

## Title I Monitoring Summary from the 2011-2012 School Year

Based on the school districts that were monitored in the 2011-2012 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 Title I funding streams separately (i.e., SIG, Title I regular, Title I ARRA, Title I reallocated, etc.).

- √ All Title I expenses must fall within the current Title I fiscal year. It is not allowable to order items in the spring, have them delivered after July 1, and pay for them in the new fiscal year. The district needs to establish a cutoff date (April 15 is recommended) for ordering Title I materials and then ensure all bills are paid prior to submitting the final financial report. Then after July 1, orders can be made for the new fiscal year.

### ▪ **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. Many of the assurances reviewed were done incorrectly.

Information and sample documentation for this requirement can be found at [www.dpi.state.nd.us/title1/time\\_effort.shtm](http://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](http://www.dpi.state.nd.us/dpi/reports/Profile/index.shtm) on the department's website.

The School District Profiles are typically released each year in December. 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.

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

Potential supplanting violations with regard to the student performance strategist position and using federally paid Title I personnel to fulfill the state requirement surfaced in several districts.

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 (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 (e.g., state aid).

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.