Best Practices in Managing Federal Programs

2016 Georgia Federal Programs Conference
Georgia International Convention Center & Atlanta Airport
Marriott Gateway Hotel
Atlanta, Georgia
June 21 – 23, 2016

Presenters

Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Ken Banter, EdD
GA Department of Education
Title I Education Program Specialist
Office of School Improvement
Federal Programs Division
kbanter@doe.k12.ga.us
478-960-2255

David Beeland, Jr., EdD
Title I Director
Barrow County Schools
179 West Athens Street
Winder, Georgia 30680
david.beeland@barrow.k12.ga.us
(770) 867-4527

Bernie Evans, EdD
Title I Director
Coffee County Schools
1311 S. Peterson Avenue
Douglas, Georgia 31533
Bernie.evans@coffee.k12.ga.us
(912) 389-6507

SCHOOL IMPROVEMENT & DISTRICT EFFECTIVENESS

Purpose

In this session, District Federal Program Directors/Coordinators will reveal how they manage their programs by using Google Docs and Title I Crate. Google Docs gives one the ability to create surveys, spreadsheets, documents and PowerPoints within its system of applications. Title I Crate is a document management system that allows one to set up digital files that will align to the Cross-Functional Monitoring Document. This session provides examples and best practices that districts are using to manage their programs.

Topics to be Covered

Purpose and Focus of Title I
Internal Controls
Best Practices with Google Docs
Title I Crate

Purpose of Title I, Part A

Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

- To increase the achievement of all students, *particularly those who are disadvantaged*
- To ensure all children have fair, equal, and significant opportunity to obtain high quality education
- To reach, at minimum, proficiency on challenging state standards & assessments (English language arts, reading, mathematics, science, social studies)

Georgia Department of Education

Focus of Title I, Part A

Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Title I, Part A Programs focus on:

- Promoting reform in high-poverty schools and,
- Ensuring student access to scientifically-based instructional strategies and challenging academic content

Georgia Department of Education

LEAs Must Have Internal Controls

Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Why Internal Controls?

- Is the first line of defense in safeguarding assets and detecting and preventing errors and fraud
- Includes processes for planning, organizing, directing, controlling, and reporting on school district/school operations
- Helps achieve desired **results** through effective stewardship of public resources
- It helps in managing your program and time!!!!!!!!

LEAs Must Have Internal Controls

Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Five Components of Internal Control

- Control Environment
- Risk Assessment
- Control Activities
- Information and Communications
- Monitoring

Georgia Department of Education

Barrow County

Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Dr. David Beeland

Using Google Drive to help manage Barrow County's Federal Programs.

Georgia Department of Education

Google Drive

Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Advantages

- Free!
- Accessible anywhere
- Secure
- Makes collaboration in real time easy
- Can easily monitor compliance
- Includes document, spreadsheet, survey, and presentation software
- Revision history
- Export options

Considerations

- To sync or not to sync
- Shared Drive in your My Drive
- Google Calendar and email

Disadvantages

- Works best if district has adopted GAFE
- Copy and Drop
- Does not always play nice with graphics and formatting
- Requires a learning curve for most principals/employees

Coffee County

Dr. Bernie Evans

Using Title I Crate

from 806 Technologies to help manage Coffee County's Federal Programs.

Georgia Department of Education

Title 1 Crate

Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

...only in your dreams?

Can you find documentation from 3-4 years ago

Managing Title I documents can be easy!

Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

- Gone are the burdensome, manual efforts of sifting through Title I crates, binders and boxes of files to verify required documentation
- Gone are the days of your tech department saying you are taking up too much district server space
- Gone are multiple copies "just in case" one gets misfiled or disappears

Title1Crate

Web-based, management tool.

Revolutionizes the tedious processes of collecting and storing Title I documentation.

Managing Title I documents can be easy!

Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

- Here is **real-time access** to all campus documentation.
- Here is an **easy way to monitor** the data.
- Here are **automatic notifications** helping everyone meet deadlines.
- Here is **peace and no more worries** about an audit.

Title1Crate

Web-based, management tool.

Revolutionizes the tedious processes of collecting and storing Title I documentation.

