1. Dates to Remember – Mark Your Calendar:

a. **Status of the following:**

i. FY16 Self-monitoring document is now on-line. (In progress)

ii. FY16 FLP Monitoring Reports. (In progress)

ii. FY16 Inventory Monitoring Reports. (In progress)

iii. FY17 Scheduled Technical Assistance (TA) On-site Visits. (TBA)

iv. FY17 District Profile Sheets (via email)

v. FY17 Title I Revisions Tips Sheet (via email)

b. **Deadlines**

June 27, 2016: CLIP application opens; FLP application opens (Districts may begin to enter data into the CLIP/FLP Plan)

July 5, 2016: First day for CLIP Plan submission

First day for FLP Plan submission

July 29, 2016: CLIP Plan due to GaDOE

August 31, 2016: FLP Plan due to GaDOE

September 1, 2016: Deadline for sign-off and submission on original Title I, Part C budgets

October 1, 2016: Deadline for sign-off on and submission on original Title I, Part A; Title II, Part A; and IDEA budgets   
 Deadline for Superintendent Prayer Certification

c Title Programs Regional Meetings - Regionalized into three zones including

**Title I, Part A Academic Achievement**

**Title I, Part A Parental Involvement & Parent Engagement**

**Title I, Part A School Improvement 1003(a)**

**Title I, Part C Migrant Education Program**

**Title I, Part D Programs for Neglected and Delinquent Children**

**Title II, Part A Teacher Quality**

**Title III, Language Instruction for Limited Proficient and Immigrant Students**

**Title VI, Part B Rural Education Achievement Program**

**Title X, Part C McKinney-Vento Education for Homeless Children and Youth**

**The Individuals with Disabilities Education Act (IDEA)**

d. Dates and locations for the Department Title Programs Fall Regional Meetings

|  |  |
| --- | --- |
| August 10-11 | Glynn County  Golden Isles Career Academy  4404 Glynco Parkway  Brunswick, GA 31525 |
| August 16-17 | Forsyth County BOE  ACE Cafeteria  1120 Dahlonega Hwy  Cumming, GA 30040 |
| September 7-8 | Houston County  Houston County BOE  The Annex  1600 Macon Road  Perry, GA 31069 |

e. LEA Cross-Functional Monitoring Technical Assistance Training

|  |  |
| --- | --- |
| October 25, 2016 | Forsyth County BOE  ACE Cafeteria  1120 Dahlonega Hwy  Cumming, GA 30040 |
| October 26, 2016 | Houston County  Houston County BOE  The Annex  1600 Macon Road  Perry, GA 31069 |

f Annual Georgia Compensatory Educational Leaders (GCEL)

|  |  |
| --- | --- |
| February 6-8, 2017 | GCEL Conference Savannah Riverfront Marriott Hotel, Savannah, GA |

g. National Title I Conference

|  |  |
| --- | --- |
| February 22-24, 2017 | National Title I Conference Long Beach, CA. |

h. 2017 – Annual Federal Programs Conference

|  |  |
| --- | --- |
| June 13-15, 2017 | Annual Federal Programs Conference |

1. As you begin NOW to file and collect dated documents, you are compiling required documentation for monitoring (i.e. the on-site cross-functional monitoring and the self- monitoring)

3. Poverty data for ranking schools for Title I Service

a. Community Eligibility Provision (CEP): A school/ district can use **Community Eligibility if at least** 40% of its students are direct certified through data such as the Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) program (but NOT from the traditional Free/Reduced Meal Application). All students in a CEP school/district receive free meals. The 40 percent threshold may be determined school-by-school, by a group of schools within the LEA, or in the aggregate for the entire LEA. A percentage of 39.98 percent does **NOT** meet the threshold.

b. Non-CEP schools within a district using the CEP will continue to use the FRM applications for free or reduced meals. In this case, a school will still continue to use the FRM application counts to determine a school’s Title I allocation.

c. A Title I school utilizing the CEP will affect the Title I allocation to that school.

d. The guidance for CEP and Title I schools’ allocations (*The Community Eligibility Provision and Selected Requirements under Title I, Part A of the Elementary and Secondary Education Act of 1965, as Amended January 2014*) is located on the conference jump drive.

4. Complete Eligible Attendance Area Spreadsheet

1. The Eligible Attendance Area spreadsheet will contain all the information needed to determine the poverty percentage for each school – those schools using Community Eligibility Provision (CEP) direct certification and the schools that will use free or reduced meals information (FRM).

