

# FY23 CFM Pre-Recorded Webinar Series

**Title I, Part A: Improving the Academic  
Achievement of the Disadvantaged**

**September 22, 2022**

# Presenters

		
<b>Ken Banter</b>	<b>Sunita Holloway</b>	<b>Karen Cliett</b>
Title I Senior Program Manager	Title I Education Program Specialist	Title I Education Program Specialist

# Agenda

- Indicator 6 – Title I, Part A – Within District Allocation Procedures
  - Explanation
  - Evidence/Documentation
  - Common Misunderstandings
- Indicator 7 – Professional Qualifications
  - Explanation
  - Evidence/Documentation
  - Things to Remember
  - Common Misunderstandings
- Title I, Part A Staff
- Feedback

# Indicator 6

## Title I, Part A – Within District Allocation Procedures



# Indicator 6

## Explanation

1. The LEA complies with the requirements regarding allocating funds to eligible attendance areas or schools in rank order of poverty based on the number of children from low-income families who reside in an eligible attendance area.
2. The LEA complies with the requirements regarding reserving funds for the various set-asides either required or allowed under the statute.
3. The LEA ensures that it complies with the requirements for serving students in rank order within targeted assistance programs.

# Indicator 6.1

## Allocating Funds to Attendance Areas Evidence/Documentation

- ➔ 1. Written procedures for allocating funds to Title I schools
- 2. Eligible attendance area worksheet (available in ConApp)
- 3. Enrollment and poverty numbers (attached in ConApp)
- 4. School allocation worksheet (available in ConApp)
- 5. Rank order (available in ConApp)
- ➔ 6. Residential treatment facility with referring entity for each student

# Indicator 6.1

## Common Misunderstandings

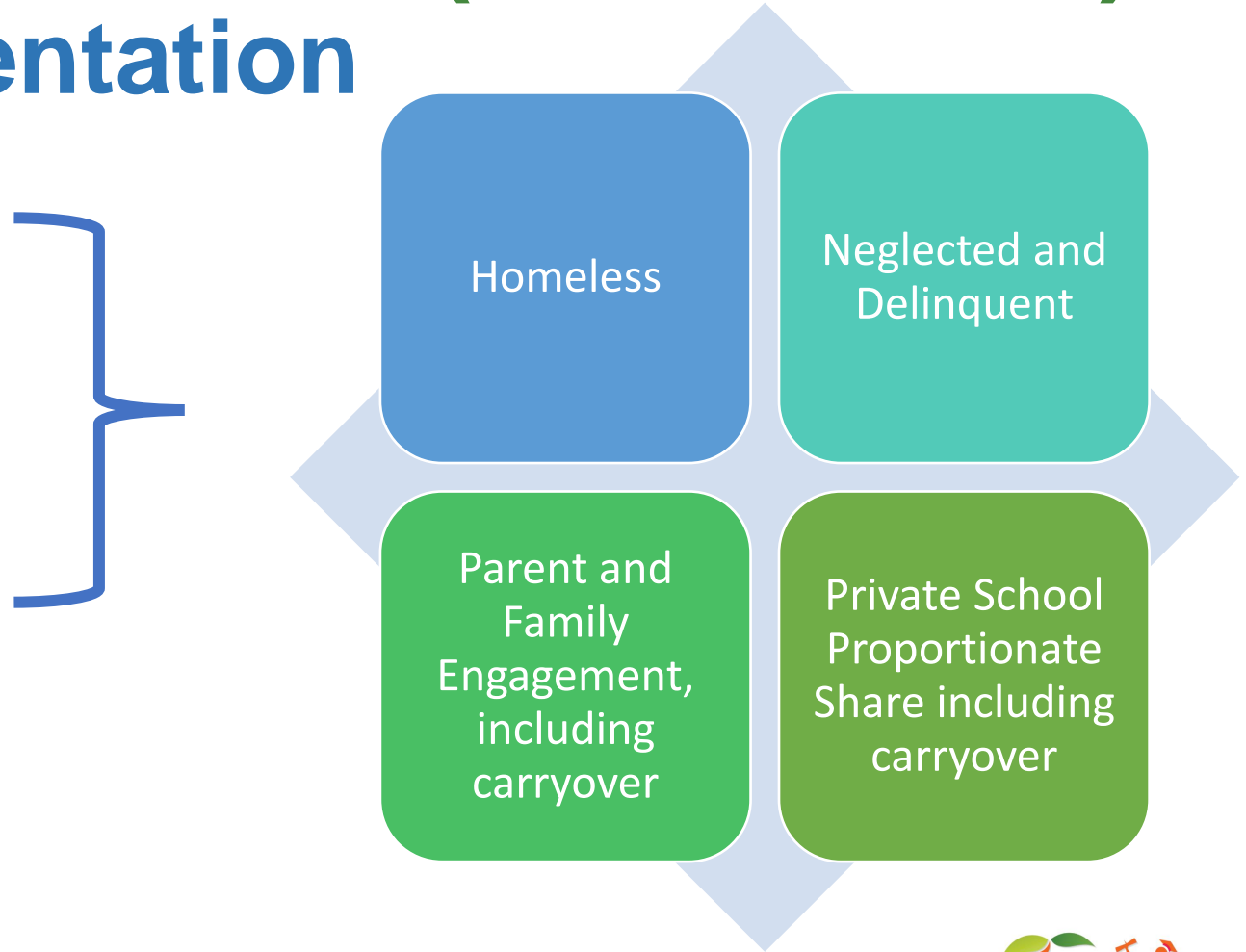
Misunderstanding	The Reality
The LEA does not have to upload the poverty and enrollment data used for FY23 eligible attendance areas worksheet to the ConApp.	Poverty and enrollment data must be uploaded and are checked during the budget approval process.