Georgia Department of Education

District Crate Log-In Page

Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Title1Crate **District** 2015-2016 ACCOUNT HELP LOGOUT

Home Upload Editor Review Reports

Campus Snapshots | District Snapshot | Lesli's Files

Actions	Campus	Level	Files Accepted	Files Pending	Files Overdue	Last Added By	Last File Added
Review	Calvin Coolidge Junior High	Middle	4 of 35	4	24	Lesli Laughter	Wednesday, Dec 16, 2015 at 10:11 AM
Review	District	District	12 of 28	22	0	Kel Spradling	Monday, Feb 1, 2016 at 9:41 AM
Review	Franklin Roosevelt High School	High	27 of 29	0	1	Kel Spradling	Tuesday, Oct 6, 2015 at 8:47 AM
Review	George Washington Elementary	Elementary	36 of 38	3	1	Mark Hailey	Wednesday, Feb 3, 2016 at 11:32 AM
Review	Harry S. Truman High School	High	0 of 29	1	24	Kel Spradling	Wednesday, Oct 14, 2015 at 12:14 PM
Review	Herbert Hoover High School	High	2 of 29	0	23	Lesli Laughter	Monday, Jul 6, 2015 at 1:53 PM
Review	James Madison Elementary School	Elementary	24 of 38	10	2	James Madison	Monday, Jan 25, 2016 at 10:27 AM
Review	James Monroe Elementary School	Elementary	4 of 38	5	27	Lesli Laughter	Wednesday, Feb 3, 2016 at 2:48 PM
Review	John Adams Elementary School	Elementary	0 of 38	2	31	Kel Spradling	Monday, Jul 6, 2015 at 1:43 PM
Review	John Adams Junior High	Middle	5 of 35	0	26	Adams Trainer	Tuesday, Mar 10, 2015 at 10:36 AM
Review	John Quincy Adams Elementary School	Elementary	0 of 38	5	30	Ameerah Muhammad	Tuesday, Dec 8, 2015 at 3:05 PM
Review	Theodore Roosevelt Elementary School	Elementary	1 of 38	0	32	Kel Spradling	Monday, Jul 6, 2015 at 1:52 PM
Review	Thomas Jefferson High School	High	0 of 29	0	25		
Review	Warren Harding Junior High	Middle	0 of 35	0	30		
Review	William Howard Taft Junior High	Middle	0 of 35	6	26	Lesli Laughter	Monday, Jul 6, 2015 at 1:48 PM
Review	Woodrow Wilson Junior High	Middle	0 of 35	0	30		

