



North Dakota Department of Public Instruction

Title I News

June 2006

In this issue...

- School and District Adequate Yearly Progress Reports Available
- Program Improvement Summary Data
- Title I Credential Reminder
- Title I Coordinator Credentials Approved
- Highly Qualified Staff Update
- Consolidated Application Reminders and Alerts
- Title I Personnel Report Reminder
- Director's Report – Are You Spending Your Title I Funds Appropriately?
- Final Title I Allocations Available
- Title I Fiscal Issues
- Monthly Featured Articles
 - ✦ Research Corner – Bring New Life to Your Library
 - ✦ Reading First Corner – A Reading First Resource – SEDL
- Legislative NCLB Committee Hearing
- Ideas for Summer Fun
- Upcoming Events

School and District Adequate Yearly Progress Reports Available

On Tuesday, May 23, 2006, the Department of Public Instruction announced the release of the statewide Adequate Yearly Progress (AYP) results for all public schools in North Dakota. After the 2005-2006 school AYP reports were finalized, the department generated the district level AYP reports based on the 2005-2006 State Assessment Data. The results of the district level AYP reports were released on June 13, 2006.

Since the AYP reports for both schools and districts were released in May and June, respectively, school and district personnel will need to ensure that they are disseminated to parents as soon as school resumes in the fall. Guidance and sample letters regarding this dissemination are available at www.dpi.state.nd.us/title1/targeted/general/reauthoriz/notification.shtm. Schools and districts are also reminded that the State Title I office annually monitors schools and districts to ensure this dissemination requirement is fulfilled.

For more information regarding these press releases or AYP, please visit www.dpi.state.nd.us/title1/progress/index.shtm.

Program Improvement Summary Data

School AYP Information

Number of schools that did not make adequate yearly progress on the 2005-2006 State Assessment Data.	40
New schools identified for program improvement for 2006-2007.	2
Number of schools removed from program improvement status for 2006-2007.	1
Total number of schools in program improvement for 2006-2007.	19

District AYP Information

Number of districts that did not make adequate yearly progress on the 2005-2006 State Assessment Data.	21
New districts identified for program improvement for 2006-2007.	3
Number of districts removed from program improvement status for 2006-2007.	1
Total number of districts in program improvement for 2006-2007.	15

Both school and district AYP reports, as well as copies of the news releases, can be accessed at www.dpi.state.nd.us/dpi/reports/profile/index.shtm on the department's website.



Title I Credential Reminder

With the new teacher quality issues enforced by the *No Child Left Behind* Act, as of July 1, 2006, all elementary licensed teachers are highly qualified to teach only grades K-6 in a Title I program. **All K-12 reading and K-12 math credentials will no longer exist after July 1, 2006.**

If you have an elementary degree and are going to serve students in grades seven and eight in Title I, you will need to obtain a middle school endorsement. For more information regarding the middle school endorsement, please contact the Education Standards and Practices Board at (701) 328-9645.

Title I Coordinator Credentials Approved

On June 13, 2006, the Department of Public Instruction's Administrative Rules Hearing was held. At this hearing, the Administrative Rules Committee approved the Title I coordinator 1, 2, and 3 credentials. The effective date for the Title I office to start issuing these credentials is July 1, 2006.

All Title I personnel whose job duties include coordinating a Title I program should apply for a Title I coordinator credential. The application and requirements for these credentials can be found at www.dpi.state.nd.us/title1/targeted/require/read/new/index.shtm on the department's website.

Please note, on the Title I portion of the consolidated application, you will need to indicate on the professional staff section in the box that states "explain other services if checked yes," that you hold a Title I coordinator 1, 2, or 3 credential.

If you have any questions regarding the Title I coordinator credentials, please contact Sandy Peterson at (701) 328-2170 or email her at smpeterson@nd.gov.

Highly Qualified Staff Update

In March 2006, the North Dakota Department of Public Instruction (DPI) submitted our annual performance report to the U.S. Department of Education (USDE). In that submission, DPI had to report information on the number of teachers that are highly qualified according to the *No Child Left Behind* definitions and provide our status on having all teachers highly qualified by July 1, 2006.

On May 15, 2006, North Dakota received a letter from Henry Johnson, assistant secretary for elementary and secondary education, summarizing the results of the USDE's review of our data submitted in the performance report. All states were put into one of three categories as defined below:

- Category 1: Revised Plan Not Required: The State is making substantial progress and is not required to submit a revised HQT plan.
- Category 2: Revised Plan Required: The State has shown a good-faith effort in meeting the HQT goal, but a revised plan is required.
- Category 3: Revised Plan Required, Possible Sanctions: The State has not shown a good-faith effort in meeting the HQT goal. A revised HQT plan is required and the USDE will consider appropriate administrative actions or sanctions.