# Indicator 6.2

## Reservation of Funds (Set Asides)

### Evidence/Documentation

- A. Written procedures for the calculation of the amount of funds for the required set asides
- B. Required Set Asides (available in the ConApp)
- C. Optional Set Asides (must be district-wide activities)





# Indicator 6.2

## Reservation of Funds (Set Asides)

### Evidence/Documentation

6.2.A. v. The LEA should have written procedures to delineate how they collect and provide correct enrollment and poverty numbers to GaDOE so that the state provided Proportionate Share worksheet can be correctly completed. The procedures should include:

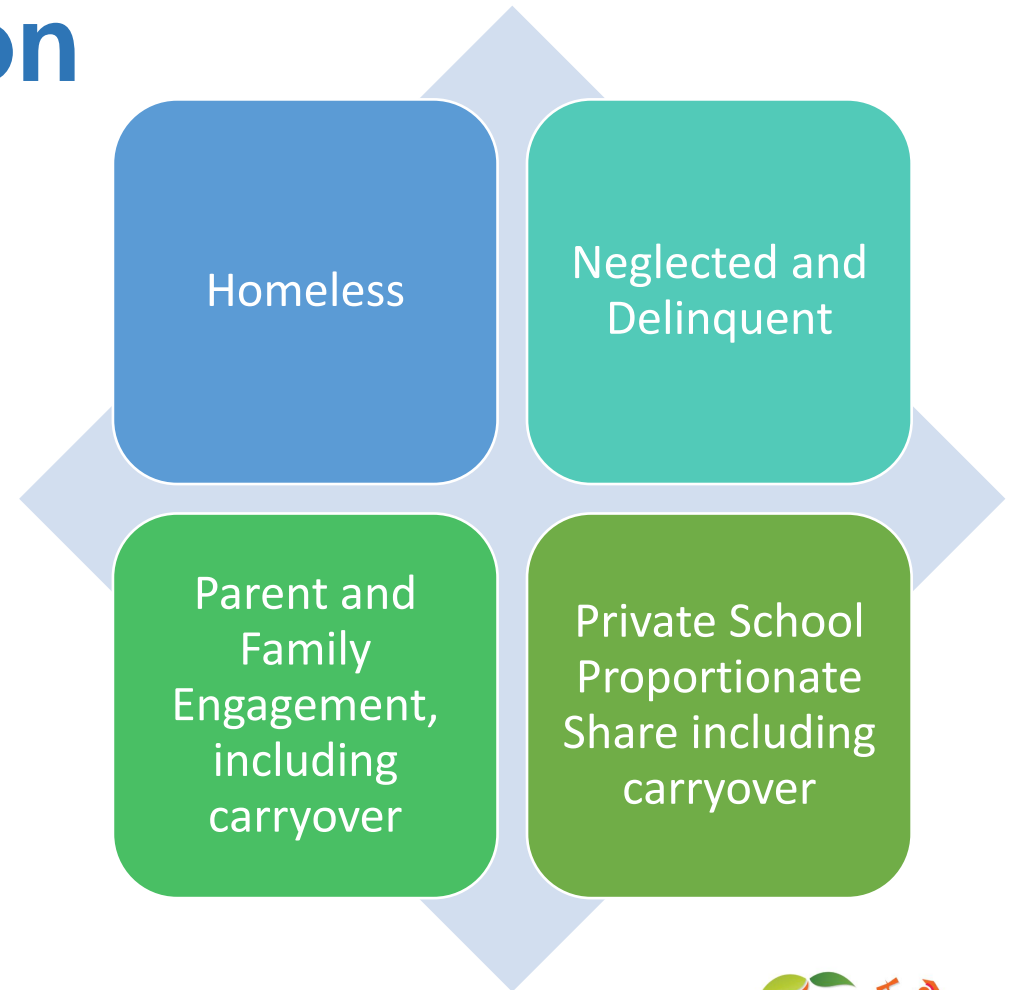
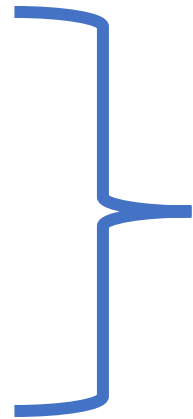
- which of the five methods for determining poverty have been utilized,
- the due date for required data,
- and the process for determining/verifying student residence in Title I eligible attendance area.

