

ELECTRONIC TITLE I TARGETING HELP SCREENS

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TITLE I TARGETING FOR LARGE DISTRICTS HELP SCREENS

General Information

The electronic Title I Targeting Report (parts 1-5 of the targeting process) can be submitted between April 3, 2006 and May 1, 2006. No paper forms will be accepted. Department of Public Instruction (DPI) Title I staff will review each report, will generate a targeting spreadsheet with building allocations, and will email these allocations to the district. The district can then generate building budgets. These budgets will feed into the Title I budget on the Consolidated Application.

School districts with a total enrollment of 1,000 students and with more than one school building per grade span must complete the Title I Targeting report.

The Title I Targeting Report is the first report available on the newly developed State Automated Reporting System (STARS). STARS replaces the old ORS.

This Title I Targeting Report has three sections that are listed at the left side of the screen: Title I Targeting Buildings, District Targeting Options, and Building Budgets.

Date Fields: The format for date fields is 03/23/2006.

Delete a school building or an integrated activity by clicking on the garbage can to the left of the item.

Check-Out. To enter data into the program, click on "Check-Out" at the left side of the screens. This will change the report from read-only to write and data can then be entered into the cells.

Check-In. To leave the section that is being worked on and either go to another section or exit the report, click on "Check-In." This will change the report from write to read-only and will save the data that has been entered. The user can always go back to a section, click on "check-out" and add new data or change existing data.

Save. To save data entered into the program, click on "Save" located at the left side of the screens. Be sure to save often. A "Save Complete" message appears at the top right corner.

Validate. To check for warnings and errors, click on "Validate" at the left of the screen and follow the directions to correct the problems. If errors occur, a red asterisk will appear, and a summary of the errors will appear at the top of the page.

Submit. Once everything is finalized and the Title I section of the Consolidated Application has been approved by the Title I state staff, click on "Submit" at the left of the screen. **DO NOT CLICK ON "SUBMIT" UNTIL THE ENTIRE TITLE I SECTION OF THE CONSOLIDATED APPLICATION HAS BEEN APPROVED BY THE TITLE I STATE STAFF.**

Print. To print data entered into the program, click on "Print" located at the left side of the screens OR click on the section of the screen to be printed, right click on the mouse, choose "Print." This will bring up Adobe Acrobat. Click on "Print" and then "OK".

Title I Targeting – Buildings [Parts 1, 2, 3]

Federal regulations require Title I funds to be allocated at the **building** level based on the number of low income children residing in each attendance area.

The intended budget for each building needs to meet or exceed the targeted building allocation.

Federal regulations require districts to have an accounting process in place that documents Title I expenditures by building. The process will help ensure that the intended Title I building allocations are being expended for that site.

Districts may not take funds from a building that has a larger allocation and distribute it to buildings that have smaller allocations.

If there are buildings that do not receive enough Title I funds through the targeting process, districts may use Title I carryover funds from the previous year, local funds or other federal funds (i.e., Title V) to support the program.

School districts serving only schools at or above 35 percent poverty must allocate funds on the basis of the total number of low-income children in each school.

School districts serving schools below the 35 percent poverty level are required to allocate to all of its participating schools an amount for each low-income child that is at least 125 percent of the district's allocation per low-income child.

School districts must allocate at least this amount for each low-income child in every school the district serves, not just for those schools below the 35 percent poverty level.

School districts are allowed to use any month's data to determine their free and reduced eligible child count. Use the month that is most advantageous for the school district. However, one month must be used uniformly for all buildings within the district.

A district may serve a school that is not eligible this year but was eligible and served the preceding year, but only for one additional year.

It is important to collect information from all private schools in the district as well. A screenshot of the private school screen can be printed and sent to the private school.

To enter, view, or edit Title I Targeting information for each building:

- Click on "Add Building" and click on a building name to select the building.
 - The public and private buildings in the district are included under "Add Building".
- Click on the checkbox if the district wishes to serve this building.
- Click on "Targeted" or "Schoolwide" to indicate if the building is targeted or schoolwide.
- Enter the Grade Span to be served.
- Enter the number of Public School Students in the attendance area if the building is a public school.
- Enter the number of Private School Students in the attendance area.

The Total Students will be calculated.

- Enter the number of Public School Low-Income Students in the attendance area if the building is a public school.
- Enter the number of Private School Low-Income Students in the attendance area.

