

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

Title I Targeting Guidance And Available Options

Guidance Pertaining To the Title I Targeting Process

1. Federal regulations require Title I funds to be allocated at the **building** level based on the number of low-income children residing in each attendance area.
2. Federal regulations require districts to have an accounting process in place that documents Title I expenditures by building.
3. The intended budget for each building needs to meet or exceed the targeted building allocation.
4. Districts may not take funds from a building that has a larger allocation and distribute it to buildings that have smaller allocations.
5. An LEA may not allocate a greater per-pupil amount to schoolwide program schools than to targeted assistance schools even though schoolwide programs serve all children in the school. The Title I statute requires allocations to be based on the total number of low-income children in a school attendance area or school.
6. School districts serving only schools at or above 35 percent poverty must allocate funds on the basis of the total number of low-income children in each school.
7. School districts serving schools below the 35 percent poverty level are required to allocate to all of its participating schools an amount for each low-income child that is at least 125 percent of the district's allocation per low-income child.
8. School districts must allocate at least this amount for each low-income child in every school the district serves, not just for those schools below the 35 percent poverty level.
9. An LEA calculates 125 percent of its allocation per low-income child before the LEA reserves any funds.
10. Before allocating funds, an LEA shall reserve funds, off the top, that are reasonable and necessary to conduct other authorized activities such as preschool programs, summer school and intersession programs, professional development, program improvement, and coordinated services.
11. There is no maximum amount that an LEA may reserve for administration, staff development, or other reservations. However, please bear in mind that Title I funds are primarily to be used to enable participating children to make adequate progress towards meeting the challenging State standards.
12. If remaining funds are not sufficient to fully fund the lowest ranked eligible school attendance area, the school district may serve the school if it determines the funds are sufficient to enable children to make adequate progress toward meeting the State's challenging performance standards. If the district has carryover funds, they may use them to serve eligible schools whose allocations are insufficient.
13. School districts are not required to allocate the same per-child amount to each school. However, the school district must allocate a higher per-child amount to schools with higher poverty rates than it allocates to schools with lower poverty rates. In addition, if you have private school children from different attendance areas, you would have to calculate the various per pupil amounts for each attendance area to determine the private school allocation.
14. School districts are allowed to use any month's data to determine their free and reduced eligible child count. Use the month that is most advantageous for your school district. However, one month must be used uniformly for all buildings within the district.
15. LEAs that receive an allocation of \$500,000 or more must reserve 1% for parent involvement. Of that 1%, 95% must be distributed and spent at the local building level. Districts must have a process in place to track the parent involvement expenditures at the building level.
16. The "Grandfather Provision" allows a district to serve a school that is not eligible, but was eligible and served the preceding year, but only for one additional year.
17. A district **must** reserve funds as necessary to provide services for homeless children and neglected or delinquent children.
18. Districts that have schools that have been identified for program improvement must:
 - Reserve annually 10% of their Title I funds for professional development. (Years one and two only – otherwise optional)
 - Reserve 20% of their Title I funds to pay for choice-related transportation costs and to provide supplemental educational services.
19. It is allowable to round poverty percentage to help a building become eligible. However, rounding poverty percentages to get buildings eligible must be done uniformly across the district.

District Targeting Options

Two Options for Ranking

The LEA has the option to rank schools using:

- **Districtwide ranking**

Or

- **Ranking areas by grade span groupings**

(For ranking by grade span groupings, the LEA may use (1) the districtwide poverty average or (2) the districtwide grade span poverty averages for the respective grade span groupings.)

Title I Targeting for the 2012-2013 School Year

SAMPLE: GRADE SPAN GROUPING TARETING REPORT

ALLOCATION	544181.00	TOTAL ALLOCATION DIVIDED BY TOTAL POOR CHILDREN	550.79 PER PUPIL ALLOCATION
RESERVATIONS		SERVING SCHOOLS BELOW 35%, 1.25% PER PUPIL REQUIRED	1.25
INDIRECT COST	3000.00		688.49
1% PARENT HOMELESS	5452.00		
ADMINISTRATION	12886.00		
NET FOR PROGRAM	522843.00		

