

Providing Monthly Technical Assistance to Schools

30th Annual GCEL, Inc. Conference

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Georgia Department of Education

Presenters

Ken Banter, Ed.D.
Title I Education Program Specialist
School Improvement – Federal Programs
Georgia Department of Education
kbanter@doe.k12.ga.us
(478) 960-2255

SCHOOL IMPROVEMENT & DISTRICT EFFECTIVENESS



Presentation Goal

This session is designed particularly for Title I Directors and Parental Involvement Coordinators/Liaisons. Technical assistance to Title I schools provides guidance, monitoring, and ensures compliance. Participants will be instructed on methods of providing monthly technical assistance (TA) to schools.

Session Topics

- Purpose of Technical Assistance (TA)
- Components of TA
- Who should attend TA meetings
- TA agenda items

Purpose of Technical Assistance (TA) to Schools

- As a condition of receiving federal funds made in the consolidated application, the LEA assures that...The applicant will provide TA and support to programs identified application
- The LEA will adopt and use proper methods of administering each such program
- Provide TA and support to schoolwide programs
- Providing TA to Title I schools prepares the LEA for the Self-Monitoring Checklist or the Cross-Functional Monitoring visit (pp. 41 - 43: FY15 Handbook for Title I Directors)

Federal Regulations

200.328 Monitoring and reporting program performance.

- (a) Monitoring by the non-federal entity. The non-federal entity is responsible for oversight of the operations of the federal award supported activities. The non-federal entity must monitor its activities under federal awards to assure compliance with applicable federal requirements and performance expectations are being achieved. Monitoring by the non-federal entity must cover each program, function or activity. See also §200.331 Requirements for pass-through entities. The LEA will adopt and use proper methods of administering each such program

Federal Regulations

200.328 Monitoring and reporting program performance.

- Provide TA and support to schoolwide programs.
- Providing TA to Title I schools prepares the LEA for the Self-Monitoring Checklist or the Cross-Functional Monitoring visit. (pp. 41 - 43: FY15 Handbook for Title I Directors)

Federal Regulations

200.330 Monitoring and reporting program performance.

- The LEA is considered a subrecipient of a federal award and should have the following characteristics
 - Has its performance measured in relation to whether objectives of a Federal program were met
 - Has responsibility for programmatic decision making
 - Is responsible for adherence to applicable federal program requirements specified in the federal award

Federal Regulations

200.330 Monitoring and reporting program performance.

- The LEA is considered a subrecipient of a federal award and should have the following characteristics
 - The non-federal entity is responsible for oversight of the operations of the Federal award supported activities. The non-federal entity must monitor its activities under federal awards to assure compliance with applicable federal requirements and performance expectations are being achieved. Monitoring by the non-federal entity must cover each program, function or activity. The LEA will adopt and use proper methods of administering each such program

Key Thoughts Regarding TA...to Schools

The LEA:

- is responsible for oversight
- must monitor its activities
- must cover each program, function or activity, and
- will adopt and use proper methods of administering each such program (CFA)

What to Consider When Setting-Up TA to Schools

- Where to provide TA
- When to provide TA
- Who should attend the TA
- What items to include/discuss at the TA
- Ways to provide TA

Where to Provide TA

- Central Office
- On-site at the school
- Combining schools in same grade span

When to Provide TA

- Check with those attending
- Check on possible conflicts with other district meetings

Who Should Attend the TA

- Anyone overseeing the implementation of the Title I Schoolwide Plan
 - Principal
 - Bookkeeper
 - Parent Coordinator
 - Person responsible for conducting Inventory – when needed
 - FTE Clerk – when needed
- Others
 - District Parent Coordinator
 - Administrative Assistant – take notes

What items to include/discuss at the TA

- Develop an agenda
- Refer to the timelines for the various Title Programs
 - Located in Title I Handbook
 - www.gadoe.org → School Improvement → Federal Programs → LEA Handbook and Tools → Begins on page 207
 - Located in Title II Handbook
 - www.gadoe.org → School Improvement → Teacher and Leader Effectiveness → Title II, Part A Handbook and Guidance → Begins on page 9
 - Sample Agenda