* Share the Eligible Attendance Area spreadsheet and CEP source data sheet with Title I directors.

1. Poverty numbers from the previous year’s (October Count) FRM eligibility reports will be used to indicate the poverty numbers for the schools that use FRM eligibility. The districts under CEP for poverty determination will use the previous year’s October direct certification numbers. The LEA has the option to use these direct certification numbers for four years and adjust them if they increase. However, LEAs are encouraged to annually use the previous year’s October direct certification count to have the most accurate data. The LEA’s Nutrition Director must furnish the Title I Director the previous year’s October direct certification count using the Title I Data Form and sign/date the form. The direct certification numbers will be adjusted by the statutory multiplier, which is 1.6 percent. The worksheet will make the calculations.

c. Enrollment numbers will be taken from the previous year’s October count

when using FRM.

d. Schools using free/reduced meals (If closed, rezoned, new or merged schools) – must have worksheets that track each child to the new school OR use the current

year enrollment data (FTE Count, Oct. 2016). Using the current year data will cause a delay in getting allocations to schools since the FTE is not collected until October.

1. Documents needed for closed, rezoned, new or merged schools

1. Enrollment worksheet for tracking students or current year enrollment data (Oct. 2016)

2. Free/reduced worksheet for tracking students or current

year Free/reduced data (Oct. 2016) - including PreK F&R

3. Eligible Attendance Area Spreadsheet

1. If there are no closed, rezoned, new or merged schools-documents needed
2. 2015 Oct. FTE
3. 2015 Oct. Free/Reduced count includes PreK F&R information
4. Eligible Attendance Area Spreadsheet with CEP
5. If you have CEP schools, information from School Food Nutrition for CEP direct certification students from October direct certification count of the prior year (Title I Data Form).
6. Schools using the CEP (If closed, rezoned, new or merged schools) – must have the Title I Data worksheet (source data) completed that will reflect the adjustments for closed, rezoned, new or merged schools. Using the current year TANF/SNAP certified data (Oct. 2016) will cause a delay in getting allocations to schools since the TANF/SNAP certified data is not available until October.
7. Districts using the CEP have the option to use the same data for four (4) years

5. CLIP Enhancements – CLIP 31 descriptors: Complete, Review and/or Revise

1. When the new fiscal year opens in the Consolidated Application   
   (ConApp), the prior Comprehensive LEA Improvement Plan (CLIP)   
   entries will be auto-populated into the new FY16’s CLIP

(i.e., FY16 CLIP text will be displayed within FY17’s CLIP).

1. All formats from the prior fiscal year will be displayed.
2. The text clean-up process may be performed by selecting the clean -up icon 
3. CLIP Process per Descriptor

1. Select applicable Descriptor. **Use the strikethrough** button for all information no longer applicable
2. Enter the new information for each Descriptor and **highlight all new information in yellow.**
3. The Clean-Up Icon  may not be used.
4. Select Update button.
5. Select the next Descriptor and repeat the process for that Descriptor.
6. Continue to add new text entries.
7. **Do not select the Clean-Up Icon because this will remove text that was recently formatted.**

6. Review “TIP” sheet indicating how particular descriptors must be addressed for Title I.

Using these “tips” may expedite the approval process for your district.

7. Parent Involvement

a. All parents of eligible Title I students must be provided multiple opportunities to participate in an annual review/revision meeting (usually held in the spring prior to the next school year) or in a review/revision process of all Title I plans:

i. CLIP

ii. SWP/SIP

iii. TA

iv. School - Parent Compact

v. Parent Involvement Plan/Policy-(LEA and school level)

vi. Title I Parental Involvement Budget

vii. FLP (Parents must be involved in the development/review/revision of the FLP plan – reminder All parents must be provided the opportunity to be involved in the planning process)

viii. Parental Involvement activities

b. For all of the above policies/plans ensure:

i. sign in sheets (defining role of person participating in the meeting), agenda, and detailed minutes are kept for each

ii. revision dates are included (month, date, and year)

iii. current school year dates are included

iv. parental involvement activities are linked to learning and school and district academic achievement goals

v. documentation that parents were included in the development and/or revisions of policies and that all parents of eligible Title I students were given multiple opportunities to be involved

vi. plans/policies are distributed to all parents of eligible Title I students in multiple ways and in a timely manner (prior to November 1).

c. Develop school-parent compacts with feedback from students, school staff

(teachers), and parents of eligible Title I students (all parents must have multiple opportunities to provide feedback) tied to school improvement goals identified in the SIP/SWP/TA Plan. Utilize the school-parent compact throughout the school year as a tool for parental involvement and increasing student achievement.