SCHOOL NAME	GRADE SPAN	ENROLLMENT			CHILDREN FROM LOW INCOME FAMILIES			PERCENT POOR	ELIG. SCH 1=YES 0=NO
		PUBLIC	PRIVATE	TOTAL	PUBLIC	PRIVATE	TOTAL		
DISTRICT TOTALS		2717	674	3391	901	87	988	29.14%	1
School A	K-6	271	68	339	166	0	166	48.97%	1
School B	K-6	274	39	313	131	0	131	41.85%	1
School C	K-6	241	62	303	115	0	115	38.00%	1
School D	K-6	274	85	359	80	54	134	38.00%	1
School E	K-6	265	66	331	69	0	69	20.85%	0
		1325	320	1645	561	54	615	38.00%	
School F	7-8	424	118	542	128	23	151	27.86%	1
School G	9-12	968	236	1204	212	10	222	18.44%	1

Targeting Spreadsheet Acceptable



Mail or fax to (701) 328-0203 to state Title I office

Title I Targeting for the 2012-2013 School Year

SAMPLE: DISTRICTWIDE RANKING TARETING REPORT

ALLOCATIONS	1288474.00	TOTAL ALLOCATION DIVIDED BY TOTAL POOR CHILDREN	397.93	PER PUPIL ALLOCATION
RESERVATIONS		NOT SERVING BELOW 35%, 1.25% PER PUPIL NOT REQUIRED	1.25	
OTHER	70000.00			
Indirect Cost	30537.00		497.41	
1% PARENT	60000.00			
STAFF DEV.	30000.00			
ADMINISTRATION	181500.00			
NET FOR PROGRA	916437.00			

SCHOOL NAME	GRADE SPAN	ENROLLMENT			CHILDREN FROM LOW INCOME FAMILIES			PERCENT POOR	ELIG. SCH 1=YES 0=NO
		PUBLIC	PRIVATE	TOTAL	PUBLIC	PRIVATE	TOTAL		
DISTRICT TOTALS		7829	257	8086	2258	45	2303	28.48%	
School A	K-5	367	38	405	274	17	291	71.85%	1
School B	9-12	85	0	85	45	0	45	52.94%	1
School C	K-5	132	26	158	76	6	82	51.90%	1
School D	K-5	226	10	236	114	0	114	48.31%	1
School E	K-5	330	0	330	155	0	155	46.97%	1
School F	1-5	168	41	209	85	13	98	46.89%	1
School G	1-5	214	23	237	103	2	105	44.30%	1
School H	6-8	517	0	517	225	0	225	43.52%	1
School I	1-8	460	2	462	189	0	189	40.91%	1
School J	K-5	193	14	207	74	1	75	36.23%	1
School K	K-5	271	25	296	87	2	89	30.07%	0
School L	K-5	317	24	341	82	3	85	24.93%	0
School M	K-5	1251	0	1251	281	0	281	22.46%	0
School N	6-8	526	0	526	100	0	100	19.01%	0
School O	K-5	419	17	436	80	0	80	18.35%	0
School P	6-8	596	0	596	92	0	92	15.44%	0
School Q	K-5	383	37	420	59	1	60	14.29%	0
School R	9-12	1374	0	1374	137	0	137	9.97%	0

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Rule on Differentials for Master Level Teachers

If a district has Master level teachers at the high end of the salary scale, which in some cases would absorb the entire building allocation, there is an option. The district would need to determine the average salary of Title I personnel. That average salary amount could be used as the salary for all Title I personnel at each building. Any amount above the average would be taken off the top and included in reservations. If you use this option for one school, you must use it across the district. However, this option may have some negative effects. The individual building allocations will decrease if you hold funds off the top. Therefore, if you have buildings that do not have enough funds currently, this rule would not be effective.

FEEDER PATTERN USED TO MAKE AN INELIGIBLE SCHOOL ELIGIBLE

If a junior high/middle school or senior high school building has been determined ineligible, then using the feeder pattern may make that building eligible.

To use the feeder pattern, the district would provide the Title I office with a list of elementary schools that feed into the school building they hope to make eligible. The average percent of poverty for those elementary schools would be applied to that building giving it a new poverty percentage.

However, applying this feeder pattern will drastically increase the low-income number and percent for the building you are making eligible causing their allocation to be inflated and subsequently causing all other building allocations to be reduced.