North Dakota's review placed us in Category 2. The USDE acknowledged that North Dakota has made a good-faith effort and has made significant progress in implementing the highly qualified teacher requirements. However, they felt we still have significant challenges at the secondary level and are out of compliance with our annual report card.

Nine states were placed in category three and could face compliance agreements or the withholding of Title I administrative funds.

North Dakota must submit a revised plan to the USDE by July 7, 2006, detailing specific new actions that our state will take to reach the highly qualified teacher goal in the 2006-2007 school year.

Consolidated Application Reminders and Alerts

School districts are reminded that the final date to have information completed for the *Consolidated Application for Federal Title Funds* is August 25, 2006. This application is available through the STate Automated Reporting System (STARS). Below are several reminders and alerts the State Title I office would like to make districts aware of:

- Final allocations have been released by the U S Department of Education for the 2006-2007 school year. Districts must go into their consolidated application and ensure that their budgets are not overspent, as many districts received a decrease in funds compared to the estimated allocations previously released.
- Although districts are encouraged to work on the consolidated application before final carryover amounts are determined, please note that the application cannot be officially approved until the district's Title I Final Financial Report has been submitted and is approved.
- Once a district has entered its Title I information into the STARS and believes this information is as accurate as possible, districts are to contact their assigned Title I staff member by email or telephone. Districts can find their assigned Title I contact person, as well as contact information, at www.dpi.state.nd.us/title1/conapp.shtm. Once the Title I staff member is contacted they will conduct a preliminary review of the Title I portions of the application. If issues are found, the contact person will ask for clarification or that changes be made directly to the application. Once the reviewer believes the application is in approvable form, the district has two options.
 1. The first option would be to submit the application as is, taking into consideration that the district's final Title I carryover has not been determined and that the application has not been officially reviewed or approved by the State Title I Director, Laurie Matzke. If this is the option the district chooses, it is possible that budgetary changes may be required. Once the application is submitted, it is not possible to make changes to the application itself. Therefore, the district would need to make the budget changes through the STARS budget revision process. This process will not be available until September 2006. Districts required to do a mandatory budget revision would not be able to receive a Title I payment until the budget revision is available and processed.
 2. The second option, which the State Title I office highly recommends, is to hold off on submitting the consolidated application until the Title I Final Financial Report has been approved and final Title I carryover has been determined. Delaying the submission would allow districts to make minor changes to the application (if necessary), incorporate final Title I carryover dollars, save the district from doing a mandatory budget revision, and allow time for the application to be officially reviewed by the State Title I Director.
- We are finding that many districts are submitting their application without requesting a preliminary review from the State Title I office. It is highly likely that these districts will need to have their application unsubmitted and will be required to make changes. Pressing the submit button without a preliminary review will not expedite the approval of a district's application.
- Once the application is approved, an electronic grant award will be generated. This grant award will indicate the district's final allocation amount, official carryover amount, the amount available to spend for the 2006-2007 school year, and the amount that has been approved by the State Title I office.

Title I Personnel Report Reminder

Title I personnel are reminded to complete the Title I Personnel Report (SFN 7357). A copy of this report was sent to school personnel in the Title I May mailing and is also available at www.dpi.state.nd.us/forms/sfn7357.pdf or www.dpi.state.nd.us/forms/word/sfn7357.doc on the department's website.

This report should reflect Title I cumulative data through the entire school year. This information is compiled and submitted to the US Department of Education for review.

Director's Report – Are You Spending Your Title I Funds Appropriately?

For my director's report this month, I'd like to share some fiscal concerns that we've encountered in the State Title I office over the past month.

Historically, the State Title I office receives and processes a large number of budget revisions this time of year. Some districts have more Title I funds than they can spend, therefore, they are trying to spend their money so that they don't have excess funds that would be taken away. Although I fully understand that districts want to utilize the Title I funds that they have generated, caution needs to be taken so that the Title I funds are used appropriately. The following list is merely a sampling of the many budget revisions that the State Title I office has received that could not be approved because the expenditures were not an appropriate use of Title I funds.