The Total Low-Income Students will be calculated.

The Percent of Low-Income Students will be calculated.

- Click on "Save".
- Click on "Return to Title I Targeting Buildings" to add more buildings.

Continue this process until information has been entered for every building the district wishes to serve. Information from all the building screens is compiled into the table on the Title I Targeting Buildings screen.

District Targeting Options – [Parts 4 and 5]

Targeting Worksheet [Part 5]. The Targeting Worksheet helps the State Title I staff more accurately determine the building allocations within the district.

- Check on one or more of the three grade spans that the district intends to provide Title I services.

Feeder Pattern. If a junior high/middle school or senior high school building has been determined ineligible for Title I services, using the feeder pattern may make that building eligible.

To use the feeder pattern, the district must provide a list of elementary schools that feed into the school building it wishes to make eligible. The average percent of poverty for those elementary schools is applied to that building giving it a new poverty percentage.

However, applying this feeder pattern will drastically increase the low-income number and percent for the building being made eligible causing its allocation to be inflated and subsequently causing all other building allocations to be reduced.

- Check on “Yes” or “No” to indicate if the district intends to serve Junior High or Senior High students and those buildings by using the feeder program to make those buildings eligible.
- If “Yes” is checked, enter a list of elementary schools that feed into the building for which the district wishes to use the Feeder Pattern in the text box.
- Check the option the district would like to use in ranking eligible Title I schools.
- Check “Yes” or “No” to indicate if the district wants to use the same per pupil allocation for every eligible building receiving a Title I allocation as determined in District Allocations [Part 4].
- If “No” is checked, provide a specific per pupil amount for each building in the text box. Remember that the district must meet or exceed the per pupil amount determined on District Allocations [Part 4]. In addition, the district must allocate a higher per pupil to schools with higher poverty rates than to schools with lower poverty rates.
- Enter the district’s Title I contact person’s name, title, phone number, and e-mail address.

District Reserves [Part 4]. The District Reserve Worksheet is used to determine Title I Targeting reserved amounts.

Before allocating funds, a district shall reserve funds off the top that are reasonable and necessary to conduct other authorized activities such as preschool programs, summer school and intersession programs, professional development, program improvement, and coordinated services.

There is no maximum amount that a district may reserve for administration, staff development or other reservations. However, Title I funds are to be used primarily to enable participating children to make adequate progress towards meeting the challenging State standards.

If remaining funds are not sufficient to fully fund the lowest ranked eligible school attendance area, the school district may serve the school if it determines the funds are sufficient to enable children to make adequate progress toward meeting the State’s challenging performance standards. In addition, carryover funds may be used to serve eligible schools whose allocations are insufficient.

Required Reservations. Districts that receive an allocation of \$500,000 or more must reserve 1 percent for parent involvement. Of that 1 percent 95 percent must be distributed to and spent at the local building level. The other 5 percent may be used at the district level. Districts must have a process in place to track the parent involvement expenditures at the building level.

Districts may still reserve 5 percent of their Title I funds to ensure that all teachers are highly qualified.

A district **shall** reserve funds as necessary to provide services to:

- a) homeless children
- b) neglected or delinquent children

Districts that have schools that have been identified for Title I program improvement must:

- a) reserve annually 10 percent of its Title I funds for professional development that directly addresses the problems that lead to the identification for improvement
- b) reserve 20 percent of its Title I funds to pay for choice-related transportation costs and to provide supplemental educational services to students whose parents request them unless this requirement can be met with non-Title I funds. Districts must use 5 percent for supplemental services, 5 percent for transportation costs, and the remaining 10 percent for either of the two if more funds are needed.

Optional Reservations. Districts may, but are not required to, reserve funds for administrative costs, preschool, summer school, professional development, and indirect costs (at the district's allowable rate). If a district reserves funds for preschool, summer school, or professional development, it must provide an equitable share of the amount reserved to the nonpublic schools in the district.

Reserved Funds. A district may not allocate a greater per-pupil amount to schoolwide program schools than to targeted assistance schools even though schoolwide programs serve all children in the school. The Title I statute requires allocations to be based on the total number of low-income children in a school attendance area or school. Therefore, poverty is the only factor on which a district may determine funding.

School districts are not required to allocate the same per-child amount to each school. However, the school district must allocate a higher per-child amount to schools with higher poverty rates than it allocates to schools with lower poverty rates. In addition, if a district has private school children from different attendance areas, it would have to calculate the various per pupil amounts for each attendance area to determine the private school allocation.

