



North Dakota Department of Public Instruction

Title I News

April 2007

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2006-2007 AYP Reports

The preliminary 2006-2007 School AYP Reports have been generated and posted on the department's secure Online Reporting System (ORS) under the 2006-07 AYP Report at www.dpi.state.nd.us/ors, under "Other Reports/AYP Reports." Contact your district administrator if you do not have authority to access this report.

It is imperative that school personnel review the preliminary AYP reports and verify them for accuracy. The department anticipates that the final AYP reports will be released statewide in May.

The department is currently in the process of generating the 2006-2007 District AYP Reports. Once completed, they will also be posted on the ORS for review. We anticipate that the preliminary 2006-2007 District AYP Reports will be available within the next week or two.

Once the school and district AYP information are both officially released on the department's website, the Title I office will follow up with program improvement information. We will provide written correspondence to all schools and districts in program improvement informing them of their status and responsibilities. In addition, we will communicate with schools and districts that have not made AYP for one year but have not been identified for program improvement. We will issue a statewide news release and share information on the status of schools and districts in program improvement for the 2007-2008 school year.

Federal law requires all public schools and districts to disseminate AYP information to parents. **After both the school and the district AYP reports are final, districts can decide whether to disseminate the AYP information to parents this spring or wait until school resumes in the fall.**

If you have questions on your AYP reports, please contact Heidi Bergland at (701) 328-2317 or hbergland@nd.gov.

If you have questions on program improvement or dissemination issues, please contact Laurie Matzke at (701) 328-2284 or lmatzke@nd.gov.

May Title I IVN Meeting

The State Title I office has scheduled an IVN meeting on May 16, 2007 from 2:00 pm – 4:00 pm (CDT). This IVN session is targeted towards Title I authorized representatives and coordinators as it will address mostly Title I administrative issues. Participants can use this IVN meeting as an allowable in-service for renewing their Title I coordinator credential. The purpose of this IVN meeting is to highlight new Title I resources and guidance to help you plan activities in your consolidated application. Registration information will be sent to districts in the Spring Title I Mailing the first week of May 2007.

Are You Renewing Your Title I Credential(s) And Your Teaching License?

To be eligible to work in a Title I classroom, your math and/or reading credential must be renewed on or before the expiration date. Your district's Title I funds will be in jeopardy if you teach in a Title I classroom with an expired credential.

It is a very common misconception that credentials are renewed automatically when a teaching license is renewed.

Teachers renewing their **teaching license** are to direct all questions and correspondence to the **Education Standards and Practices Board (ESPB)**. You can contact their office by telephone at (701) 328-9642 or by email at espbinfo@nd.gov.

Teachers renewing their **Title I reading and/or math credential(s)** are to direct all questions and correspondence to the **Department of Public Instruction's Title I office**. Teachers may contact Sandy Peterson in the State Title I office by telephone at (701) 328-2170 or by email at smpeterson@nd.gov.

Please note: In most cases, when your teaching license is due for renewal, so is your reading and/or math credential. The Title I office does not send out renewal notices. It is your responsibility to contact the State Title I office to ensure your credential(s) is renewed.

If you have further questions, please contact Sandy Peterson at (701) 328-2170 or smpeterson@nd.gov.

Director's Report

Every five to seven years, all of the federal programs included in the Elementary and Secondary Education Act are reauthorized. This provides congress and others an opportunity to make changes to the federal programs. The last reauthorization, known as *No Child Left Behind*, was signed by President Bush on January 8, 2002. There is a slight chance that the next reauthorization will occur in the spring/summer of 2008. However, it is much more likely that the reauthorization will be put off until after the 2008 presidential elections; therefore, it will most likely occur in the spring or summer of 2009.

Summarized below are key issues that are still being discussed at the federal level as possible changes to NCLB. It reiterates the notion that changes are possible and that we continue to see new flexibility at the federal level.

- Growth Models – It is very likely that interested states will be able to submit proposals for developing growth models that follow the principles of NCLB.
- Improving High Schools – There continues to be a national focus on helping high school students achieve to high standards. President Bush is proposing to fund a number of new high school initiatives. These initiatives include more testing at the high school level and some possible funding to implement high school reform strategies.
- Measuring Students New to the English Language – The U.S. Department of Education (USDE) has convened a working group of researchers and educators to study how we can best measure the progress of students new to the English language.
- Including Science in Adequate Yearly Progress Reports – It is still unclear whether or not the new science testing will be required to be included in the AYP reports.
- Students With Disabilities – There is still discussion on allowing more flexibility and modifications for students with a disability.
- Universal Proficiency by 2014 – Most experts agree that Congress will keep the requirement for universal proficiency by 2014.
- Supplemental Services – There is a strong likelihood that the reauthorization will require schools in their first year of program improvement to offer supplemental services. The reauthorization might also revise the current policy and allow districts in improvement to serve as supplemental services providers.

