



North Dakota Department of Public Instruction

Title I News

November 2008

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Title I Payments on Hold

The state Title I office will not be able to make Title I payments for the next two weeks, from November 17 to November 30. The U.S. Department of Education office in Washington, DC is in the process of moving its data processing facilities. During the transition period, the G5 Grant Management System will be unavailable for all activities, including payment drawdowns. We apologize for any inconvenience this may have on your operations. Payment processing will resume on **Wednesday, December 3, 2008**.

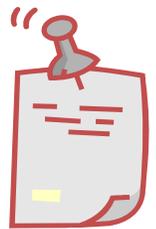
If you have questions, please contact Mary Neigum at mneigum@nd.gov or 701-328-2281.

Title I Self-Monitoring Reminder

During the 2008-2009 school year, thirty-six school districts were selected and notified of their participation in the Title I 2008-2009 Self-Monitoring process. Title I Self-Monitoring guides have been created for large districts, Title I schoolwide, Title I targeted assistance, Title I co-op, and Title I private schools. A list of the chosen districts and copies of the guides are available online at

www.dpi.state.nd.us/title1/targeted/resource/monitor/index.shtm.

The self-monitoring guide and corresponding documentation is due on or before **December 12, 2008**.



Renewing Your Title I Credential(s) and Teaching License?

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

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 at (701) 328-9642 or espbinfo@nd.gov.

Teachers renewing their Title I reading and/or math credential(s) are to direct all questions and correspondence to Sandy Peterson in the Title I office at (701) 328-2170 or 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; therefore, it is your responsibility to contact the Title I office to ensure your credential(s) is renewed.

Mark Your Calendars!



× 2009 Program Improvement Workshop

The state Title I office has confirmed the dates for the 2009 Title I Program Improvement Workshop.

The 2009 Title I Program Improvement Workshop will be held on Monday, April 27, 2009 at the Seven Seas in Mandan. This meeting is specifically for those schools and districts that have been identified for program improvement through not making Adequate Yearly Progress (AYP).

We will keep you posted on the progress of this event in future issues of the *Title I News*. Please mark your calendars!

× 2009 Summer Symposium

Please mark your calendars for the 2009 Summer Symposium on June 18-25, 2009. Details for this excellent opportunity for professional development are still being finalized. Information will be available in the spring of 2009 at www.dpi.stat.nd.us/title1/events.shtm.

× 2009 Title I Fall Conference

Dates have been set for October 7-9, 2009 for the 2009 Title I Fall Conference at the Bismarck Civic Center. Please save the date for this conference as we are always striving to find ways to meet the needs of all schools in North Dakota. Your feedback from the last Fall Conference was a great way to begin planning for a better and more improved Title I Fall Conference in 2009. Information will be available at www.dpi.state.nd.us/title1/events.shtm.

More Staff Changes in the Title I Unit

We have several more staff changes in the state Title I office to share with school personnel.

Nita Wirtz has accepted an assistant director position in the Coordinated School Health unit, effective December 3, 2008. Once again, we are fortunate that Nita will still be in the department to use as a resource.

Jackie Harasym has accepted the assistant director position vacated by Nita Wirtz. Jackie is currently a Title I teacher in the Minot Public School District. We greatly appreciate Minot Public School District's willingness to allow Jackie to pursue this career change. Jackie brings to the position a wealth of knowledge in Title I programming. She will be able to share with us her perspective from the local school district. Jackie will begin her position in the state Title I office on January 5, 2009.

Lynn Johnson Dodge has accepted our new Title I/Special Education position in the Title I office. Lynn has a strong background in Special Education, in particular with autism. She is originally from North Dakota, but taught for many years out in the Washington, DC area. We believe Lynn will be proactive in forming a collaborative partnership between Title I and Special Education.

Please help us give a warm welcome to our new Title I staff!



Upcoming Survey

Title I office staff have started the planning process for the 2009 Title I Fall Conference. Some of our proposed changes were included in the October Title I News. Once our new Assistant Director, Lynn Johnson Dodge begins in December, we plan to forge ahead full speed with the planning process. Lynn's job will be to help tailor our fall conference to meet the needs of Special Education personnel as well as Title I educators.