# Indicator 6.2

## Reservation of Funds (Set Asides)

### Evidence/Documentation


- A. Written procedures for the calculation of the amount of funds for the required set asides
- B. Required Set Asides (available in the ConApp)
- C. Optional Set Asides (must be district-wide activities)



# Indicator 6.2

## 1% PFE Carryover

Monitors are looking for an alignment across all three, specifically to see if the amount budgeted matches the source documentation.



Amount Budgeted

The carryover documentation or spreadsheet attached in the budget

Supporting documentation (e.g., expenditure spreadsheet)

# Indicator 6.2

## Common Misunderstandings

Misunderstanding	The Reality
The LEA thinks they do not have to budget a Homeless set aside.	All LEAs must budget a Homeless Set Aside.
All 2100 line items are 1% PFE = not always true	Sometimes there are 2100 line items for other expenditures, such as: <ul style="list-style-type: none"><li>• Homeless</li><li>• Social Emotional Learning</li></ul>

# Indicator 6.3

## Rank ordering of students within schools

### Evidence/Documentation



Written procedures



A list of students by each content area served in rank order according to selection criteria for Targeted Assistance programs



Documentation that students are being served according to the rank order list

# Indicator 6.3

## Common Misunderstandings

Misunderstanding	The Reality
<p>This indicator is only for Targeted Assistance Schools.</p>	<p>This indicator is for Targeted Assistance Schools and Programs. If a school or the district offers a program, such as summer school, to a limited number of students and does not invite ALL students, then a multiple selection criteria list is needed to rank order students.</p>

# Indicator 6.3

## Common Misunderstandings

Misunderstanding	The Reality
The LEA only needs to have a multiple selection criteria spreadsheet for those students being served.	The LEA must include ALL students and rank order the students based on multiple selection criteria.
The LEA only needs to provide a multiple selection criteria list to indicate that students are being served.	In addition to the LEA multiple selection criteria listing of students, the LEA must provide source documentation that students are being served, such as class rosters.

# Indicator 7

## Professional Qualifications





# Indicator 7 Form

## FY23 Title I Indicator 7 CFM Document

LEA: \_\_\_\_\_ Date: \_\_\_\_\_

<b>District's Professional Qualifications:</b>
<b>Certification Waived For:</b>
<b>Minimum Qualifications Required:</b>

**LEA Directions:** The LEA will provide supporting documentation for Indicator 7 according to the directions listed below. Use the bulleted items in the left column for possible documentation. Please collaborate with appropriate district personnel to gather your documentation.

