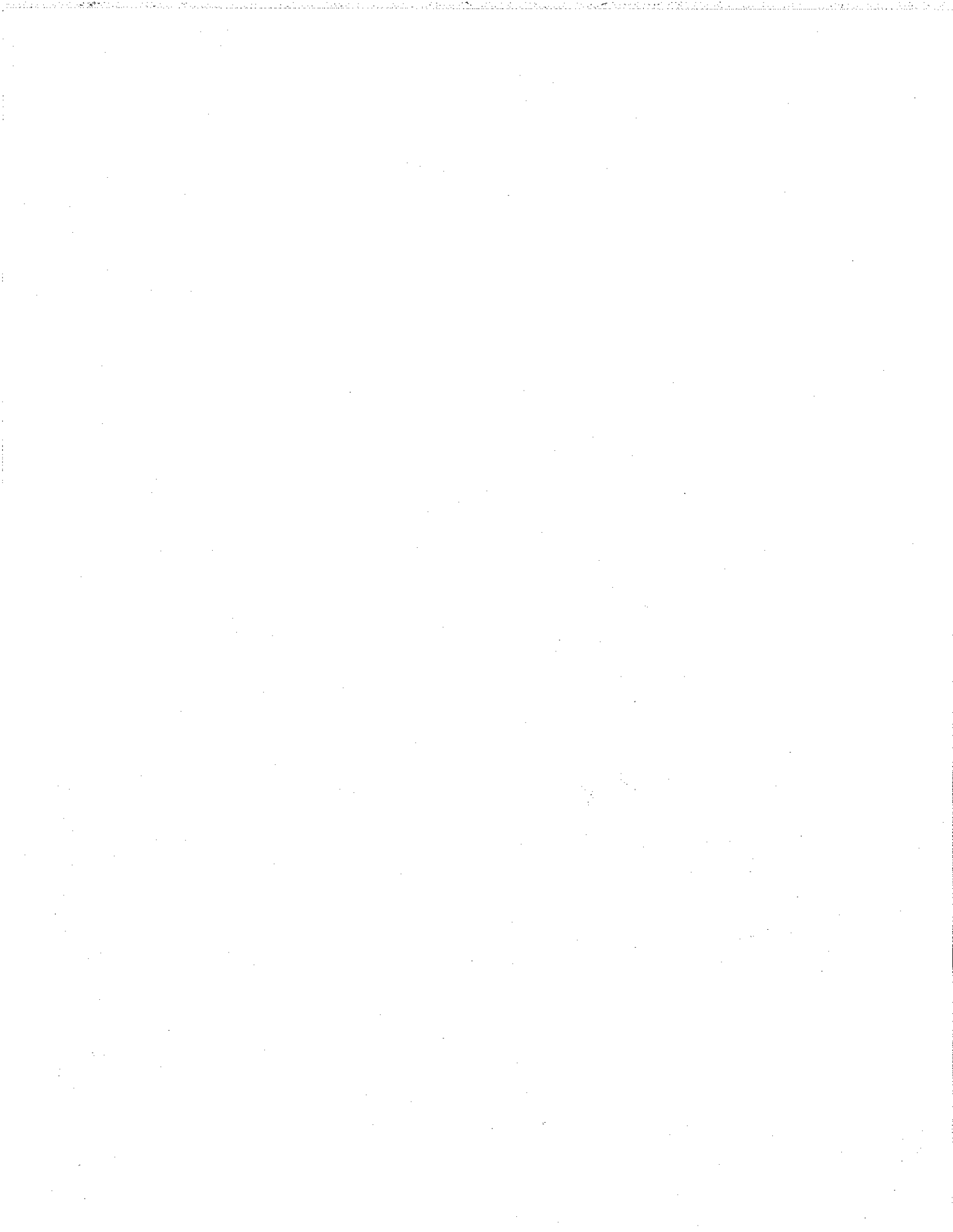
**Title I Self-Monitoring Quick Reference Guide
Documenting Administrative Issues**