Page: 1 of 1 Show 25

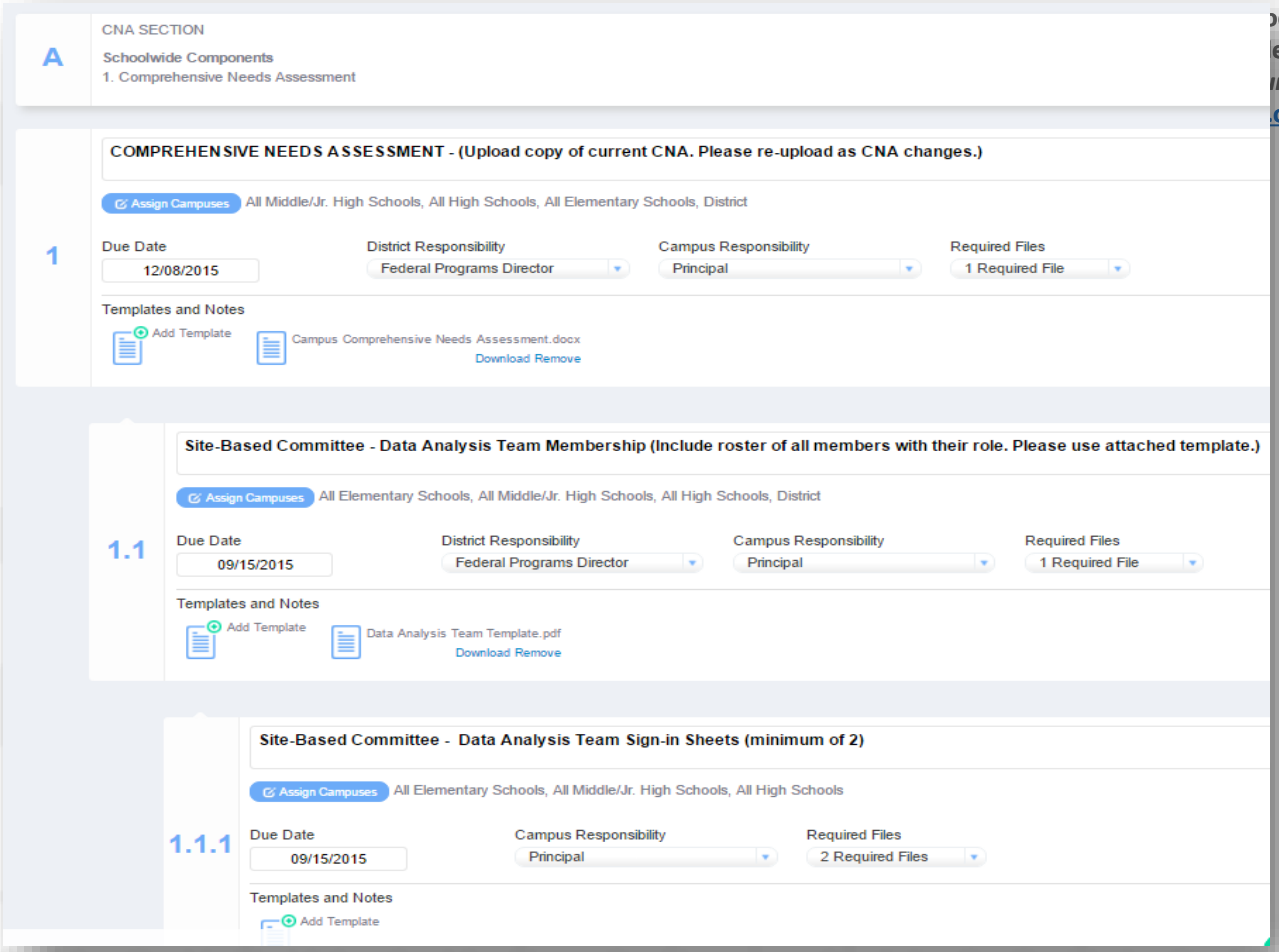
Crate Folder Organizational Structure

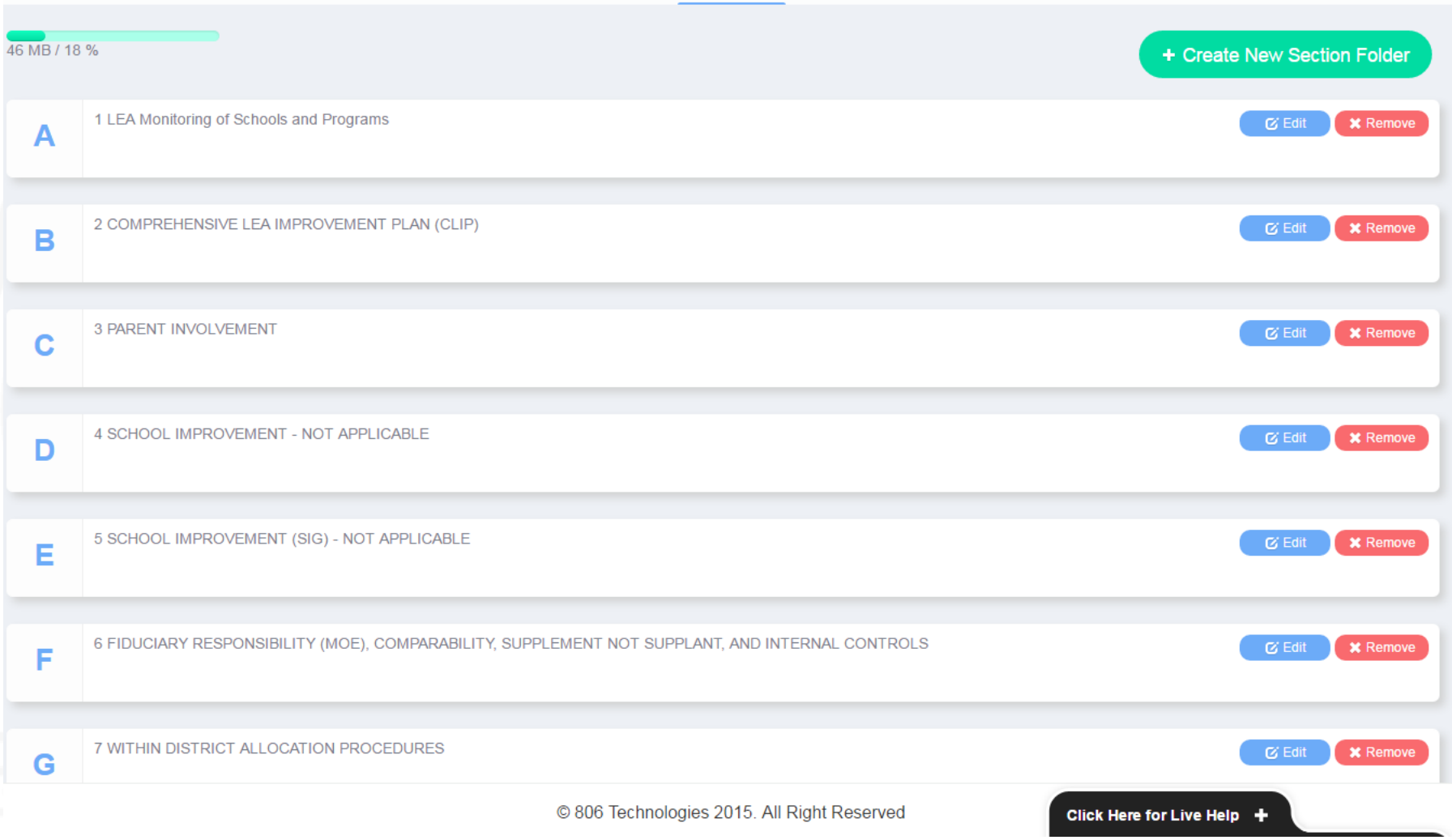
Section Folder

Content Folder

Supporting Details Folder

Clip Folder




46 MB / 18 %
+ Create New Section Folder
A
1 LEA Monitoring of Schools and Programs
Edit
Remove
B
2 COMPREHENSIVE LEA IMPROVEMENT PLAN (CLIP)
Edit
Remove
C
3 PARENT INVOLVEMENT
Edit
Remove
D
4 SCHOOL IMPROVEMENT - NOT APPLICABLE
Edit
Remove
E
5 SCHOOL IMPROVEMENT (SIG) - NOT APPLICABLE
Edit
Remove
F
6 FIDUCIARY RESPONSIBILITY (MOE), COMPARABILITY, SUPPLEMENT NOT SUPPLANT, AND INTERNAL CONTROLS
Edit
Remove
G
7 WITHIN DISTRICT ALLOCATION PROCEDURES
Edit
Remove
© 806 Technologies 2015. All Right Reserved
Click Here for Live Help +

C. 3 PARENT INVOLVEMENT

1. **3.1A School Designation Status -1. Title I Flier - English; 2. Title I Flier - Spanish; 3. Annual Title I Meeting Documentation (Agenda, powerpoint with designation status, and sign-in sheet); 4. Website Screenshot**
09/30/2015 Shelley Cole 3 Required Files
Templates and Notes Available

4. **3.4a: School Parent Involvement Plan - Final Revision with signatures and checklists included**
09/10/2015 Shelley Cole 1 Required Files
Templates and Notes Available

4.1. **School Parent Plan Revision Documentation - (invitations, evidence of at least two ways to provide feedback, meeting agendas and sign-ins)**
09/10/2015 Shelley Cole 4 Required Files
Templates and Notes Available

4.2. **Written School Procedures on how parents are able to provide input on the school parental involvement policy**
09/10/2015 Shelley Cole 1 Required Files
Templates and Notes Available

5. **3.5 School Parent Compacts with required components**
09/10/2015 Shelley Cole 1 Required Files
Templates and Notes Available

5.1. **Compact Revision Documentation (Invitations, meeting agendas, sign-in sheets that includes parents, comments/suggestions for revising the compact)**
09/10/2015 Shelley Cole 4 Required Files
Templates and Notes Available

5.2. **Written Procedures on how parents were involved in the revision of compacts**
09/10/2015 Shelley Cole 1 Required Files
Templates and Notes Available