TIMELINE FOR IMPLEMENTATION – FEBRUARY

| Dates | Activities |
|--------------|--|
| | Budget <ul style="list-style-type: none"> • Review current fiscal year Title II, Part A payroll reports to ensure staff paid with Title II, Part A funds aligns with staff in approved budget. • Submit Title II, Part A budget amendments, if necessary. |
| | Compliance <ul style="list-style-type: none"> • Participate in compliance monitoring if applicable. • Submit Corrective Action Plans after the Cross Functional or Title II, Part A ONLY monitoring, if necessary. |
| | Highly Qualified <ul style="list-style-type: none"> • Review and edit HiQ data in the HiQ program. • Training - Participate in HiQ Webinar. • Monitor progress of core academic teachers and paraprofessionals becoming HiQ or obtaining a clear renewable certificate. |
| | Planning – Needs Assessment <ul style="list-style-type: none"> • Develop, administer, and compile results of the LEA's annual needs assessment with all stakeholders to include all components of Title II, Part A (January – May). • Analyze and document the effectiveness of the Title II, Part A program – budgeted activities and equity initiatives (January – June). |
| | Private Schools <ul style="list-style-type: none"> • Consult with private schools (within the LEA's geographic area) who have requested to participate in the Title II, Part A program in next fiscal year (January – March) and build relationships that are ongoing. |

Title I Technical Assistance Monthly Meeting

Date: 1/15/15

Time: 10:00 AM

School: _____

AGENDA

- Welcome (1 min)
- Teachers Out 20 or More Days (3 min)
- New Enrollees – Possible Immigrants and Migrants (1 min)
 - ✧ Continue to send the Occupational Survey's to the Title I Office
 - ✧ We have gained 3 additional Migrant students that would not have been identified if the FTE Clerks were not submitting them
- Budget Review (20 min)
 - ✧ Review Title I-A Budget – led by principal
 - ✧ Review 1% Parent Involvement Set Aside Budget submitted – led by parent coordinator
 - ✧ Review Reward School Budget
- Monthly Periodic Certification
 - ✧ Principal must sign off monthly when Federal Funds are used to pay for Stipends, Substitutes Reimbursements and Bus Drivers
 - ✧ Monthly Periodic Certification will be sent via PONY.
- Purchase Order (2 min)
 - ✧ We are still keying in orders from Amendment #1. All orders should be keyed in by the end of this week.
 - ✧ You can look at the expenditure sheet to see if it has been keyed - a requisition number will be

What items to include/discuss at the TA

- Budget Review and Analysis
 - Current Detailed Budget Summary Report – Title I, 1003(a), Reward
 - Consider using projector to save paper
 - Have the Principal lead the budget review
 - Ask guiding questions on budgeted items and expenditures - SWP
 - Guides future budget amendments
- Sample Budget and Expenditures used during review

FY15 TITLE I, PART A BUDGET

| | | | | | | | |
|--|--|-------------|--|--|--|------------------------|----------------|
| DISTRICT: | | FY15 | | | | DUE DATE: | 6/27/14 |
| SCHOOL/CODE: | | | | | | DATE SUBMITTED: | |
| PROJECTED SCHOOL ALLOCATION: | | \$ 241,016 | | | | | |
| AFTER ALL FUNDS HAVE BEEN BUDGETED, THIS AMOUNT SHOULD EQUALS \$ \$ - | | | | | | | |

| Function Code | Object Code | Projected FY15 Budget | Description | Guidance Notes |
|---------------|-------------|-----------------------|--|---|
| 1000 | 110 | \$ 66,025 | Salary: NAME - Full Time Math Supplemental Computer Lab Remediation Teacher and NAME 50% Parttime ELA/Reading Supplemental Remediation Teahcer. Teachers will provide supplemental remediation instruction in Math ELA and Reading for grades K-5 which will be | Must also submit Hiring Interest Form. Include in the description: Teacher Last Name, Grade Level and Content Teaching |
| 1000 | 113 | \$ 250 | Substitutes: Sub for Evans 1/2 Remediation SWP p. 61 | Rate: \$55 per day Long term sub: \$143 per day (Must work at least 21 consecutive days to receive this rate of pay) |
| 1000 | 210 | \$ 11,340 | State Health: (Rivers)Remediation Teacher (Indicator 1 & 5) SWP p. 61 | |
| 1000 | 220 | \$ 958 | FICA/Medicare: (Rivers & Evans) Substitutes who cover teachers who are out on Long Term: (Rivers)Remediation Teacher, (Evans)1/2 Remediation Teacher (Indicator 1 & 5) SWP p. 61 | Include Medicare for Teachers whose salary you pay plus enough to cover the FICA/Medicare of Subs Hired for Title I paid teachers as well as for any Direct Instructio Stipends that are paid. Certified Teachers Rate: .0145 X Object Codes 110, 116, 199 Subs & Para Rate: .0765 x Object Code 113, 140 |