Monitoring Issue	Submission Number	Where to Access Information
School Board Approving an Authorized Representative	#1 Targeted Assistance #3 and #15 Cooperative #1 Schoolwide	www.dpi.state.nd.us/title1/targeted/resource/monitor/index.shtml
School Board Approving Consolidated Application	#2 Targeted Assistance #4 and #16 Cooperative #2 Schoolwide	www.dpi.state.nd.us/title1/targeted/resource/monitor/index.shtml
Business Managers Report	#3 Targeted Assistance #1 Private School #1 Cooperative #3 Schoolwide	www.dpi.state.nd.us/title1/resource/fiscal.shtml
Contracts	#4 Targeted Assistance #2 Private School #2 Cooperative #4 Schoolwide	www.dpi.state.nd.us/title1/resource/fiscal.shtml
Inventory List	#5 Targeted Assistance #5 Private School #6 and #18 Cooperative #5 Schoolwide	www.dpi.state.nd.us/title1/targeted/general/facts/index.shtml
Parents' Right to Know	#6 and #7 Targeted Assistance #7, #8, #19 and #20 Cooperative #6 and #7 Schoolwide	www.dpi.state.nd.us/title1/targeted/general/reauthoriz/school.shtml
District Report Cards	#8 Targeted Assistance #9 and #21 Cooperative #8 Schoolwide	www.dpi.state.nd.us/title1/targeted/general/reauthoriz/district.shtml
School AYP Notification	#9 Targeted Assistance #10 and #22 Cooperative #9 Schoolwide	www.dpi.state.nd.us/title1/targeted/general/reauthoriz/school.shtml
District AYP Notification	#10 Targeted Assistance #11 and #23 Cooperative #10 Schoolwide	www.dpi.state.nd.us/title1/targeted/general/reauthoriz/district.shtml
Non-Title I School AYP Notification	#11 Targeted Assistance #12 and #24 Cooperative #11 Schoolwide	www.dpi.state.nd.us/title1/targeted/general/reauthoriz/school.shtml
Dispute Resolution	#12 Targeted Assistance #13 and #25 Cooperative #12 Schoolwide	www.dpi.state.nd.us/title1/requirements.shtml
Additional Services for Extended Programs	#13 Targeted Assistance #14 Cooperative #14 Schoolwide	www.dpi.state.nd.us/title1/resource/afrschl/index.shtml
Private School Consultation	#3 Private	www.dpi.state.nd.us/title1/nonpublic/index.shtml
Equitable Set Aside for Private Schools	#4 Private	www.dpi.state.nd.us/title1/nonpublic/index.shtml
Cooperative Agreement Board Approval	#5 and #17 Cooperative	www.dpi.state.nd.us/title1/coopagree.shtml
Co-mingling Funds	#13 Schoolwide	www.dpi.state.nd.us/title1/schwide/combine.shtml