6. **3.6 Build Parents Capacity to be involved by Educating School Admin and Staff about Parent Involvement (Modules and other trainings, sign-ins, agendas)**
03/30/2016 Shelley Cole 3 Required Files

www.806technologies.com/title1crate

https://www.806technologies.com/title1crate/logout

k12.ga.us bookmarks | Bookmarks | Georgia Departm | RESA Application | Parent Engageme | Coffee County Sc | benefitsCONNEC | https://emp.aeso | Scholastic Dashb

QUESTIONS? CALL (877) 331-6160 → SIGN IN / REGISTER

Title1Crate

About Features Testimonials Professional Development FAQ Contact

Title 1 Crate

THE NO. 1 PROGRAM FOR TITLE 1 DOCUMENT MANAGEMENT

A simpler, easier way to store and manage files for Title 1 compliance

REGISTER FOR A **FREE TRIAL** | SCHEDULE A **WEBINAR**

Title1Crate's Key Features:

- Web-Based Document Management
- One location. All Title 1 Documentation
- 24/7, Real-Time Access to Files from Every Campus in Your District
- Simple Upload, Review and Approval Process
- Use Our Title 1 Compliance Template - or Customize It Your Way
- Secure, Multiple Backup Servers
- Automatic Saving of Prior File Versions
- Consultation and One-on-One Training

Woods,
endent
uture"
loe.org

Using Excel Spreadsheets and Google Docs to Plan your Budgets

Georgia Department of Education

Title I Budget Process

Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Plan and Budget the Set-Asides: Optional Set-Asides

- Administrative
- Indirect Costs
- Summer School and/or Before/After School
- Professional Learning (Districtwide)
- Additional FLP
- Pre-school Programs

Georgia Department of Education

Building Templates – Step I

Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Creating Excel Spreadsheet showing Set-Asides

Creating Excel Spreadsheet showing School Allocations (Handouts)

Georgia Department of Education

Set -Aside Template Sample

Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Revised 12-18-15
Revised 10-2-15
Adopted 8-5-15

Sample School District

FY16 Title I, Part A - Set Asides and School Allocation Worksheet

	Initial Allocation	Additional Allocations												% of Total Allocation (1476649)
Allocation for FY16	1,369,386													
Additional Allocation (Date)														
Carryover FY15 (Dec.)		45260							2300					
FY16 Allocation	1,369,386			580	610	611	642	810	880	530	300	612	615/616	
Total FY16 Allocation		1,414,646	Total Salary	Travel	supplies	Tech. Supplies	books	registra.	Indirect	Stamps	Contracted Services	Soft-ware	Expend. Equip.	Total	
SET ASIDES															
Administrative	174,450	(1,594)	162451	4518	1200	1122	1200	975		555		300	535	172,856	0.122
PD for HQT														-	0.000
Professional Development	83,070	5,291	83924	1462	300	450		525					1700	88,361	0.062
1% Parent Involvement	13,694	1814												15,508	0.011
FLP Allocation	68,470	-	27900		23469					2450		7525	7126	68,470	0.047
Public School Choice	.													-	0.000
Homeless	-	218			218									218	0.000
Audit Costs (2300-300)	1,800	-									1800			1,800	0.001
Indirect Cost (2300-880)	33,399	-							33399					33,399	0.024
District Summer School		894	894											894	0.001
District Parent Invol. Coord.	29,937	632	28208	1415	386	230		330						30,569	0.022
FY15 1% Parent Involv. Carryover														-	0.000
TOTAL SET ASIDE	404,820	7,255	303377	7395	25573	1802	1200	1830	33399	3005	1800	7825	9361	412,075	0.291
Carryover FY14 to Schools		38,005												38,005	0.027
TOTAL SCHOOL ALLOCATION	964,566													1,002,571	0.709