- Many districts have requested to use Title I funds for incentives for students in a Title I program. Incentives are allowable if they are minimal and reasonable, such as books or small prizes. One recent request was to provide bicycles to students as an incentive. Providing a significant number of students with bicycles, using Title I funds, is excessive and not an appropriate use of Title I dollars.
- One recent request was to purchase a school bus. Even in a schoolwide program, purchasing a school bus is a district responsibility and not an appropriate use of Title I funds.
- Districts often request to use Title I funds for a field trip for students participating in a Title I summer school program. Field trips are allowable, but should be educationally related and the costs to attend should be reasonable. We've had two recent requests to visit a resort area on a Title I field trip, which raises some concerns as to the academic nature of the visit. One of these requests included funding to pay for a teacher and four other adult chaperones when there were only seven students. This too, is clearly not an appropriate use of Title I funds.
- Obviously, professional development for Title I staff is necessary and allowable in a Title I program. However, requests to go to resort areas (such as Hawaii) where the travel costs are excessive, are not approvable, especially when similar professional development is available within our region.
- Some Title I requests for supplies and materials extend the boundaries of being a necessary and reasonable Title I expenditure, such as purchasing copier machines, laminators, or fax machines. Equipment such as this is the district's responsibility.

One positive aspect regarding these requested revisions is that prior approval was sought instead of making the purchase. Districts who misuse Title I funds would need to pay them back using general funds. In addition, it would prompt a more thorough review of the district's Title I expenditures.

Please use these budget revision requests as a guide of expenditures that are not an appropriate use of Title I funds. My best advice to school personnel when deciding how to use Title I funds is to do what I do when I am reviewing Title I budget revisions and I come across a request that is not a common one. Picture your request being published in the newspaper as a notice to the public on how the district is spending their federal Title I funds. Everything we do in the Title I office is public information, available to anyone who requests the information. Title I funds must be used for expenditures that are reasonable and necessary to operate a Title I program. Keep your eye on the goal, which is enhancing student achievement.

Final Title I Allocations Available

The Department of Public Instruction has received final Title I allocation amounts from the U S Department of Education for the 2006-2007 school year. Each district's allocation has been recalculated for all of the Title programs. Final allocations are posted on the department's website at www.dpi.state.nd.us/grants/NCLB.shtm.

The consolidated application on the STARS has automatically been updated to reflect the final allocation amounts. Districts must go into their consolidated application and ensure that their budgets are not overspent, as some districts received a decrease in funds compared to the estimated allocations released.



Title I Fiscal Issues

The Title I Final Financial Reports are currently being processed. These reports are due in the Title I office on or before July 7, 2006. The forms were mailed to school districts in May. The Title I Financial Report (SFN 7822) can also be found on the department's website at www.dpi.state.nd.us/forms/sfn7822.pdf. The Request for Funds (SFN 14660) can be found at www.dpi.state.nd.us/forms/sfn14660.pdf.

In order to expedite the process, please keep the following items in mind when completing both the Title I Final Financial Reports and the Request for Funds forms.

- The State Title I office cannot make payments to school districts on unpaid obligations. Therefore, funds requested on line B (cumulative expenditures) on the request for funds form must be paid before the request is made.
- If you are offering a summer school program or waiting to receive a bill, you must wait until all expenses for the 2005-2006 school year are paid before you submit your Title I Final Financial Reports and the Request for Funds forms.
- If you have Title I teaching staff registered to participate in the Summer Symposium during June 2006, and you plan to charge the travel expenses and/or credit fees to your Title I grant, you must hold off on submitting your Title I Final Financial Report until your teachers have turned in their travel expense claims. Travel expenses for the Summer Symposium should be charged to the current (2005-2006) school year. Please do not pay these travel expenses to the Title I participant in advance. These expenses must be paid on a reimbursement basis after the teacher has returned from the training and submitted receipts documenting actual expenses.
- On the Request for Funds in the reporting period of expenditures, the dates should be the actual dates of expenses. For example, if you submitted a previous funding request that included expenses through April 30, 2006 this request would be **From: May 1, 2006 – To: The date of the last check.**
- Keep in mind that if you submit a Request for Funds form and the reporting period is through June 30, 2006, we cannot process the payment before that date.
- On the Title I Final Financial Report, the total expenditures for fiscal year-to-date (column two) must match your ledger at the school and the total of this column must match line B on the Request for Funds form. This is a huge audit concern for you if you submit estimated figures to the State Title I office and they do not match the figures in your ledger when you are audited.
- If you submit a budget revision to the State Title I office on the ORS, you must provide a description of why the revisions are needed in the space provided in Section A. Many budget revisions are being submitted to the State Title I office with this section blank. This causes a delay in the approval process.
- If you had unobligated funds set aside for teacher quality purposes and have spent these funds for teacher quality purposes, you must log on to the ORS and submit a budget revision prior to submitting your Title I Final Financial Report. Failure to complete a budget revision, if you have expended funds previously on the unobligated set aside line, will delay the processing of your Title I Final Financial Report.
- Your 2006-2007 consolidated application will not be approved until you have closed out your financial records for the 2005-2006; therefore, it is wise to complete this paperwork as quickly as possible after all of your expenses for the 2005-2006 school year have been paid.