2007 Summer Symposium Update

We have been adding new information regarding the 2007 Summer Symposium to the Department of Public Instruction's website as it becomes available. To find this information –

- go to www.dpi.state.nd.us,
- on the bottom of this screen, click on “Click for more Upcoming Events,” and
- scroll down to the dates of June 19 – 26, 2007 and/or July 9 – 17, 2007.

Registration forms will be available on our website the first week of May. Everyone is welcome to register; however, Reading First, Title I, and Special Education staff will get first priority.

Fiscal Concerns

If your school district plans to claim expenses for the Summer Symposium through the Title I or Reading First Grant Program, remember that any costs incurred in one fiscal year must be paid with funds from that same fiscal year.

For the June trainings, all costs will be incurred in fiscal year 2006-2007 and must be paid with funds out of the 2006-2007 budget. The business manager must include these expenses on the Final Financial Report for 2006-2007.

Reimbursement of travel expenses such as mileage, meals, and lodging would fall under object code 580.

Reimbursement of credit fees would fall under object code 800. Please keep in mind – reimbursement of these expenses cannot be claimed during the 2007-2008 school year. Therefore, if they are not claimed on the Final Financial Report in 2006-2007, the expenses will need to be paid from another source. School districts should not submit their Final Financial Report and Final Request for Funds until their teachers have returned from this training. School districts should require teachers to submit their hotel receipts and expense claims for meals and mileage to the district office for reimbursement by June 28, 2007, so that they have time to process the paperwork and reimburse the teachers for their expense claims.

For the July trainings, **ONLY the registration fees** will be incurred in fiscal year 2006-2007, and **only the registration fees** can be paid with funds out of the 2006-2007 budget. These fees must be included on the Final Financial Report for 2006-2007. Please keep in mind – reimbursement of registration fees cannot be claimed during the 2007-2008 school year, unless they were paid after July 1, 2007. Therefore, if they are not claimed on the Final Financial Report for 2006-2007, the expenses will need to be paid from another source.

The travel expenses (mileage, meals, lodging) for the July trainings, will be incurred in the 2007-2008 fiscal year and must be paid with funds from the 2007-2008 budget. School districts cannot claim reimbursement of these travel expenses (mileage, meals, lodging) for the July 2007 training until they submit their first request for funds for reimbursement of expenses for the 2007-2008 school year. Teachers should not be paid in advance for mileage, meals, and lodging expenses. These expenses need to be paid to teachers after they have returned from the trainings on or after July 18, 2007.

End-of-the-Year Reminders

As this school year comes to an end, there are several items that Title I schools and personnel are responsible to close out. Each item has been outlined below.

- Title I Final Financial Report (SFN 7822) – The State Title I office will soon begin processing Title I Final Financial Reports. In order to expedite the process, please keep the following items in mind when completing the financial report and the request for funds forms.
 - The Department of Public Instruction Title I office cannot make payments to school districts on unpaid obligations. Therefore, funds requested on line B (Cumulative Expenditures) of the Request for Funds form must be paid before the request is made.
 - You must wait until all expenses (outstanding invoices) for the 2006-2007 school year are paid before you submit your Final Financial Report and Request for Funds forms.

End-of-the-Year Reminders (continued on page 4)

End-of-the-Year Reminders (continued)

- If your teachers are attending the June 19-26 Summer Symposium, you cannot claim reimbursement until after the teachers have returned from these workshops and the expenses have been paid. These expenses cannot be claimed during the 2007-2008 school year. Since these workshops are taking place prior to June 30, 2007, all expenses for these workshops that you are seeking reimbursement for must be claimed on the 2006-2007 Final Financial Report.
- Keep in mind that if you submit a Request for Funds form and the reporting period is through June 30, 2007, we cannot process the payment before that date.
- On the Final Financial Report, the total expenditures for fiscal year to date (column 2) must match your ledger at the school, and the total of this column must match line B on the request for funds. 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 have utilized a portion or all of your set-aside funds and they are still in the unobligated line item, you must submit a budget revision prior to submitting your Final Financial Report. Failure to submit necessary budget revisions prior to the end of the school year may put your report on hold and delay your final payment.
- We would prefer not to make Title I payments to school districts in June unless it is your final payment for the 2006-2007 school year. Our reasoning behind this is because in the past a number of school districts have requested a payment in June and have been overpaid. The school district claimed more than they actually expended and when they submitted the Final Financial Report they were required to submit a refund check to the Department of Public Instruction.
- Any payments requested on or after June 30 must include the Final Financial Report.

If you have questions or need assistance in completing the final financial report, request for funds, or a budget revision, please contact Mary Neigum, Title I Fiscal Officer, at mneigum@nd.gov or (701) 328-2281.