Allocation Template Sample

Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

SCHOOL & DESIGNATION	Grade Span	FTE2015 - 1 Enrollment Minus Pre-K (10/7/14)	# Poverty Minus Pre-K	% Poverty	PPA	"CEP" Yes or No	School Allocation	School Carryover	State Carryover	Total School Allocation	1% Parent Involvement (Set-Aside)		2015 1% Carryover (Dec. 2015)	TOTAL 1% Parent Involvement (Set-Aside)	Title I Paid Salaries
Middle School A - FOCUS	'6-8'	534	534	100.00	392	YES	$209,328	$118		$209,446	$2,282	SWP	$ 17	$ 2,299	133610
Middle School B - NONE	'6-8'	412	198	48.06	275	NO	$54,450	$1,825		$56,275	$2,283	SWP	$ 602	$ 2,885	23568
High School - PRIORITY	'9-12'	1025	633	61.76	224	NO	$141,792	$10,754		$152,546	$2,282	SWP	$ -	$ 2,282	108176
Elem. School A - NONE	'K-5'	641	641	100.00	376	YES	$241,016	$4,151		$245,167	$2,282	SWP	$ 478	$ 2,760	186294
Elem. School B - NONE	K-5'	516	516	100.00	305	YES	$157,380	$20,767		$178,147	$2,282	SWP	$ 599	$ 2,881	137629
Elem. School C - NONE	K-5'	616	584	94.81	275	YES	$160,600	$390		$160,990	$2,283	SWP	$ 118	$ 2,401	98866
BOE SET-ASIDES															303377
TOTALS		3744	3106				$964,566	$38,005	$0	$1,002,571	$13,694		$ 1,814	$15,508	$ 991,520

Georgia Department of Education

Building Templates – Step 2

Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Creating Google Drive Budget Templates

- Set-Asides
- School Level Budget
- View Sample Templates – See Handouts
- Go to Google Drive live Documents

Georgia Department of Education

SAMPLE Title I Budget Templates in Google Drive

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

kenbanter@gmail.com

Comments Share

FICA/Medicare:

SAMPLE COUNTY SCHOOLS FY17 TITLE I, PART A BUDGET - AMENDMENT #1

DISTRICT:	SAMPLE	FY17									**DUE DATE:**	
SCHOOL/COD	SAMPLE ELEM/9999										**DATE SUBMITTED:**	
SCHOOL ALLOCATION:			**Proj. C/O:**		**Total Budget:**							
AFTER ALL FUNDS HAVE BEEN BUDGETED, THIS AMOUNT SHOULD EQUAL $ -							**$ -**					

DIRECTIONS: We have listed all of your current budget line items with the "Original" amounts. If a line item needs ammended, do the following: Place amended amount in the column labeled "Amount to Add/Subtract". Remember to enter amounts in whole dollar amounts. Also remember to put a "-" in front of amounts you need to subtract. The "Budgeted Amount After Amendment #1" will automatically calculate. If you need to add or delete part of the description, please do so in the appropriate column. **ALL FUNDS SHOULD BE BUDGETED IN WHOLE DOLLAR AMOUNTS.**

Function Code	Object Code	COPY TOTALS in Original Budget	Amount to Add/Subtract	Budgeted Amount After Amendment #1	Description (Copy Descriptions used in Original Budget)	Description Amendment ADD	Description Amendment REMOVE
1000	110			$ -	Salary:		
1000	113			$ -	Substitutes:		
1000	140			$ -	Aids, Paraprofessionals:		
1000	199			$ -	Other Salaries and Compenstation:		
1000	210			$ -	State Health:		
1000	220			$ -	FICA/Medicare:		
1000	230			$ -	TRS:		
1000	260			$ -	Workers Comp:		

SAMPLE COUNTY SCHOOLS FY17 TITLE I, PART A 1% PARENT INVOLVMENT SET ASIDE - AMENDMENT #1

DISTRICT:	SAMPLE FY17										**DUE DATE:**			
SCHOOL/COD	SAMPLE ELEM PARENT INVOLVEMENT SET ASIDE/8010										**DATE SUBMITTED:**			
PROJECTED SCHOOL ALLOCATION:				**Proj. C/O:**		**Total Budge**	$ -							
AFTER ALL FUNDS HAVE BEEN BUDGETED, THIS AMOUNT SHOULD EQUAL $ -:							$ -							

DIRECTIONS: We have listed all of your current budget line items with the "Original" amounts. If a line item needs ammended, do the following: Place amended amount in the column labeled "Amount to Add/Subtract". Remember to enter amounts in whole dollar amounts. Also remember to put a "-" in front of amounts you need to subtract. "The "Budgeted Amount after Amendment #1" will automatically calculate. If you need to add or delet part of the description, please do so in the appropriate column. ALL FUNDS SHOULD BE BUDGETED IN WHOLE DOLLAR AMOUNTS.