1. Hold an Annual Title I Parent Meeting in the beginning of the school year prior to

November 1 to inform parents about the Title I, Part A program only. If the Annual Title I meeting is held on the same day as other meetings (i.e., PTA/PTSA/Open House/Orientation/curriculum night) the district must set-aside enough time to adequately inform parents about the Title I, Part A program. The meeting must be advertised as Annual Title I Meeting and the time must be separate from other meetings that may be held on the same day. As always, GaDOE will issue a finding if the Title I Annual Meeting is not clearly defined and advertised. Also, cannot have one meeting for the district, must be by individual Title I school. Please note this is a meeting to inform only and should not be used as a feedback/input/revision meeting.

8. Title I Directors/Coordinators: Prepare DETAILED meeting agendas with talking points and sign in sheets when having technical assistance meetings with Title I principals, other county employees, parents and stakeholders, etc.

9. FY17 Budget Reminders

1. All expenditures (including positions) must be articulated in your schoolwide program plan and/or targeted assistance plans, and all expenditures must align with your comprehensive needs assessment.
2. **All expenditures made with Title I, Part A funds must be supported by data (school-level/district) that reflects the identified need.**
3. **All positions funded with Title I, Part A must support improving the academic achievement of the most academically at-risk students in the District/School.**
4. **As you are planning for the schools that will be served with FY16 Title 1, Part A funds please keep in mind that the allocation to each school must be large enough for the school to run a viable Title I academic program. The viable academic program must cover all the required components for a targeted assistance or schoolwide program. The keyword is viable.**
5. **While US ED does not provide a specific dollar amount that qualifies as a viable amount policy letters from them have denied states to allow an allocation of only $30,000 to $40,000 to Title I schools because a Title I instructional, academic program more than likely cannot be provided with this small dollar amount. In other words, the required components of the Title I program may have to be covered with state or local funds which may lead to supplanting issues in future years.**
6. There will be a rigorous review of field trips due to US ED finding for Georgia.

Field trips must be reasonable, necessary, allowable and allocable, must be aligned

with the comprehensive needs assessment of the schoolwide program plan and/or targeted assistance plans. It must be aligned with the standards, and schools must complete a field trip form beginning FY13. The completed Field Trip form must be prior approved and attached to the Consolidated Application Attachment tab.

1. All Districts that were required to implement FLP plans in FY16 are expected to continue to implement FLP for FY 17. FLP services should begin within three weeks of the start of the school year.
2. FLP FEDERAL RANK ORDER:
   1. FLP Rank Order I: Students in the following subgroups that are not meeting standards as identified by state assessment results: students with disabilities, English Learners, or free- and reduced price lunch subgroups; and, if funding levels allow;
   2. FLP Rank Order II: All other students that are not meeting standards, as identified by state assessment results; and, if funding levels allow;
   3. FLP Rank Order III: Students who are meeting standards, as identified by state assessment results
3. FLP Parent Notification Requirements:

 FLP Plan – Development and Collaboration must involve all parents. **All parents must** be given the opportunity to be involved in the planning of the FLP plan.

 LEAs must notify parents of the availability of FLP services at least twice

annually

- Notification to parents must be by dated letter sent U.S. Mail and dated postage receipt or direct delivery (e.g., signed and dated receipt acknowledgement by parents) at least twice annually, i.e., prior to LEA’s FLP program start and again at mid-year point.

- Notifications must provide a brief description of services (delivery model, start and end dates, hours of services, times of service: during school, before/after school, Saturdays, summer, etc.), and subject areas served

- Notifications must provide an explanation of the procedures used to determine student eligibility of FLP prior to the beginning of the program

- Notifications must provide a clear explanation of the steps that parents/guardians must make to enroll their children in the LEA’s FLP Notification must include a contact name, mailing address,

phone number, e-mail address, and/or fax number in the event that parents have questions regarding the LEA’s FLP

10. Keep inventory of all Title I equipment of items that have a shelf life of at least one year.

a. Inventory must include: Description (item), serial number/identification

number, funding source and percentage (especially if split funded), vendor, acquisition date, cost, specific location, use, Title (can be tied to funding source), condition and disposition, Federal Award Notification Number (FAIN)

* Location must include the specific room number

b. Must be physically inventoried annually with the signature and date of the

person that completed the inventory.

c. Must have inventory for:

i. Each Title I School

ii. Central office (if applicable)

iii. Neglected Facilities (if applicable)

iv. Private Schools (if applicable)

d. Inventory Monitoring will be conducted by the Department’s Title I Education Program specialist.