- Title I Personnel Report (SFN 7357) – Title I personnel are reminded to complete the Title I Personnel Report prior to the end of the school year. Title I personnel will receive a copy of the Title I Personnel Report in the Spring Title I Mailing. This report can also be found online at www.dpi.state.nd.us/forms/sfn7357.pdf or www.dpi.state.nd.us/forms/word/sfn7357.doc.

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

- Schoolwide End of Year Report – Revision to the Schoolwide Plan (SFN 52806) – All schoolwide programs are required to submit the *Title I Schoolwide Program End of Year Report/Revisions to the Schoolwide Plan* by **June 15, 2007**. This report requires the school to submit the data results from your schoolwide annual review meeting for the 2006-2007 school year, as well as a narrative description of any specific changes you are making to your schoolwide plan for the 2007-2008 school year. This form is available on the Title I website in Adobe version (pdf) at www.dpi.state.nd.us/forms/sfn52806.pdf. It is also available in MS Word version at www.dpi.state.nd.us/forms/word/sfn52806.doc. Schools also have the option of making the revisions directly to their schoolwide plan rather than through this form. Either way would be acceptable to the State Title I office.

Spring Title I Mailing

Soon, you will be receiving the Spring Title I Mailing. This packet will include information on the following:

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| ■ Title I Personnel Report | ■ Title I Fall Workshop |
| ■ Veteran Title I Teachers | ■ Title I Final Financial Report |
| ■ Title I Guidance for Consolidated Application | ■ Outstanding Educator Award |

Estimated Title I Allocations for 2007-2008

The Department of Public Instruction has calculated preliminary allocations and indirect cost rates for all of the federal Title programs for the 2007-2008 school year. These estimated federal Title allocations are available online at www.dpi.state.nd.us/grants/NCLB.shtm.

An email will be sent to school district administrators when the final allocations have been calculated and posted on the department's website. School personnel will need to check the web for their allocations, as letters will not be mailed indicating allocation amounts. The department typically receives final allocations in May.

Consolidated Application Process for 2007-2008

Many districts have already started to input data on the consolidated application for the 2007-2008 school year. The list below summarizes some reminders regarding the consolidated application process. Although school districts have until August 24, 2007, to submit the consolidated application, they are encouraged to complete and submit it earlier, so the department staff have an opportunity to review and approve them before school begins in the fall.

- As a reminder, Title I office staff can only address Title I questions. We commonly receive questions pertaining to REAP and Highly Qualified Teacher information. These questions need to be directed to Beverly Fischer. She can be reached by telephone at (701) 328-1028 or by email at bfischer@nd.gov.
- School districts are no longer required to set aside 5% of their Title I funds to ensure that all teachers are highly qualified, as the federal deadline for teachers to be highly qualified was July 1, 2006. However, if you have staff that are still working toward becoming highly qualified, you may still use Title I funds to assist them if they teach in a Title I school building.
- As a reminder, if you REAP funds into the Title I program, you must first allocate all of your available Title I funds, including carryover funds.
- As a reminder, school personnel need to provide details whenever you complete a Title I description on your consolidated application.
- The ELL/Homeless/N&D page is only to be completed if you are using Title I funds to support these programs.
- The State Title I office is working to update our guidance regarding Title I specific issues found throughout the consolidated application. This guidance will soon be available online at www.dpi.state.nd.us/title1/conappinfo.pdf.
- School districts are asked NOT to submit the consolidated application until after the final allocations have been generated. We anticipate receiving final amounts from the USDE in May.
- After final allocations are posted and your Title I contact person has informed you that your Title I portion is in approvable form, you have the following two options:
 - The first option would be to submit the application as is, taking into consideration that final carryover has not been determined and that it has not been officially reviewed or approved by the State Title I director. If this is the option you choose, 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.
 - 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 and final carryover have been determined. Delaying your submission would allow you to make minor changes to the application (if necessary), incorporate your final carryover dollars, save you from doing a mandatory budget revision, and also allow you to request a Title I payment.

Reading First Update

The North Dakota Reading First program gives eligible school districts an opportunity to apply for Reading First funds through a competitive grant application process. Selected schools are awarded a three-year grant and will be provided funding each year, dependent on evidence that school districts are improving the reading skills of students in the first through third grades.

There are currently 20 schools that receive Reading First funds. Nine of these schools are coming to the end of their third-year granting period in June 2007. It is evident that Reading First has made a difference in North Dakota. All of the Reading First schools have seen an increase in student achievement. There have even been a couple of schools that have been in program improvement and after implementing Reading First have bumped out of program improvement.