Function Code	Object Code	COPY TOTALS in Original Budget	Amount to Add/Subtract	Budgeted Amount after Amendment #1	Description (Copy Descriptions used in Original Budget)	Description Amendment ADD	Description Amendment REMOVE
2100	300			$ -	**SET ASIDE: 1% PARENT INVOLVEMENT: NAME OF SCHOOL Purchased Professional Services:**		
2100	530			$ -	**SET ASIDE: 1% PARENT INVOLVEMENT: NAME OF SCHOOL Communication**		
2100	580			$ -	**SET ASIDE: 1% PARENT INVOLVEMENT: Travel**		
2100	610			$ -	**SET ASIDE: 1% PARENT INVOLVEMENT: NAME OF SCHOOL Supplies**		
2100	611			$ -	**SET ASIDE: 1% PARENT INVOLVEMENT: NAME OF SCHOOL Supplies: Technology Related:**		
2100	612			$ -	**SET ASIDE: 1% PARENT INVOLVEMENT: NAME OF SCHOOL Computer Software:**		

Assigning Rights to Templates – Step 3

Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

- Templates are active and can be edited in real time by assigned staff (Title I Director, Bookkeeper (District Level and School Level), Principals, Assistant Principal, Parent Involvement Coordinator)

Georgia Department of Education

Advantages Using Google Docs

Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

- Real Time Document
- Allows template creator to assign rights to edit or view
- Allows template creator to protect cells or sheet
- Allows for Interactive communication (Comments)
- Builds transparency
- Builds building-level capacity and ownership
- Saves paper
- Allows one to copy and paste from Drive to Portal
- Strengthens Internal Controls

Georgia Department of Education

Things to Consider

Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

- Must have a Google Account
- Google and Google Drive are free
- Provide training to others in using your templates
- Pre-populate the Heading within the Description: ensures consistency and accuracy
- Google Drive allows one to download the document as a Microsoft Excel or PDF document
- The Original Budget and all Amendments can be all "Tabbed" within one Google Drive File
- Once a budget is placed in the Portal, change the settings from "EDIT" to "VIEW" to allow no additional budget revisions
- Google Drive also has apps similar to Word, PowerPoint, and Survey Monkey

Questions and Answers

Presenters

Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

Ken Banter, EdD
GA Department of Education
Title I Education Program Specialist
Office of School Improvement
Federal Programs Division
kbanter@doe.k12.ga.us
478-960-2255

David Beeland, Jr., EdD
Title I Director
Barrow County Schools
179 West Athens Street
Winder, Georgia 30680
david.beeland@barrow.k12.ga.us
(770) 867-4527

Bernie Evans, EdD
Title I Director
Coffee County Schools
1311 S. Peterson Avenue
Douglas, Georgia 31533
Bernie.evans@coffee.k12.ga.us
(912) 389-6507

Title I Program Specialist Contact Information

Area	Name	Office Telephone	Email
1	Robyn Planchard	(404) 985-3808	rplanchard@doe.k12.ga.us
2	Sherri Minshew	(770) 324-1965	sminshew@doe.k12.ga.us
3	Anthony Threat	(706) 615-0367	anthony.threat@doe.k12.ga.us
4	Evelyn Maddox	(404) 975-3145	emaddox@doe.k12.ga.us
5	Judy Alger	(229) 321-9305	julager@doe.k12.ga.us
6	Grace McElveen	(912) 334-0802	gmcelveen@doe.k12.ga.us
7	JaBra Harden	(229) 563-6269	jharden@doe.k12.ga.us
8	Marijo Pitts-Sheffield	(912) 269-1216	mpitts@doe.k12.ga.us
9	Kathy Pruett	(706) 540-8959	kpruett@doe.k12.ga.us
10	Elaine Dawsey	(478) 971-0114	edawsey@doe.k12.ga.us
11	Olufunke Osunkoya	(678) 704-3557	oosunkoya@doe.k12.ga.us
12	Bobby Trawick	(229) 246-1976	btrawick@doe.k12.ga.us
13	Ken Banter	(478) 960-2255	kbanter@doe.k12.ga.us
14	Tammy Wilkes	(478) 237-2873	twilkes@doe.k12.ga.us

Best Practices in Managing Federal Programs

2016 Georgia Federal Programs Conference
Georgia International Convention Center & Atlanta Airport
Marriott Gateway Hotel
Atlanta, Georgia
June 21 – 23, 2016