- Indicator 7.1 – Provide documentation to show that each staff member listed in *Section 1: Professional Qualifications* has met state certification or LEA's Professional Qualifications and provide documentation that the **20-Day Notification** has been sent to parents within the required time frame if applicable.
- Indicator 7.2 – Provide documentation for the communication of the **"Right to Know" Notifications** to parents
- Indicator 7.3 – Provide documentation for staff members listed in *Section 2: In-Field Data Verification – Teachers*, to show correct use of Charter Waiver Codes and data validation for AP/IB and disputations.
- Indicator 7.4 – For any staff member listed in Section 1 or Section 2 who does not have a PLP/PLG listed in the GaPSC PLP/PLG Platform, provide documentation showing they have created a **FY23 PLP/PLG Plan** and their **FY22 PLP/PLG** has been reviewed, checked by their administrator, and completed.

**Documents Requested:**

**7.1 Twenty Day Notifications for any teachers listed on this sheet that did not meet State Certification requirements or PQ. Teacher's name and grade level and/or subject should be on the notification.**

**7.2 Right to Know Notifications from the LEA and schools with EXACT language of the Law and month/year on notifications**

**Boxes 7.1 to 7.4 with N/A or met will not require documentation**

Indicator Requests / Possible Documentation	Cert ID	Educator's Name	School	Course	7.1 Meets Fed/ State/LEA PQ	7.1 20 Day Needed/ Provided	7.3 CHW Docs Present	7.4 FY21 PLP / PLG Present (Sign-off)	7.4 FY22 PLP/ PLG Progress	Monitoring Notes
<b>Section 1: Professional Qualifications and 20-Day Notifications</b>										
<b>Paraprofessionals</b>										
<ul style="list-style-type: none"> <li>• <u>GaPSC</u> Certificate</li> <li>• Clearance Certificate</li> </ul>				NA		NA	NA			
<b>Teachers</b>										
<ul style="list-style-type: none"> <li>• <b>ES Teacher</b></li> <li>• Certificates</li> <li>• Transcripts</li> </ul>							NA			

# Indicator 7

## Explanation

1. LEA:
  - A. Ensures that paraprofessionals meet the state professional qualifications.
  - B. Ensures teachers meet state certification/licensure requirements or minimum PQ.
  - C. Provides parents notification if their child's teacher does not meet applicable state certification/licensure requirements or the minimum professional qualifications.
2. LEA notifies parents of their "Right to Know" the professional qualifications of their child's teachers and paraprofessionals.
3. LEA provides course and teacher assignment data to the state regarding teacher qualifications.
4. LEA ensures teachers, paraprofessionals, and administrators initiate professional learning goals (PLGs) or professional learning plans (PLPs).

# Indicator 7.1 - Professional Qualifications

## Evidence/Documentation

### 1. Professional Qualifications (PQ)/20-Day Notifications

#### A. Evidence shall include:

1. Alphabetical list of LEA schools/programs
2. Evidence LEA staff meet PQ requirements
  - Paraprofessional – Federal/State PQ (Must have a GaPSC certificate)
  - Special Education Teachers - GaPSC SPED Service Certification
  - EIP Teachers – GaPSC Certification
  - All other teachers - LEA PQ (**Schedule for selected educators, documentation to show educator meets LEA PQ - examples of work experiences, transcripts, etc. showing bachelor's degree, clearance certificate**)

**Note: All Personal Identification Information (SSN) should be redacted if information is emailed.**

3. If applicable, original notification(s) verifying the LEA has disseminated 20 Day notification(s) to parents in a timely manner and in compliance with all applicable laws and guidance.