If you have questions or need assistance in completing the Title I Final Financial Report and/or Request for Funds forms, please contact Mary Neigum, Title I Fiscal Officer by e-mail at mneigum@nd.gov or by phone at (701) 328-2281.

Monthly Featured Articles

Research Corner

By: Ann Ellefson

Bring New Life to Your Library

Libraries and media centers should be the Barnes and Noble© and Apple Store© of your school. These resources are sometimes underutilized and out-of-date to truly enhance a students' education. Libraries should be marketed as the hub of teaching and learning. These resources are the prime place to promote student literacy and support lifelong learning.

A pilot program, through New York Life and the Public Education Network, granted funds to three high schools throughout the United States to revitalize their high school libraries. Although these schools received grant dollars through the *Revitalize High School Libraries* grant, other schools throughout the United States can learn from what they have done to make their libraries and media centers a vital element in student learning.

Below are some things the schools did when revitalizing their libraries:

- Updated collections after surveying students, teachers, and parents to determine what materials would be necessary to promote increased interest.
- Updated the physical environment of the library by painting walls, providing unique lighting, and comfortable furniture. This made the library more comfortable and inviting. Plants, posters, and rugs are also items that can be added to make the library more welcoming.
- Focused on meeting individual needs by providing sections of the library with furniture suitable for more relaxed, independent reading and other areas more appropriate for individual or group work.
- Offered services that extend during and past the school day (i.e., lunch hour, mornings, afternoons, evenings) to better meet the needs of students, staff, and parents.
- Offered services to assist reluctant and struggling readers in selecting reading materials.

Some things schools and districts should consider in making their library more marketable:

- Offer flexible ordering schedules. Often librarians are expected to purchase items only once a year for their library. Having the flexibility to access funds and place orders throughout the school year helps meet the needs and demands outlined by the libraries patrons.
- Advertise the library. Creating newsletters, websites, videos, and flyers will help draw attention to new materials and resources to generate interest.

Schools that focused additional resources to their libraries saw an increase in the use by students and staff, as well as an increase in library material circulation.

If your school is considering giving your school's library an extreme makeover, the Public Education Network website (www.publiceducation.org/highschools.asp) has several documents available to assist you in your planning. Some documents include a renovation timeline, tips for weeding out dated material, strategies to organize library resources, designs for a library conducive to learning, and evaluations. Schools are also encouraged to review the websites listed below for possible grant funding sources to assist with revitalizing the library.

- American Library Association – www.ala.org
- Institute of Museum and Library Services – www.imls.gov
- U.S. Department of Education – www.ed.gov/fund/landing.jhtml?src=rt
- National Endowment for the Humanities – www.neh.gov
- American Association of School Librarians – www.ala.org/ala/aasl/aaslindex.htm

Resources utilized in developing this article include www.publiceducation.org/highschools.asp and www.newyorklife.com/cda/0,3254,13108,00.html.

Reading First Corner

By: Gail Schauer

A Reading First Resource – SEDL

Have you ever wanted more information on the Reading First Program and what it's all about? One place to look is on the Southwest Educational Development Laboratory (SEDL) at www.sedl.org. With the support from the U.S. Department of Education's Institute of Education Science, SEDL is one of the laboratories that work as vital partners with state and local educators, community members, and policymakers in using research to tackle the difficult issues of education reform and improvement.

SEDL maintains the Reading First awards database, which includes information about all districts and schools that have received Reading First funds across the country. This database can be found at www.sedl.org/readingfirst.

SEDL also produces the Reading First Notebook, a newsletter designed to share research-based information needed by teachers, administrators, and policymakers to implement the Reading First initiative. The most current Reading First Notebook, Spring 2006, along with Reading First Newsletter Archives, can be found at www.readingfirstsupport.us/default.asp. Some of the articles included in the Reading First Notebooks are:

- What is Explicit and Systematic Phonics Instruction?
- What Does the National Reading Panel Say About Text Comprehension Instruction?
- Special Issue in Kindergarten
- Let's Learn the Lingo
- Strategies for Advanced Reading First Coaches
- When the Principal Leads, the School Succeeds
- Reading First Professional Development Fundamentals
- What is Instructional Leadership and Why Is It So Important?
- The "Must-Haves" for Early Reading Instruction

There are many more helpful topics and articles for principals, coaches, teachers, parents, and anyone interested in learning more about Reading First. SEDL is a wonderful resource to check out and use within your school.