Per-Pupil Amounts for Funding

School districts are not required to allocate the same per-child amount to each school. However, the school district must allocate a higher per-child amount to schools with higher poverty rates than it allocates to schools with lower poverty rates. In addition, if you have private school children from different attendance areas, you would have to calculate the various per pupil amounts for each attendance area to determine the private school allocation.

On the targeting worksheet Part 5 (Question 4), each district will indicate whether they want the same per pupil amount applied to all building allocations, or whether the district would like to indicate separate amounts for each building keeping in mind that the higher per pupil amounts must be applied to higher poverty buildings.

Title I Targeting for the 2012-2013 School Year

SAMPLE: ALTERNATE FUNDING AMOUNTS TARETING REPORT

Allocation	590571.00
Admin. Serv.	30000.00
Staff Dev.	10000.00
Teacher Quality-5%	29529.00
Indirect Cost	10000.00
N/D	500.00
LEP	0.00
Homeless	1000.00
Parent Inv.	6000.00
Other - Program Imp.	0.00
Net for Program	503542.00

Total Allocation Divided By Total Poor Children 514.86 Per Pupil Allocation

Serving schools above 35%, 1.25% per pupil not required.
See actual Per Pupil in Table Below

14.736% is Set Aside of Your Total Allocation

<u>SCHOOL NAME</u>	<u>GRADE SPAN</u>	<u>ENROLLMENT</u>			<u>CHILDREN FROM LOW INCOME FAMILIES</u>			<u>PERCENT POOR</u>	<u>ELIG. SCH</u> 1=YES 0=NO	<u>Attendance Area Allocation</u>	<u>Running Total Allocation</u>	<u>Allocation Generated By public School Poor Children</u>	<u>Allocation Generated By Private School Poor Children</u>
		Public	Private	Total	Public	Private	Total						
DISTRICT TOTALS		1875	164	2039	635	34	669	32.81%		503541.50		461587.20	41954.30
Adams Elem	K-4	121	34	155	72	2	74	47.74%	1	155400.00	155400.00	151200.00	4200.00
Bates Elem	K-4	199	44	243	83	7	90	37.04%	1	162000.00	317400.00	149400.00	12600.00
Charlestown Elem	K-4	298	39	337	96	15	111	32.94%	1	186141.50	503541.50	160987.20	25154.30
Central Middle	5-8	621	47	668	243	10	253	37.87%	0	0.00	0.00	0.00	0.00
Boston HS	9-12	636	0	636	141	0	141	22.17%	0	0.00	0.00	0.00	0.00

Per Pupil Building Allocations

<u>School</u>	<u>Per Pupil</u>
Adams	2100
Bates	1800
Charlestown	Remaining (1676.95)

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Parent Involvement Set Aside

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.

Only 5% of these funds may be used at the district level, 95% must be given to the participating schools.

- Districts must document on their consolidated application that they have reserved, at a minimum, the 1% for parent involvement and specifically outline how these funds will be spent.
- Districts that target need to identify on the individual building budgets and the district wide budget how the funds will be disseminated.
- In addition, districts need to track the parent involvement expenditures at the building level.
- Districts can distribute funds to buildings by need. Distribution of funds does not need to be equal between each building.
- According to federal requirements, all districts are required to document parent input and approval if they plan to use any parent involvement reservations funds on a parent involvement staff member.
- Any unused parent involvement funds from the previous year will be required to be budgeted the subsequent year.

Different Scenarios

Set aside Only 1%	Set aside Only 1%-All at Building Level	Set aside More Than Required 1%																																								
Explanation: Our 1% set aside for parent involvement is \$160,000. $\$160,000 \times .95 = \$152,000$ to be spent at the building level. This leaves \$8,000 to be spent at the district level. The following breakdown documents where these funds will be allocated.	Explanation: Our 1% set aside for parent involvement is \$160,000 which will be spent entirely at the building level. The following breakdown documents where these funds will be allocated.	Explanation: Our 1% setaside for parent involvement is \$160,000. We have chosen to set aside \$200,000, more than the required amount. The required amount to be set aside at the building level equals $\$160,000 \times .95 = \$152,000$. The following breakdown documents where these funds will be allocated.																																								
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