# Indicator 7.1 - Professional Qualifications

## Things to Remember

1. All educators must have a clearance certificate.
2. The Special Education teachers not issuing grades and providing service and EIP teacher must have GaPSC certification.
3. Twenty Day Notifications must be sent home for all teachers who do not meet the minimum professional qualifications or GaPSC certification for Special Education service and EIP.
4. Twenty Day Notifications must have the Day/Month/Year, teacher's name, name of the LEA and/or school/program, and statement that the teacher has not met state certification OR LEA charter/strategic waiver professional qualifications requirements for the grade level(s) and/or subject area(s) in which the teacher is assigned. **Grade level and/or subject area must be identified.**
5. Twenty Day Notification samples are on the ESSA PQ & In-Field Reporting webpage and an option for additional teachers providing service has been added.

# Indicator 7.1 Professional Qualifications

## Common Misunderstandings

Misunderstanding	The Reality
LEAs are required to submit professional qualification documentation for all teachers, administrators, and paraprofessionals.	LEAs are required to submit documentation from a randomly selected group of teachers, one administrator and one paraprofessional who are identified on the Indicator 7 Form.
LEAs are required to submit all documentation for the selected teachers, paraprofessional and administrator on the Indicator 7 Form.	LEAs must submit the documentation requested in the monitoring notes box on the Indicator 7 Form for the selected teachers, paraprofessional and administrator. LEAs are not required to submit documentation for any component marked “met” or “no documentation required” on the Indicator 7 Form.

# Indicator 7.1 Professional Qualifications

## Common Misunderstandings

Misunderstanding	The Reality
<p>Twenty Day Notifications will be checked for all of the teachers who did not meet professional qualifications established by the LEA or GaPSC certification for Special Education service and EIP.</p>	<p>Twenty Day Notifications will be checked for the teacher's identified on the Indicator 7 Form if the teachers did not meet professional qualifications established by the LEA or GaPSC certification for Special Education service and EIP.</p>
<p>Highly qualified for only content teachers is still applicable and the language can be used in the notifications, communications, and handbooks.</p>	<p>Highly qualified for only content teachers is no longer applicable, ESSA requires all teachers to be professionally qualified. All documents should be updated with the ESSA language of professional qualifications for all teachers.</p>
<p>LEAs are required to use the GaDOE's 20 Day Notification samples.</p>	<p>LEAs are not required to use the GaDOE 20 Day Notification samples, however, GaDOE highly recommends that the LEAs crosscheck the information from the samples especially the updated information on teachers providing service.</p>

# Indicator 7.2 - Right to Know

## Evidence/Documentation

### 2. Right to Know

#### A. Evidence shall include:

- The original notification for each LEA school/program verifying the LEA has provided notification to parents of their “Right to Know” the professional qualifications of their child’s teachers and paraprofessionals.
- Documentation showing dissemination by all LEAs schools/programs within 30 calendar days from the start of school or upon enrollment (**screenshot of website, LEA/school handbooks with tabbed location, copies of letters, LEA/school brochures, emails**).
- Notifications should include:
  - Name of LEA/school
  - Contact name, including position and location
  - Month/day/year of dissemination
  - Contain the ESSA **language of the law** from sample on GaDOE webpage

# Indicator 7.2 – Right to Know Notifications

## Things to Remember

### Right to Know Notifications:

1. Are communicated to all parents within the first 30 days of school or upon enrollment.
2. Informs parents that they have a right to know the professional qualifications of their child's teacher(s) and paraprofessional(s).
3. Must have the day/month/year on the notifications or dissemination documentation will be required.
4. Must have the exact language of the law (the third bullet: **is teaching in the field of discipline of the certification of the teacher**).
5. Can be disseminated in different ways but the date of dissemination will be verified.
6. Check the websites if applicable to make sure the LEA and schools have posted the correct document with the date of dissemination and accurate language of the law.



# Indicator 7.2 – Right to Know

## Common Misunderstandings

Misunderstanding	The Reality
<p>Right to Know Notifications are disseminated only to select parents when a teacher has been assigned for 4 or more consecutive weeks and does not meet the minimum professional qualifications or state certification requirements for special education service and EIP.</p>	<p>Right to Know Notifications are disseminated to all parents upon enrollment or within the first 30 Days of school. This notification informs all parents they have a right to know the professional qualifications of their child’s teacher(s) and paraprofessional(s).</p>
<p>Posting the Right to Know Notification on the website or in a handbook without a date is acceptable.</p>	<p>The month/day/year should be posted on the Right to Know Notification for verification purposes even if it is in a handbook, on a newsletter or on the website.</p>
<p>The Right to Know Notification information can be paraphrased, and the third bullet can read “the college major and any graduate certification or degree held by the teacher”.</p>	<p>Right to Know must have the correct language of the law and cannot be paraphrased. The correct language on the third bullet should read <b>“is teaching in the field of discipline of the certification of the teacher”</b>.</p>