- Enter the amount the district plans to reserve for Administrative Services.
- Enter the amount the district plans to reserve for Staff Development.
- Enter the amount the district plans to reserve for Teacher Quality.
- Enter the amount the district plans to reserve for Indirect Cost.
- Enter the amount the district plans to reserve for Neglected Children Services.
- Enter the amount the district plans to reserve for LEP Children.
- Enter the amount the district plans to reserve for Homeless Children.
- Enter the amount the district plans to reserve for Parent Involvement.
- Enter the amount the district plans to reserve for Program Improvement.
- Enter the amount in "Other" that the district plans to reserve that does not fit in any other category.

The Total Allocation will be prepopulated.

The Total Reserved Funds will automatically be calculated.

The Allocation Balance will automatically be calculated.

The Total Low-Income Children (district-wide) will automatically be calculated.

The Per Pupil Amount is automatically calculated. Only the scenario that applies will be displayed on the screen (Per Pupil Amount for <35 Percent Poverty or Per Pupil Amount for >35 Percent Poverty).

If there is one building in the district that is being served with Title I funds that has a poverty percent of less than 35 percent, the Per Pupil Amount is calculated as (Total Allocation/Total Low-Income Children)*1.25. If all buildings in the district have poverty

percents of 35 percent or more, the Per Pupil Amount is calculated as (Total Allocation – Total Reserved Funds/Total Low-Income Children).

Building Budgets – Buildings

The table on the first screen shows all the buildings, both public and private that the district selected, and summarizes the information entered on the Title I Targeting Buildings section.

Authorized activities and corresponding object code amounts are entered in this section, which is the basis for the building budgets. These activities and budget are for one year covering the 2006-2007 school year. The activities that are planned should be part of your educational plan to improve student achievement. The list of Title I authorized activities with corresponding title ID codes is included at the end of this Help window. The activities are also included in the Guidance located at <http://www.dpi.state.nd.us/grants/guidance05.pdf>.

- Click on the building name to view or assign integrated activities to a building. The individual building name will be visible on the screen.
- Click on “Check-Out” to enter data.
- Enter the amount of the Building Allocation.
- Enter the amount of the Building Carryover, if any.
- Enter the amount of the Parent Involvement Setaside Allocation.
- Enter the amount of the Other Equitable Setaside Allocations for the private buildings, if any. The worksheet to calculate equitable setasides is on the Consolidated Application under the private section.

The Total Building Allocation will be automatically calculated.

- Click on “Add Integrated Activity” to assign activities.
- Scroll to the far right of the Integrated Activity list and click on the down arrow to view all authorized activities.
- Click on an activity.
- **Enter text in the description box if the selected activity reads “specify”** or if the user wishes to provide more specific information for that activity. Utilize this description box to fully explain the planned activities.
- Click on “Save”. The object code section will then be visible.
- Enter dollar amounts by object code in the Title I column, the Parent Involvement column, or for the nonpublic buildings in the Other Equitable Setasides column. As amounts are entered, a running total for that activity is displayed in the total field of each column.
- Click on “Save”. A running total for the entire building budget is displayed under the object code table.

Continue this process until all activities and object code amounts are selected.

- Click on “Return to [building name]”. A summary of all activities and a summary of the building budget are displayed.
- Click on “Return to Building Budgets” and continue this process for all buildings.

Once the building budgets are finalized and the Title I section of the Consolidated Application is completed:

- Enter the name of the building principal.
- Enter the current date.
- Click on the checkmark box to indicate that the principal has acknowledged the budget. (Federal law requires building principal signatures to acknowledge their Title I budget. School districts must have this documentation on file.)
- Click on “Save”.
- Click on “Check-In”.
- Click on “Validate” and follow the instructions to correct any problems that show as warnings or errors.
- Click on “Submit”. Once the “Submit” has been clicked, the report becomes read-only and no further changes can be made to the report.

To log off the STARS:

- Click on “Exit Report” at the top right of the screen.
- Click on “Log Out” at the top left of the screen.

