

Title I Coordinators

Suggested Timeline for Implementation of District Title I Programs

New Title I Coordinators should take the time to read the Title I law, the Federal Regulations, and the Federal guidance documents. It is advised that sections of the State Title I Administration Manual (as appropriate for the new law) be referenced as needed. Also, refer closely to the Directions for Completing the Title I Application during both initial preparation of the application, and while making any required changes to the application. A timeline of activities for implementing the Title I program follows:

Suggested Timeline

July

- Submit the Title I Application to the South Carolina Department of Education (SCDE). **No financial obligations can be made for the new school year until the Title I project application is received by the SCDE in a substantially approvable form. If Title I funded teachers return to work before the application is submitted, Title I cannot reimburse the district for costs prior to the Title I project's receipt at the SCDE.** Refer to the Organizing the District Application in the Rules and Regulations Handouts. The Rules and Regulation Handouts is available on the Office of Federal and State Accountability Title I Web page.
- Check periodically with the private school, if students are to be served, to be certain the planned Title I program continues to be appropriate. Refer to the Services to Eligible Private School Children/Equitable Services section of the Administration Manual.
- Start ordering materials for teachers.
- Ensure the schools are ready to operate.
- Prepare Public School Choice, Supplemental Educational Services (SES), and improvement notifications to parents of students in Priority and Focus schools. Parents must be notified no later than 14 days before the opening of the school year of Public School Choice and SES options. Refer to the Public School Choice, SES, and LEA and School Improvement sections of the Administration Manual and in the Rules and Regulation Handouts.

August

- Provide staff development for teachers and others.
- Send required parent notifications. Parents must be notified no later than 14 days before the opening of the school year of Choice and SES options.

September

- Begin gathering Comparability data, required annually. Refer to the Title I Fiscal Issues section of the Administration Manual and the Comparability section of the Rules and Regulations Handouts.
- Develop Written District Parent Involvement Policies and begin implementation. Refer to the Parental Involvement section of the Administration Manual and in the Rules and Regulation Handouts. Assist schools in developing written school parent involvement policies and begin implementation.
- Assist schools with School-Parent Compacts.
- Ensure the district meets the 15% carryover limit by the end of the month or submit to SCDE the one-time waiver request.
- Update Title I equipment inventories, as appropriate.
- Submit immediately to the SCDE any changes to the Title I application that are requested by SCDE staff. **(ONLY TWO WEEKS ARE ALLOWED FOR CORRECTIONS, UNLESS AN EXTENSION IS GRANTED.)**
- In targeted assistance schools, verify that the appropriate students are being served as indicated on the Title I student selection list. Refer to the Targeted Assistance Programs section of the Rules and Regulations Handouts.

October

- Complete the Comparability Report. Refer to the Title I Fiscal Issues section of the Administration Manual and to the Comparability section of the Rules and Regulations Handouts.
- Review assurances in the Title I application for both the district and the schools to ensure that all are being met and that documentation is available.
- Ensure that the supplement not supplant requirement is being met. (In targeted assistance schools, be certain to update the Supplant Test in the project, if necessary). Refer to the Fiscal Issues section of the Administration Manual and to the Supplement, not Supplant section of the Rules and Regulations Handouts.
- Attend the S.C. Association of Title I Administrators' Conference (optional).
- Initiate the school planning process in schoolwide programs. (If this is not the planning year for the school, review the plan's implementation and revise the plan as needed.) Refer to the Schoolwide Programs section of the Administration Manual for strategies which, by law, must be addressed.
- Begin assisting all new schoolwide schools in conducting a comprehensive needs assessment.
- Attend schoolwide planning team meetings at the school level.

November

- Review the district's Title I application and submit an amendment, including changes, to the SCDE, if necessary. **(Amendments can**

only be made once applications are approved. An amendment can be submitted at any time during the school year, but it is preferred they be submitted no later than mid-April. Please note if changes are needed prior to the project's approval, the district may submit "change" pages to the original application.)

- If all Title I Schools in the district are not determined to be comparable, revise the comparability report using data from a new date. If the school is still not comparable, make the necessary staff adjustments, etc., to bring the school into compliance with comparability.
- SES

December

- Verify that data and files are being maintained to agree with the monitoring requirements.
- Meet periodically with the district's Financial Officer for Title I to determine if the budget coding is appropriate, or if any problems need corrections.
- Continually review staff development needs at the school level.
- Continually visit classrooms.
- Ensure all available Title I funds (Allocation and Carryover) have been budgeted in the application.

January

- Continue meeting with schools as they begin planning for the new school year.
- Begin assisting schools with revising their needs assessment for the new year, if they were previously a schoolwide site.

February

- Be certain targeted assistance schools address the required strategies as they develop their plans for the new school year. Refer to the Targeted Assistance Programs section of the Administration Manual for the required strategies.
- Begin the student selection process for targeted assistance schools for the new school year. Refer to the Targeted Assistance Programs section of the Rules and Regulations Handouts

March

- Collect March Free and Reduced Lunch Data by school to establish poverty count.
- Begin development of new staff developments plans.
- Prepare the needs assessment for targeted assistance schools. Refer to the Targeted Assistance Programs section of the Rules and Regulations Handouts.
- Compile data in targeted assistance schools for supplement not supplant test.

- Write private schools offering Title I services to their students for the new year. Refer to the Services to Eligible Private Schools Children/Equitable Services section of the Administration Manual and to the Private Schools section of the Rules and Regulations Handouts.
- Attend the S.C. Association of Title I administrators' Spring Conference (optional).

April

- Collect each school's 135-ADM for poverty counts.
- Determine the eligibility of schools for Title I service for the next school year, refer to the Identification and Selection of Attendance Areas section of the Administration Manual.
- Allocate Title I funds to schools for the next school year; refer to the Identification and Selection of Attendance Areas section of the Administration Manual. (Allocations may have to be based upon projections, at this time, if new allocations are not available. Be certain to meet with the district Finance Officer to obtain a general estimate of carryover funds to be used for planning purposes.)
- Assist schools in finalizing their plans and in determining the legal use of funds.
- Amend the Title I project, if necessary, to meet the carryover requirement.
- Begin compiling the new Title I application for submission to the SCDE.

April/May

- Obtain or calculate the district's maintenance of effort figures. Refer to the Title I Fiscal Issues section of the Administration Manual and to the Maintenance of Effort section of the Rules and Regulations Handouts.
- Check carryover amounts to ensure districts will not exceed the allowed 15% amount
- Begin planning with private schools for next year, if applicable.
- Assist teachers in closing Title I programs for the year
- Obtain parent input for the new school year.
- Attend the SCDE's Rules and Regulations Meeting.
- Initiate implementation of plans for Title I summer school, if appropriate and if not already included in the Title I application, submit an amendment.

June

- Review all title I school plans and make corrections, as necessary.
- Meet with the district Finance Officer to obtain a final estimate of carryover funds to include in the new project application. Be certain the estimate has been reduced by financial obligations and anticipated expenditures through September 30.

- Complete the Title I application for submission to the SCDE. Refer to the Organizing the District Application section of the Rules and Regulations Handouts.
- Close-out Title I files for the current school year and establish a system to maintain the files for the required retention period.

Recommendations:

- You can learn a great deal from other local Title I Coordinators.
- Closely read all Title I memos from the State Department. Many are sent by e-mail. Be certain your e-mail address is current with our office.