# Indicator 7.2 – Right to Know

## Common Misunderstandings

Misunderstanding	The Reality
Right to Know Notifications must be posted on the LEA and schools' websites.	The LEA makes the decision about how the Right to Know Notification is disseminated; however, the month/day/year must be on the notification or dissemination documentation is required.
Right to Know Notifications from previously years are acceptable on the LEA and schools' websites.	All previous Right to Know Notifications should be removed from the LEA and schools' websites and the current year should be posted, if the LEA is disseminating the notification by using the websites.
LEAs are required to use the GaDOE Sample Right to Know Notifications.	LEAs are not required to use the GaDOE samples, however, it is highly recommended that LEAs reference the GaDOE samples to ensure all of the information is included and correct.
Right to Know Notifications do not require the name of the LEA or school or contact information.	Right to Know Notifications must include the name of the LEA or school and contact information for parents.

# Indicator 7.3 - Data Verification

## Evidence/Documentation

### 3. Data Verification

#### A. Evidence shall include:

1. Verification of documentation supporting the use of CPI Certificate Field Codes 101, 102, 105 (In- Field and PQ).
  - Documentation to show educator meets charter waiver in-field equivalent requirements (101) degree, (102) coursework or (105) CTAE equivalent (highlight applicable coursework.)
2. Verification of completion AP/IB Training and Gifted Course Hours (if no gifted endorsement) (AP/IB training certificate and documentation of 10 clock hours of Characteristics for Gifted Students) (can be provided by RESA or district).
3. Verification of documentation supporting LEA In-Field Portal disputation assertions. Documentation to show student GAA status has changed. (LEA may provide a signed and dated statement as verification that the student(s) should not be flagged as a GAA student).

# Indicator 7.3 – Data Verification

## Things to Remember

1. Documentation for Charter Waiver Codes must be kept on file and will be checked for the teachers who are listed in section 2: Data Verification on the Indicator 7 Form.
  - A. 101 – Must provide a transcript showing a bachelor’s degree in the assigned area.
  - B. 102 – Must provide a transcript showing 21 semester hours/35 quarter hours of coursework in the assigned area.
  - C. 105 – Must provide documentation from one of the options in the ESSA PQ & In-Field Implementation Guide.
2. Check the ESSA PQ & In-Field Implementation Guide before coding CWC 105 in CPI to ensure the CTAE teacher has the correct credentials.
3. AP/IB teachers that are coded as “Yes” in CPI to confirm they have the correct credentials.
  - A. The teacher has a current GaPSC issued gifted endorsement/certification OR
  - B. The teacher has completed the appropriate Advanced Placement Summer Institute (APSI) training endorsed by the College Board for that specific AP course OR IB training and has completed a 10-clock hour gifted professional development course in nature and needs of gifted learners and curriculum differentiation for gifted learners. (LEA can assert that teacher has completed APSI or IB training)

# Indicator 7.3 – Data Verification

## Common Misunderstandings

Misunderstanding	The Reality
LEAs can waive certification requirements for gifted and do not have to provide documentation for AP or IB teachers coded in CPI.	The LEA coded information in CPI affirming that an AP or IB teacher had either a gifted endorsement or APSI or IB training and 10 clock hours of gifted professional development and must submit documentation for verification.
LEAs can submit CWC 101 or 102, but the degree or coursework is not required to be in the subject area assigned.	The LEA coded information in CPI affirming that CWC 101 or 102 was in the assigned area, therefore, the degree or coursework must be in the assigned area and documentation should support the assertion.
LEAs should submit CWCs for teachers who are certified in the assigned area.	Teachers who are certified in the assigned area should not be coded with CWCs in CPI.
LEAs can submit CWC 105 for a CTAE teacher without confirming the requirements in the ESSA PQ & In-Field Implementation Guide.	LEAs can submit CWC 105 for CTAE without checking the ESSA PQ & In-Field Implementation Guide, however, the teacher may not have the appropriate credentials and could result in a finding.