Notes Regarding Activities

- Be sure to read all the authorized activities for a program. The list of authorized activities may have changed from last year.
- If the authorized activity asks for an explanation or to specify something, click in the description box and describe.
- For activities for which you are paying staff salaries, put dollar amounts only in Object Codes 110, 120, or 200. Do not put dollar amounts in any other object code.
- For any other title programs in which you are purchasing equipment over \$750 per unit, put the dollar amount in Object Code 730.
- Do NOT put indirect costs under any other activity or under any other object code.
- The object code for stipends to teachers to attend professional development activities is 110, not 300.
- Do not use the “Other” activities except in very unusual circumstances. Use the specified activity list. If the “Other” activity must be used, provide detailed information in the description box. Do not use the “Other” for object code 200.
- Calculate correct indirect cost amounts by totaling object codes 110-600 and 800 and multiply that total by the district’s current indirect cost rate (rates are found on the Final Allocations list on DPI’s website).

Notes Regarding Object Codes

- If requested equipment has a value of \$750 or more per item and a useful life of more than one year, include the cost in object code 730 for equipment under the “Object Codes” button. If equipment is less than \$750, include it in object code 600 for materials and supplies under the “Object Codes” button.
- Following is an explanation of the object codes:

110	Professional salaries—salaries paid to certificated individuals; i.e. certified teachers
120	Non-professional salaries—salaries paid to other staff that are not certificated; i.e. paraprofessionals, secretaries, teachers’ aides, bus drivers
200	Employee benefits—payments made on behalf of employees that are not part of gross salary; i.e. insurance, Social Security, retirement, unemployment compensation, Workers Compensation, annual leave, sick leave
300	Purchased professional and technical service—services performed by those with specialized skills and knowledge; i.e. school management support activities, data processing, management consultants, auditors, accountants, lawyers
430	Maintenance—repair of equipment
580	Travel—Expenditures for staff travel, including mileage, airline tickets, taxi fares, meals, lodging
600	Materials/Supplies—Expendable items that are consumed, worn out, or deteriorated in use; includes equipment that costs less than \$750, freight, books, school supplies,
730	Equipment that costs more than \$750 and is added to the school’s equipment inventory list
800	Other—dues, memberships, registration fees
900	Indirect costs—Costs that cannot be directly attributed to a program but are essential in operating a school; indirect cost is a percentage of total operating costs for object codes 110 through 800 (excluding 730); percentage is determined on an individual basis but is no larger than 10%

Unobligated Setasides - For use in Title I Professional Development if authorized activities are not decided at the time the budget is completed.

AUTHORIZED ACTIVITIES

Title I Targeted Assistance

ID Code Authorized Activity

- I-1 Staff: Hire Title I Reading Teacher
- I-2 Staff: Hire Title I Math Teacher
- I-3 Staff: Hire a Title I Secondary Teacher
- I-4 Staff: Hire Title I Coordinator
- I-5 Staff: Hire Homeless Liaison (specify name of person and percent salary paid with Title I funds)
- I-6 Staff: Hire Parent Involvement Coordinator (specify name of person and percent salary paid with Title I funds)
- I-7 Staff: Title I Summer School Staff
- I-8 Staff: Title I Before and After School Program
- I-9 Staff: Hire Title I Aide/Paraprofessional
- I-10 Staff: Substitute Pay for Title I Personnel
- I-11 Staff: Pay Stipends to Title I Personnel
- I-12 Staff: Hire staff for a Title I Preschool Program
- I-13 Staff: Hire Other Personnel (Please specify name of Individual and position they are being hired for)
- I-14 Programs: Purchase/Maintain School Reform Program (specify the name of the program, must be reading or math related)
- I-15 Programs: Purchase/Maintain Supplemental Reading or Math Software program (specify the name of the program)
- I-16 Prof Development: Attend Title I Sponsored Events (i.e., Fall Conference, Summer Institutes, IVN or other meetings)
- I-17 Prof Development: National Title I Convention or IRA
- I-18 Prof Development: Bring in a Speaker (Specify)
- I-19 Prof Development: Bring in a Consultant (Specify)
- I-20 Prof Development: Prof Dues for Title I Teachers, Paras, or Coordinators (Specify the activity and for whom.)
- I-21 Prof Development: Memberships to Prof Organ for Title I Teachers, Paras, or Coordinators (Specify the activity and for whom.)
- I-22 Prof Development: Other Prof Development Not Listed (specify activity, date and how it relates to your Title I program)
- I-25 Parent Night: Parent Night Activities
- I-26 Maintenance: Maintain Current Title I Computer Equipment (specify what was maintained, ex. new hard drive for existing computer)
- I-27 Maintenance: Wiring of Title I computer equipment (ex. change of location for Title I room, wiring failure)
- I-28 Materials: Materials and Supplies for Title I program
- I-29 Materials: Purchase Title I Items under \$750 per item such as printers, scanners, digital cameras, and other items.
- I-30 Materials: Title I Classroom furnishings (i.e., desks, shelves, file cabinets, etc.)
- I-31 Equipment: Purchase Computers for Title I over \$750 per item
- I-32 Equipment: Purchase Printers for Title I over \$750 per item
- I-33 Indirect Costs: Administrative/Indirect Costs; i.e. Business Managers Salary, Administrative Costs, Other Expenses
- I-34 Other: Other Costs Not Listed (Specify) _____
- I-34.5 Unobligated amount.