**Title I Self-Monitoring Quick Reference Guide
Documenting Targeted Assistance, Private, and Co-op Issues**

Monitoring Issue	Submission Number(s)	Where to Access Information
Scheduling and Time/Effort Logs	#14 Targeted Assistance #6 Private #26 Cooperative	www.dpi.state.nd.us/title1/time_effort.shtml
Assurance of Time	#15 Targeted Assistance #7 Private #27 Cooperative	www.dpi.state.nd.us/title1/targeted/require/student/index.shtml
Student Selection <ul style="list-style-type: none"> • Summarizing the Process Eligibility Criteria • Teacher Referral Worksheets • Student Selection Worksheets 	#16, #17, #18, and #19 Targeted Assistance #8, #9, #10, #11 and #12 Private School #28, #29, #30, and #31 Cooperative	www.dpi.state.nd.us/title1/targeted/general/facts/index.shtml (See Fast Fact on Student Selection)
Title I Caseload	#20 Targeted Assistance #13 Private School #32 Cooperative	www.dpi.state.nd.us/title1/permissions/index.shtml
Parent Permission	#21 and #22 Targeted Assistance #14 and #15 Private School #33 and #34 Cooperative	www.dpi.state.nd.us/title1/targeted/require/communi/index.shtml
Documenting Communication with Classroom Teachers	#23 Targeted Assistance #16 Private #7, #8, #19 and #20 Cooperative	www.dpi.state.nd.us/title1/targeted/require/review/index.shtml
Annual Review Meeting	#24 and #25 Targeted Assistance #17 and #18 Private #36 and #37 Cooperative	www.dpi.state.nd.us/title1/targeted/require/assess/index.shtml
Review of Progress – Title I Report Card	#26 Targeted Assistance #19 Private #38 Cooperative	www.dpi.state.nd.us/title1/targeted/require/parent/index.shtml
Parental Involvement <ul style="list-style-type: none"> • District Policy • School Policy • Annual Parent Meeting • Opportunities to Train Parents • School/Parent Compact • Annual Assessment (Survey) of Parent Involvement 	#27, #28, #29, #30, #31 and #32 Targeted Assistance #20, #21, #22, #23, #24 and #25 Private #39, #40, #41, #42, #43 and #44 Cooperative	www.dpi.state.nd.us/title1/targeted/require/research.htm
Six Types of Parental Involvement	#33 Targeted Assistance #26 Private #45 Cooperative	www.dpi.state.nd.us/title1/targeted/require/parent/6types.shtml
Scientific-ly-Based Research	#33 Targeted Assistance #27 Private #45 Cooperative	www.dpi.state.nd.us/title1/targeted/general/reauthoriz/research.shtml



Title I Self-Monitoring Quick Reference Guide
Documenting Schoolwide Issues

Monitoring Issue	Submission Number(s)	Where to Access Information
Scheduling and Time/Effort Logs	#15	www.dpi.state.nd.us/title1/time_effort.shtml
Assurance of Time	#16	www.dpi.state.nd.us/title1/aides.shtml
Paraprofessional Documentation	#17	www.dpi.state.nd.us/title1/springwksnp/components.shtml
<ul style="list-style-type: none"> • Description of Duties • Paraprofessional Certificate of Completion 	#18	www.dpi.state.nd.us/title1/targeted/general/reauthoriz/research.shtml
Comprehensive Needs Assessment	#19	
Scientificity-Based Research	#20	
Schoolwide Reform Strategies (Instructional Strategies to Increase Learning Time)	#21	
Schoolwide Reform Strategies (Strategies for All Students)	#22	
Schoolwide Reform Strategies (Consistent with State Improvement Plans)	#23 and #24	
Professional Development	#25	www.dpi.state.nd.us/title1/springwksnp/components.shtml
<ul style="list-style-type: none"> • Documenting Professional Development Opportunities • Documenting Resources, Time and Funding for This Purpose 	#26	
Increased Parental Involvement	#27	
Preschool Transitioning	#28	
Effective, Timely Assistance	#29	
Highly Qualified Teachers and High Quality Teachers to High Need Schools	#30 and #31	www.dpi.state.nd.us/title1/schwide/index.shtml
Coordination of Programming	#32, #33, #34, #35, #36 and #37	www.dpi.state.nd.us/title1/targeted/require/parent/index.shtml
Annual Review Meeting	#38	www.dpi.state.nd.us/title1/targeted/require/parent/6types.shtml
Parental Involvement		
<ul style="list-style-type: none"> • District Policy • School Policy • Annual Parent Meeting • Opportunities to Train Parents • School/Parent Compact • Annual Assessment (Survey) of Parent Involvement 		
Six Types of Parental Involvement		



Is My Title I Program In Compliance?