Legislative NCLB Committee Hearing

The *No Child Left Behind* Legislative Committee held a hearing on Thursday, May 18, 2006, to obtain updated information on the progress made in implementing the *No Child Left Behind* Act, as well as to gather information on the impact of the *No Child Left Behind* Act on school districts in the state.

Ms. Wendy Evans, Deputy Secretary's Regional Representative from the United States Department of Education, gave a presentation regarding the *No Child Left Behind* Act.

You can access a copy of the Legislative Council's minutes on their website by logging on to www.legis.nd.gov/assembly/59-2005/interim-info/minutes/nc051806minutes.pdf.

Ideas for Summer Fun

- www.kidsturncentral.com/summer/summerfun.htm – This website provides a list of activities, both online and off, that can keep kids busy throughout the summer. New activities will be added throughout the summer.
- www.dltk-kids.com/crafts/summer – This website presents kid-friendly crafts, games, recipes, and more, all relating to summer.
- www.kidsource.com/education/summer.activities.art.html – This website provides a comprehensive list of activities for children and their parents to promote learning throughout the summer months.
- www.ala.org – The American Library Association has many recommended reading lists compiled on their website. These lists can help parents and children choose which books to read this summer.

Title I Staff

Laurie Matzke
Director
Email: lmatzke@nd.gov
Phone: (701) 328-2284

Gail Schauer
Assistant Director
Reading First Program
Email: gschauer@nd.gov
Phone: (701) 328-2285

Nita Wirtz
Assistant Director
Neglected & Delinquent,
CSR Programs
Email: nwirtz@nd.gov
Phone: (701) 328-1876

Ann Ellefson
Assistant Director
Schoolwide Programs
Email: aellefson@nd.gov
Phone: (701) 328-2292

Florence Hilzendegeer
Program Administrator
Homeless Program
Email: fhilzendegeer@nd.gov
Phone: (701) 328-4646

Sandy Peterson
Program Administrator
Migrant Education,
Title I Credentials
Email: smpeterson@nd.gov
Phone: (701) 328-2170

Mary Neigum
Fiscal Officer
Email: mneigum@nd.gov
Phone: (701) 328-2281

Missy Schiller
Administrative Assistant
Email: mschiller@nd.gov
Phone: (701) 328-2254

Patty Carmichael
Administrative Assistant
Email: pcarmichael@nd.gov
Phone: (701) 328-3264

Lauri Nord
Administrative Assistant
Email: lnord@nd.gov
Phone: (701) 328-2282

Office Fax: (701) 328-4770
Toll Free: (888) 605-1951

Upcoming Events

Summer Symposium

The Department of Public Instruction is proud to sponsor a collaboration of the reading and math summer institutes and reading academies into one event. This event is geared toward educators of reading and math at all grade levels.

■ June 19-22, 2006 and June 26-29, 2006 in Mandan, North Dakota

Information is available online at www.dpi.state.nd.us/title1/events.shtm.

Beginning DIBELS Training

The *Beginning DIBELS Training* is a two-day workshop that covers the basics of DIBELS, including administering, scoring, and analyzing the results.

First preference will be given to Reading First school district personnel and if space is available, others will be allowed to attend. Confirmation letters will be emailed to registrants. It is anticipated that graduate credit will be offered with these trainings.

■ August 7-8, 2006

More information, along with the registration form, can be found at www.dpi.state.nd.us/title1/events.shtm.

Advanced DIBELS Training

The *Advanced DIBELS Training* is a two-day workshop for those who have already attended a Beginning DIBELS Training. This training covers the DIBELS information more in-depth and with more detail, including how to use the DIBELS results to inform instruction.

First preference will be given to Reading First school district personnel and if space is available, others will be allowed to attend. Confirmation letters will be emailed to registrants. It is anticipated that graduate credit will be offered with these trainings.

■ August 9-10, 2006

More information, along with the registration form, can be found at www.dpi.state.nd.us/title1/events.shtm.

33rd Plains Regional International Reading Association (IRA) Conference

The Nebraska Reading Association and the IRA, offering exceptional professional development for reading educators, co-sponsor this conference.

■ October 4-7, 2006 in Omaha, Nebraska

Information is available at www.reading.org/association/meetings/regional.html.

Title I Fall Workshop

The State Title I office is sponsoring a fall workshop for Title I personnel.

■ October 12, 2006 in Mandan, North Dakota

Information will be available fall 2006 at www.dpi.state.nd.us/title1/events.shtm.



Summer Vacation