* A selected number of LEA’s will be chosen by each Title I Education Program specialist to conduct inventory monitoring for FY17.

11. Review the Title I timeline in the Title I Handbook to keep up with deadlines.

12. Required Notifications:

 i. Priority and Focus schools must inform parents of their public school choice options in multiple ways. This must include the intradistrict transfer option letter AND at least one other form of notification (by electronic means, or by other reasonable means). Letter and other form of notification must be received by parents no later than July 1st of the upcoming school year. The letter may be sent with other letters, but may not be combined with other letters **UNLESS** there is no intradistrict transfer option. If this applies to you refer to bullet number three.

ii. No School Designations and Reward School Designations must notify parents of their public school choice options by intradistrict transfer option letter, electronic means, or by other reasonable means. Parent notification must be distributed no later than July 1st of the upcoming school year, and by complying with the notification requirement in the state law, you will have fulfilled the ESEA Flexibility Waiver notification requirement.



iii. AllTitle I schools must notify parents of their intradistrict transfer rights, even where no intradistrict transfer option is available. The intradistrict transfer option does not apply to certain categories of schools based on state law. These categories of schools:



o Does not apply to charter schools, including all schools within charter systems that meet the definition of a charter school.

o Does not apply to newly opened schools for a period of four years from the date a school opens.

o Does not apply to schools with existing Investing in Educational Excellence

(IE2) partnership contracts, provided the contracts grant a waiver of this law or is amended to allow such waiver.

o Does not apply to districts with only one school at each level (i.e., one, primary school, one elementary school, one middle school, one high school, or one combination school).

Therefore, if a Title I school in your district has no intradistrict option available, to meet this requirement Priority and Focus schools may place a sentence or two within their ESEA School Designation Status letter or FLP letter stating that the Intradistrict Transfer Law exists, but given one of the reasons above it does not apply and there is no choice. A separate letter stating there is no choice does not have to be sent out. No School Designations and Reward School Designations may post a statement by electronic means or send out by other reasonable means. Please note though, that the parent notification by letter or notification by other means must still happen no later than July 1st of the upcoming school year.

13. Parent Notification Requirement: Parents must be notified by letter, signed and dated acknowledgement, or other reasonable means if their school has been designated as a Priority or Focus School. In addition, all parents whose children attend a Title I school must be notified that their school is a Title I school, however this does not have to be done by letter but must be done in multiple ways such as information provided on the school website.

14. Parent Meetings –

a. Light snacks - at regular mealtime - no meals are allowed.

b. Must have agendas/minutes and sign in sheets to match the activity.

c. The only time light snacks are allowed is at parent meetings that are

academically focused and must have documentation to support meeting (dated

agendas/minutes, sign-in sheets, invitation, etc.

d. Title I funds cannot be used to purchase snacks for testing.

15. Light Snack/Food cannot be paid with Title I, Part A funds at staff workshops or meetings.

16. Targeted Assistance (TA) programs – be careful how staff is used especially at the high school so as to avoid supplanting.

a. TA Schools must have

i. eligibility roster

ii. multiple selection criteria (educationally related)

iii. served roster (served students in rank order)

* If students are skipped – must document with a reason
  + 1. Must have reading rosters and math rosters (eligibility and served) Must have separate rosters, that includes both the eligible students and the students served, for each academic area in which services are provided. For example, a reading roster and a math roster.

17. Periodic Certification plan must indicate the appropriate period. Periodic certifications are signed after the activity (after-the-fact) - must be signed twice per year after the first semester and after the second semester.

a. There is a periodic certification form (optional) wherein employees can be listed on a single form and the form must be signed by a supervisory official having first-hand knowledge of the work performed by the employees listed on the form and must be

completed semi-annually. In this case the individuals do not have to sign.

* Be sure each school’s name is on the periodic certification form
* The district has the option to continue to use the individual periodic

certification form that requires each 100% paid Title I employee to sign a periodic certification form semi-annually.

b. Instructional/Academic coaches are required to sign a periodic certification.