- Board Approval**
 - Consolidated application
 - Authorized representative

Annual Audit

- Accounting Records** - www.dpi.state.nd.us/title1/present/fiscal.pdf
 - Coded to Title I
 - Appropriate expenditures
 - Within fiscal year
 - Budget records match

- Inventory** - www.dpi.state.nd.us/title1/targeted/general/facts/inventory.pdf
 - < \$750
 - All components
 - Labeled

Home Education - www.dpi.state.nd.us/title1/home_ed.shtml

Parent Notification -

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

- Parents' Right to Know* clause
- Chart of qualifications
- 4 week notification
- School District Profile (a.k.a. School District Report Card)
- School Adequate Yearly Progress (AYP) Report
- District Adequate Yearly Progress (AYP) Report

Highly Qualified Staff

Schedules

- Fixed schedule or log hours
- Signed assurance

Aides/Paraprofessionals - www.dpi.state.nd.us/title1/aides.shtml

- Direct supervision
- Do not provide sole instruction to students
- Highly qualified
- Allowable duties

Annual Review -

www.dpi.state.nd.us/title1/targeted/require/review/index.shtml

- All aspects of program reviewed
- Held official meeting
- Results are shared with parents
- Results have impacted future programming

Parental Involvement -

www.dpi.state.nd.us/title1/targeted/require/parent/index.shtml

- District Parental Involvement Policy
- School Parental Involvement Policy
- Annual Parent Meeting
- Opportunities to Train Parents
- Parent-School Compact
- Annual Assessment of Parental Involvement

Scientifically-Based Research -

www.dpi.state.nd.us/title1/targeted/general/reauthoriz/research.shtml



Targeted Assistance Responsibilities

Student Selection -

www.dpi.state.nd.us/title1/targeted/require/student/index.shtml

- o Objective, uniform, educationally related
- o Multiple criteria
- o Selection worksheet
- o Caseload

Student Eligibility - www.dpi.state.nd.us/title1/permissions/index.shtml

- o Parent notification

Supplement, Not Supplant -

www.dpi.state.nd.us/title1/targeted/general/facts/suplemnt.pdf

Communication -

www.dpi.state.nd.us/title1/targeted/require/commun/index.shtml

Student Progress - www.dpi.state.nd.us/title1/resource/readprog.shtml or www.dpi.state.nd.us/title1/resource/progress.shtml

- o Portfolio document of progress
- o Minimum of three assessments
- o Distributed to parents at least twice a year



The State Title I office will be monitoring schools through our self-monitoring process. More information regarding this process is available online at www.dpi.state.nd.us/title1/targeted/resource/monitor/index.shtml.



The State Title I office will be conducting a random monitoring of schools and districts regarding Adequate Yearly Progress dissemination requirements. Resources regarding this requirement are available online at www.dpi.state.nd.us/title1/targeted/general/reauthoriz/notification.shtml.



The State Title I office will be conducting a random monitoring of schools regarding the Parents' Right to Know Clause dissemination requirements. Resources regarding this requirement are available online at www.dpi.state.nd.us/title1/targeted/general/reauthoriz/notification.shtml.



The State Title I office will be conducting a random monitoring of schools and districts in Program Improvement. These schools and districts are required to send specific information regarding their Program Improvement status and parental rights. Resources regarding this requirement are available online at www.dpi.state.nd.us/title1/targeted/general/reauthoriz/notification.shtml.



The State Title I office will be conducting a random monitoring of Aides/Paraprofessionals in Schoolwide Title I schools. Resources regarding this requirement are available online at www.dpi.state.nd.us/title1/aides.shtml.

Schoolwide Responsibilities

Ten Required Components -

www.dpi.state.nd.us/title1/springworkshop/components.shtml

- o Comprehensive Needs Assessment
- o Schoolwide Reform Strategies
- o Highly Qualified Teachers
- o Professional Development
- o High Quality Teachers to High Need Schools
- o Parental Involvement
- o Preschool Transitioning
- o Measures to Include Teachers in Assessment Decisions
- o Effective, Timely Assistance
- o Coordination of Programming

High Quality Schoolwide Programming