# Indicator 7.4 - PLP and PLG Evidence/Documentation

## 4. PLP and PLG

### A. Evidence shall include:

- a) GaDOE will access Teacher and Leader Support and Development (TLSD) Platform reports that capture the FY23 Creation of PLPs/PLGs and FY22 Progress Monitoring of PLPs/PLGs for a sample of contributing professionals, teachers and administrators.
  - Samples will be selected in advance of monitoring. In the event that the LEA, in official agreement with TLSD staff, does not use the TLSD Platform for PLPs/PLGs, a hard copy of PLPs and PLGs for the selected sample must be provided onsite.
  - Check PLP/PLGs for Certificate holders in the following positions: Contributing professionals, teachers, principals, assistant principals.
    - Verify the creation of a PLP or PLG for educators within 3 months of the start of school or date of hire-whichever is later.
    - Verify that administrators monitoring PLPs and PLGs sign-off on individual plan progress for individuals being renewed.
  - If selected sample is not found in TLSD platform, LEA will provide documentation of PLPs and PLGs.

# Indicator 7.4 – PLP and PLG

## Things to Remember

1. The TLSD Platform will be reviewed prior to monitoring to review the PLP & PLGs for the teachers, paraprofessional, and administrator listed on the Indicator 7 Form.
2. PLP and PLG documentation that is being requested will be listed in the monitoring notes section of the Indicator 7 Form.
3. LEAs should provide a list of names and documentation of the hire dates to verify employees who were not employed in FY22 to verify a PLP or PLG was not required.
4. LEAs that do not use the TLSD Platform will need to provide PLP and PLG documentation for the teachers, paraprofessional and administrator listed on the Indicator 7 Form.

# Indicator 7.4 PLP and PLGs

## Common Misunderstandings

Misunderstanding	The Reality
PLP and PLGs were not required for FY22 or FY23 and have been waived.	PLP and PLGs were required for FY22 and FY23 and these will be verified for teachers, paraprofessional, and administrator listed on the Indicator 7 Form.
LEAs must provide PLP and PLG documentation for all teachers, paraprofessionals, and administrators.	PLP and PLG documentation will be verified for teachers, paraprofessional, and administrator listed on the Indicator 7 Form. If PLP and PLG documentation is needed for a teacher, paraprofessional, or administrator the requested information will be listed in the monitoring notes column on the Indicator 7 Form.



# Indicator 7 - Resources

## PQ & ESSA In-Field Reporting

### Professional Qualifications Requirements Reference Guide

#### All LEA educators must hold a clearance certificate (2011)

<b>Paraprofessionals</b> ESSA Sec.1111(g)(2)(M); GaPSC Certification Rule 505-2-.18	<ul style="list-style-type: none"> <li>Federal Requirements</li> <li>Certification or Equivalent: 2 Yr Degree, 60 Semester Hours, GACE Paraprofessional Test</li> </ul>
<b>Regular Education Teachers (Including Gifted and ESOL)</b> O.C.G.A. §§ 20-2-80, 20-2-200, 20-2-2065	<ul style="list-style-type: none"> <li><u>LEAs That Do Not Waive Certification</u> Follow GaPSC Requirements</li> <li><u>LEAs Waive Certification</u></li> <li>LEA PQ Requirements</li> </ul>
<b>EIP Teachers (In-Field Purposes)</b> SB 59 July 1, 2021	<ul style="list-style-type: none"> <li>GaPSC Certification Requirements</li> </ul>
<b>Sp. Ed. Teachers –Not Issuing Grades</b> O.C.G.A. §20-2-200, SBOE Rules 160-4-9-.05, 160-5-1-.33	<ul style="list-style-type: none"> <li>GaPSC Sp.Ed. Certification Requirements</li> </ul>
<b>Sp. Ed. Teachers –Issuing Grades</b> O.C.G.A. §20-2-200, SBOE Rules 160-4-9-.05, 160-5-1-.33	<ul style="list-style-type: none"> <li>GaPSC Sp.Ed. Certification Requirements</li> <li>Content: Certification or the Equivalent Based on LEA PQ Requirements</li> </ul>
<b>Substitute Teachers</b> O.C.G.A. §20-2-216	<ul style="list-style-type: none"> <li>Hold GaPSC Certification or Best Candidate</li> </ul>

Georgia Department of Education  
July 1, 2022 .