* Instructional/Academic coaches that are funded with two different funding sources must sign a periodic certification. It is the cost object (the job) that is being performed not the funding source that determines whether or not a periodic certification should be signed.

c. All 100% paid Title I employees including 49% employees, where the total 49%

is paid out of Title I must sign periodic certifications.

d. Periodic certifications are to be signed by central office staff that are100%

funded with Title I funds.

e. Periodic certifications are to be signed by employees who are hired as part-time employees; to include bus drivers (transporting students in a Title I tutorial program), child-care (for parental involvement meetings), stipends (payments for PL outside of the regular contract hours or putting together professional learning to enhance instruction for at-risk students and student learning), and anyone else as long as the job is 100% paid from Title I.

f. Substitutes for Title I teachers must have a periodic certification on file.

18. Split-funded time logs- Specific cost objective monthly time logs or teachers/paraprofessionals schedules (class schedules identifying the time funded by Title I may be used if the personnel have a fixed daily schedule). Schedule must be signed monthly by the employee and the employee’s supervisor and turned in to the principal and Title I director quarterly. Time on the time logs should reflect actual time worked monthly, not the exact same percentage of time regardless of time worked. If reconciliation is needed, the form must be submitted to the finance department.

19. Title I director must pre-approve all Title I purchases with signature and date

a. Be mindful - the Title I director’s dated signature must be before items are purchased.

b. Electronic signature is acceptable (with appropriate audit trail/documentation)

20. As you meet with school principals, keep documentation (sign-in sheets, emails, on-site visitation logs, calendar, etc.) The sign-in sheets should clearly identify the person’s position, such as teacher, administrator, parent, student, etc. You must document that you have provided Technical Assistance (TA) and Guidance to schools in various areas:

a. Technical assistance and guidance to schools on Schoolwide plans & TA plan

(written guidance as well)

b. Technical assistance and guidance to schools on Parental Involvement

Requirements – (regulations, written guidance as well)

c. Technical assistance and guidance to schools to develop and carry out effective parental involvement, school parent involvement policies, and school-parent compacts

d. Technical assistance and guidance to schools on Flexible Learning Program (FLP),

Intradistrict Transfer and Public School Choice (PSC) NCLB (if LEAs opt to continue to pay transportation under NCLB-PSC)

21. There is change in the GaDOE's Title Programs procedures for district's schools planning for Title I, Part A schoolwide. Title I schools are no longer required to have an outside consultant however, an outside consultant is still highly recommended in order to ensure the schoolwide planning process is thorough and is meeting federal regulations. It is, however, the district's decision. The Title I school must still have a designated individual responsible for guiding the district through the schoolwide planning process from beginning to end. This does not have to be an outside individual. It can now be someone within the district. When using an outside consultant, the consultant is paid from the individual school's Title I allocation and not the district's administrative cost/set-aside. Therefore, the school using an outside consultant will need to budget this expenditure in their Title I budget.

22. Virtual schools and charter schools must be served by Title I if they fall in rank order.

23. Class Size Reduction

a. If the district is using Title I, Part A funds for the purpose of reducing class size then, the district must complete the Title I Department class size reduction worksheet. A class size reduction worksheet must be completed for each Title I school that is using Title I, Part A funds for class size reduction. The worksheet(s) must be attached to the Consolidated Application Attachment tab.

b. Class size reduction must be supported in the school’s schoolwide plan.

c. Class size **should not** be based on numbers (class is too large) instead class size is based on the school’s comprehensive needs assessment and must be done with a

specific academic intervention in mind.

d. Questions that should be asked by the Title I Director:

i. Is reducing class size based on the school’s comprehensive needs assessment?

ii. What is the problem academic area?

iii. Is there supportive academic data to support the need to reduce class size?

e. Attach to the Consolidated Application Attachment tab:

i. The Class size reduction worksheet(s)

ii. Narrative to support class size reduction for schools

iv. Justification for class size reduction

v. Schedules to reflect the grades/subject areas in which the district is using

CSR teachers for middle schools and high schools (not required for elementary schools)

f. Identify in the schoolwide plan where class size reduction is an academic need.

24. Schools must evaluate the schoolwide plan and/or Targeted Assistance Plan to determine if the plan is working.

25. Title I uses the Georgia Chart of Accounts when budgeting.

**New EDGAR Published**

Regulations on ED/CFR online now reflect changes to UGG (OMB Uniform Grants Guidance)

Information is available at <http://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>