ELEMENTARY SCHOOL FY15 TITLE I, PART A BUDGET EXPENDITURES

| | | | | | | | | | | | |
|--|----|---------|-----------|----------|---------------|----|---------|--|-----------|----|-------------|
| SCHOOL/CODE: | | | | | | | | | Remaining | \$ | 3,770 |
| SCHOOL ALLOCATION: | \$ | 241,016 | PROJ. C/O | 4,151.00 | Total Budget: | \$ | 245,167 | | | | |
| AFTER ALL FUNDS HAVE BEEN BUDGETED, THIS AMOUNT SHOULD EQUAL \$ - | | | | | | | | | | | \$ - |

| Funding Number | | Amount | Description |
|----------------------------------|---|-------------|--|
| 402-5-1750-1000-110-00-0210-0000 | | 66,025.00 | Salary:NAME - Full Time Math Supplemental Computer Lab Remediation Teacher and NAME 50% Parttime |
| Date | Vendor | Amount | Status/Req Number/PO Number/Check Number |
| | Salary Accrual Reversal | 10,507.02 | |
| | Pending July/August 2015 Salary Accrual | (11,004.06) | |
| 7/31/2014 | Payroll | (5,253.51) | |
| 8/29/2014 | Payroll | (5,253.51) | |
| 9/30/2014 | Payroll | (5,502.03) | |
| 10/31/2014 | Payroll | (5,502.03) | |
| 11/26/2014 | Payroll | (5,502.03) | |
| 12/31/2014 | Pending Payroll | (5,502.03) | |
| 1/30/2014 | Pending Payroll | (5,502.03) | |
| 2/27/2014 | Pending Payroll | (5,502.03) | |
| 3/31/2014 | Pending Payroll | (5,502.03) | |
| 4/30/2014 | Pending Payroll | (5,502.03) | |
| 5/29/2014 | Pending Payroll | (5,502.03) | |
| 6/30/2014 | Pending Payroll | (5,502.03) | |
| Balance | | 0.64 | |

What items to include/discuss at the TA

- Teachers who are close to being out 20 consecutive days
 - Is the Long-term substitute certified in the content area
 - Prepare Parent Notification Letter
 - Sample Letter – www.gadoe.org → School Improvement → Federal Programs → Title I, Part A Parental Involvement Compliance → FY 15 Parent Involvement Handbook → Section Five – page 33
- NEW – Monthly Certification of federally paid persons
- Equipment Inventory Monitoring
 - Select 3 – 5 items on school's latest Title I Inventory and verify equipment's location and use.
- Review FLP if school is Priority or Focus

What items to include/discuss at the TA

➤ Parent Engagement

- Review 1% Parental Involvement budget
- Allow Parental Involvement Coordinator lead review
- Discuss parent engagement activities that have taken place and are planned – Action Plan
- Are parents invited in at least three different ways – how documented
- Discuss training of school staff on parent engagement standards and needs

➤ Program Evaluation

- Are the goals for the Title I funded supplemental initiatives being met?
- What documentation are you collecting?

What items to include/discuss at the TA

- Summarize meeting
 - Next Steps – clearly state who is to do what
 - Create any corrective action procedures if needed
- Keep Documentation
 - Sign-in Sheet
 - Agenda
 - Copy of Budget that is marked-up with your highlights
 - Copy of any handouts
 - Keep any corrective action procedures
 - Notes from the meeting

Other items to include/discuss throughout the year

- Title I Annual Meeting procedures
- Requisitions/Invoices procedures
- Supplement vs Supplant
- Comprehensive Needs Assessment process – start in Jan/Feb
- Parent Compacts – should be transitioning to Grade Level compacts
- Schoolwide Plan

Other items to include/discuss throughout the year

- Procedures for amending budgets – remember to involve parents
- Class Size Reduction process
- Periodic Certification – after the fact
- Comparability

Questions

Georgia Department of Education

Title I, Part A Program Specialists' Contact Information



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

| Area | Name | Office Telephone | Email |
|------|-----------------|------------------|------------------------------|
| 1 | Robyn Planchard | (404) 985-3808 | rplanchard@doe.k12.ga.us |
| 2 | Randy Phillips | (770) 221-5232 | rphillips@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 | jualger@doe.k12.ga.us |
| 6 | Grace McElveen | (912) 334-0802 | gmcelveen@doe.k12.ga.us |
| 7 | Jimmy Everson | (229) 723-2664 | jeverson@doe.k12.ga.us |

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Title I, Part A Program Specialists' Contact Information



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

| Area | Name | Office Telephone | Email |
|------|------------------------|------------------|-------------------------|
| 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 | TBD |
| 14 | Tammy Wilkes | (478) 237-2873 | twilkes@doe.k12.ga.us |

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Title I Education Program Specialist
Federal Programs – Title I
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