Title I Schoolwide

ID Code	Authorized Activity
I-35	Staff: Hire Reading or Math Specialist
I-36	Staff: Hire a Regular Classroom Teacher to Reduce Class size
I-37	Staff: Hire Schoolwide/School Improvement Coordinator
I-38	Staff: Hire a Data Coordinator
I-40	Staff: Hire Parent Involvement Coordinator (specify name of person and percent salary paid with Title I funds)
I-41	Staff: Schoolwide Summer School Staff
I-42	Staff: Schoolwide Before and After School Program
I-43	Staff: Hire Aide/Paraprofessional
I-44	Preschool: Provide Preschool Programs
I-45	Staff: Substitute Pay for Personnel
I-46	Staff: Pay Stipends to Schoolwide Personnel (specify the activity that you are providing stipends for)
I-47	Staff: Hire Other Personnel (Please specify name of individual and position for which they are being hired)
I-48	Programs: Purchase/Maintain School Reform Program (specify the name of the program)
I-49	Programs: Purchase/Maintain Software program (specify the name of the program)
I-50	Parent Night: Parent Night Activities
I-51	Prof Development: Bring in a Speaker (Specify)
I-52	Prof Development: Bring in a Consultant (Specify)
I-53	Prof Development: Schoolwide meetings, assess. design, study groups, curriculum com., other prof develop aligned to schoolwide plan
I-54	Prof Development: Purchase professional literature for teachers to attain schoolwide goals
I-55	Prof Development: Prof. Dues for Teachers, Paraprofessionals, or Coordinator (Specify the activity and for whom.)
I-56	Prof Development: Memberships to Prof Organs. for Teachers, Paraprofessionals, or Coordinators (Specify the activity and for whom.)
I-59	Maintenance: Maintain Current Computer Equipment (specify what was maintained, ex. new hard drive for existing computer)
I-60	Maintenance: Wiring of computer equipment
I-61	Supplies: Purchase Classroom Supplies
I-62	Equipment: Purchase equipment to meet schoolwide goals
I-63	Indirect Costs: Administrative/Indirect Costs; i.e. Business Managers' Salary, Administrative Costs, Other Expenses
I-64	Other: Other Costs Not Listed (Specify) _____
I-64.5	Unobligated amount.

Title I Nonpublic

ID Code	Authorized Activity
I-79	Staff: Hire Title I Reading Teacher
I-80	Staff: Hire Title I Math Teacher
I-81	Prof Development: Attend Title I Sponsored Events (i.e., Fall Conference, Summer Institutes, IVN or Other Meetings)
I-82	Prof Development: Attend National Title I Convention or IRA
I-83	Prof Development: Prof. Dues for Title I Teacher (Specify activity & for whom)
I-84	Prof Development: Memberships to Prof. Organ. for Title I Teacher (Specify activity & for whom)
I-85	Parent Night: Parent Night Activities
I-86	Materials: Materials for Title I program (Specify)
I-87	Materials: Title I Classroom furnishings (i.e., desks, shelves, file cabinets, etc.)
I-88	Maintenance: Maintain Current Title I Computer Equip (specify what was maintained, ex. new hard drive for existing computer)
I-89	Materials: Purchase Title I items under \$750 such as printers, scanners, digital cameras, and other items
I-90	Equipment: Purchase Equipment for Title I over \$750 per item

- I-91 Other: Other Costs Not Listed (Specify) _____
- I-116 Staff: Hire Title I Aide/Paraprofessional
- I-117 Prof. Development: Other Prof Development Not Listed (specify activity, date and how it relates to Title I program)
- I-118 Unobligated Amount