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# Title I, Part A Team

Area	Name	Office Number	Email
Metro 1	Brittan Ayers	(404) 491-3669	<a href="mailto:Brittan.ayers@doe.k12.ga.us">Brittan.ayers@doe.k12.ga.us</a>
Metro 2	Patty Robinson	(404) 985-9412	<a href="mailto:patricia.robinson@doe.k12.ga.us">patricia.robinson@doe.k12.ga.us</a>
NW1	Anne Marie Wiseman	(678) 217-2021	<a href="mailto:amwiseman@doe.k12.ga.us">amwiseman@doe.k12.ga.us</a>
NW2	Sherri Minshew	(678) 340-8388	<a href="mailto:sminshew@doe.k12.ga.us">sminshew@doe.k12.ga.us</a>
NW3	Clarice Howard	(678) 340-0370	<a href="mailto:choward@doe.k12.ga.us">choward@doe.k12.ga.us</a>
NE1	Tammy Wilkes	(678) 217-1677	<a href="mailto:twilkes@doe.k12.ga.us">twilkes@doe.k12.ga.us</a>
NE2	Grace McElveen	(678) 340-5055	<a href="mailto:gmcelveen@doe.k12.ga.us">gmcelveen@doe.k12.ga.us</a>

# Title I, Part A Team

Area	Name	Office Number	Email
NE1	Tammy Wilkes	(678) 217-1677	<a href="mailto:twilkes@doe.k12.ga.us">twilkes@doe.k12.ga.us</a>
NE2	Grace McElveen	(678) 340-5055	<a href="mailto:gmcelveen@doe.k12.ga.us">gmcelveen@doe.k12.ga.us</a>
NE3	Kathy Pruett	(678) 340-9388	<a href="mailto:kpruett@doe.k12.ga.us">kpruett@doe.k12.ga.us</a>
SE1	JaBra Harden Fuller	(678) 340-9493	<a href="mailto:jharden@doe.k12.ga.us">jharden@doe.k12.ga.us</a>
SE2	Sunita Holloway	(404) 606-2991	<a href="mailto:sunita.holloway@doe.k12.ga.us">sunita.holloway@doe.k12.ga.us</a>
SE3	Ginger Crosswhite	(678) 673-9504	<a href="mailto:ginger.crosswhite@doe.k12.ga.us">ginger.crosswhite@doe.k12.ga.us</a>
SW1	Kelly Roberts	(404) 991-4167	<a href="mailto:kelly.herman-roberts@doe.k12.ga.us">kelly.herman-roberts@doe.k12.ga.us</a>
SW2	Kim Ezekiel	(678) 340-8443	<a href="mailto:kezekiel@doe.k12.ga.us">kezekiel@doe.k12.ga.us</a>
Equity/PQ	Karen Cliett	(678) 217-1751	<a href="mailto:kcliett@doe.k12.ga.us">kcliett@doe.k12.ga.us</a>

# Feedback

Please provide us with feedback by completing our short survey.  
The survey can be accessed by QR code or the abbreviated link below.



OR

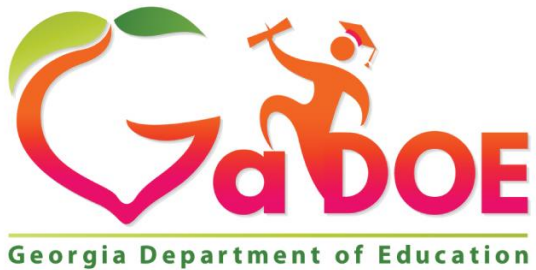
[FY23 CFM Pre-Recorded  
Webinar  
Feedback Form](#)

Open your phone's camera and hold up until you can see QR code. Your phone will prompt you to access a website – allow access.

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**EDUCATING  
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