Because of the success and increase in student achievement, schools that are or have finished their Reading First grants are looking for ways to sustain their Reading First program. More information on sustaining a Reading First program without Reading First funds can be found at www.dpi.state.nd.us/title1/reading/sustain.pdf. There is also a training on this topic scheduled at the 2007 Summer Symposium for July 11 and 12 in Bismarck, ND (www.dpi.state.nd.us/events.shtm).

For the 2007-2008 school year, there will be eleven Reading First schools in North Dakota. The State Reading First office anticipates holding another round of competitions in the spring of 2008. Watch for more information in the upcoming year on the Reading First website at www.dpi.state.nd.us/title1/reading/index.shtm.

Monthly Featured Articles

Research Corner

By: Ann Ellefson

End of Year Review

As the end of the 2006-2007 school year is rapidly approaching, many schools and districts are faced with the daunting task of revising, updating, or rewriting their plans. These plans may consist of schoolwide plans, program improvement plans, technology plans, professional development plans, etc. Although this duty may seem overwhelming, it is crucial that the plan reflect the most current and accurate information to drive the initiatives during the upcoming school year.

The websites below serve as resources and tools to assist schools in the evaluation of their program.

- [Research Based Strategies to Achieve High Standards: A Guidebook on Schoolwide Improvement](#) – This document provides guidance to schools on how to use continuous evaluation techniques to drive improvements in the schoolwide plan. Evaluation should happen throughout the course of the school year and be collectively reviewed at the end of the year to make major programmatic changes.
- [Tools for School Improvement Planning](#) – This website provides a collection of tools for schools to use to generate and evaluate data. For instance, tools are available to evaluate the effectiveness of leadership, measure professional development success, assess school climate, etc.
- [Evaluating Comprehensive School Reform at Scale](#) – Although this document is designed to specifically evaluate Comprehensive School Reform Models, many of the evaluation tools can be adapted to evaluate school improvement initiatives.
- [Evaluating Whole-School Reform Efforts: A Guide for District and School Staff](#) – This document provides a step-by-step guide that an evaluation team could use to determine program effectiveness. Samples and templates are provided to help lead the review.
- [The Evaluation Center: Checklists and Tools for Use in School Evaluation](#) – This website provides multiple links to multiple documents that can be used to help evaluate the school's programs, services, and more.

Reading First Corner**By: Gail Schauer****Reading First Is
Making a Difference**

Data is becoming available on Reading First that indicates the program is making a difference in the lives of children. Two websites that have information specifically related to Reading First are outlined below.

The first is a U.S. Department of Education (USDE) website found at www.ed.gov/news/pressreleases/2007/04/04192007.html. This website includes data that has been submitted by each state on an Annual Performance Report and has been compiled into a State-By-State Performance Report. It also includes a compilation of information that has been entered into the SEDL* database. As you review the data, you will notice the scale of the reading achievement improvement reported. This data will be used by the individual states, as well as the USDE, to build on the current success of the Reading First program.

The second website is called ExpectMore.gov and can be found at www.whitehouse.gov/omb/expectmore/index.html. Here, the federal government has provided information on the assessment of federal programs and categorizing which programs are successful and which programs fall short. Each program assessed is given a rating of: Effective (★★★), Moderately Effective (★★), Adequate (★), Ineffective (⊖), and Results Not Demonstrated (?). There have been 977 programs assessed and 17% of them have been found Effective. It is exciting to note that Reading First is one of those found Effective.

*SEDL (Southwest Educational Development Laboratory) website can be found at www.sedl.org/readingfirst. This website includes summary reports, resources, and State information for Reading First programs.

Upcoming Events**Title I Program Improvement Workshop**

- April 30, 2007 in Bismarck, North Dakota
Information is available at www.dpi.state.nd.us/title1/events.shtm.

Title I IVN Session

- May 16, 2007 at various IVN sites across the state.
Information will be available at www.dpi.state.nd.us/title1/events.shtm.

International Reading Association (IRA) Annual Convention

The IRA's 52nd Annual Convention, *Literacy Without Boundaries*, will inspire you with hot topics and outstanding speakers. This convention is for teachers, administrators, and life-long learners with a particular interest in reading instruction.

- May 13-17, 2007 in Toronto, Canada
Information is available at www.reading.org/association/meetings/annual.html.

2007 Minot Summer Symposium

- June 19-22, 2007 and June 25-26, 2007 in Minot, North Dakota
Information is available at www.dpi.state.nd.us/title1/events.shtm.

2007 Bismarck Summer Symposium

- July 9-12, 2007 and July 16-17, 2007 in Bismarck, North Dakota
Information is available at www.dpi.state.nd.us/title1/events.shtm.

North Dakota Positive Behavioral Support (PBS) Conference

The Department of Public Instruction is sponsoring a workshop for all schools participating in PBS.

- August 1, 2007 in Bismarck, North Dakota
Information will be available at www.dpi.state.nd.us/events.shtm.

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