The state Title I office will be conducting a survey of all staff who work with Title I issues in the month of November 2008. The purpose of the survey will be to gather breakout session topics and ideas as well as specific names for presenters. The results of this survey will help us begin the planning process.

Please be on the lookout for this electronic survey and take a few brief minutes to complete and submit it to the Title I office!

2009 National Title I Conference

The National Title I Conference is an annual professional development event focused on the issues and concerns of Title I, the largest federally-funded K-12 program in the country. The National Title I Conference, sponsored by the National Association of State Title I Directors, is the premiere event for individuals working within the Title I program. With nationally recognized speakers and more than 4,000 colleagues with whom to compare notes, this is the ideal place to further your knowledge about programs, policies, and great ideas.

This year's conference focuses on three major themes: Instructional Support for All Students, No Child Left Behind, and Shared Leadership for School Improvement.



This year's National Title I Conference, *Mission Possible*, is being held February 19-22, 2009, in San Antonio, TX. Additional information and registration forms for this conference can be accessed at www.titlei.org.

RRR Available

The state Title I office features a monthly resource for educators. This resource is entitled *RRR* – *Research/Resources/Report*. The document highlights the latest research and resources available through comprehensive and research centers across the United States. We encourage all school personnel to review this valuable information. The November 2008 issue can be found online at www.dpi.state.nd.us/title1/RRR.shtm.

Monthly Featured Articles

× N&D Update

N&D Annual Survey – As required by the USDE on an annual basis, the annual survey will be collected beginning November 2008, with a final due date of **December 15, 2008**. Since the numbers reported on the N&D Annual Survey come from program counts conducted in the months of September through November, it is important for facilities to be paying close attention to child counts at this time of year to ensure that each facility is accurately represented in the annual survey.

As in past years, the state Title I office will be sending out hard copies of the report to all facilities involved with these efforts. If anyone wishes to proceed with this process before the Christmas break, all information related to the N&D Annual Survey is also available on the Title I website at <http://www.dpi.state.nd.us/title1/neglect/reporting.shtm>.

The reported annual survey count directly reflects your LEA's/facility N&D allocation. It is very important that your information be accurately reported. If you have any questions on this process, please contact NitaWirtz, Assistant Director and N&D Administrator at nwirtz@nd.gov or (701) 328-1876.

N&D Update (continued).**Upcoming N&D Professional Development**

Registration for the following conferences relating to neglected and delinquent programs will take place next spring. Please refer to each bullet below for more information:

- ✚ **20th Annual Youth At-Risk Conference, March 1-4, 2009, Savanna, Georgia** – The conference trains adults who serve youth to create safe, healthy, caring, and intellectually empowering educational environments that foster the well-being of all children and adolescents. To accomplish this mission, it offers over 100 presentations by nationally and internationally recognized presenters to over 1200 conference participants from across the United States. In these presentations, participants learn about current research-based educational programs and strategies, which empower young people to overcome at-risk conditions that may threaten their safety, health, emotional needs, or academic achievement. Participants also gain knowledge of proactive solutions and best practices for meeting the serious challenges faced by many of our youth today such as school violence, poverty, learning difficulties, underachievement, achievement gaps, illiteracy, boredom, apathy, low expectations, misbehavior, dropout, drugs, bullying, gangs, teen pregnancy, sexual harassment, racism, and dysfunctional families. Furthermore, participants gain effective educational tools to build strong caring schools, communities, and families, which can meet the diverse needs of all our young people. Illustrative of the conference mission, the conference logo--consisting of three overlapping circles--represents the well-trained collaborative efforts of schools, families, and communities in fostering the well-being of our youth. For more information visit, www.nationalyouthatrisk.com.
- ✚ **36th National Conference on Juvenile Justice, March 11-14, 2009, Orlando, Florida** – This conference offers juvenile justice professionals a national perspective on the issues they face in their day-to-day efforts to make a difference in the lives of children and families. The sessions at the conferences will highlight effective practice and programs, offer tips and tools, provide an opportunity for networking, and inspire and invigorate participants. With breakout sessions on a wide variety of topics, from truancy and safe schools, to gangs, to family violence, to child abuse and neglect, to juvenile sex offenders, to substance abuse, there is sure to be something for everyone! For more information visit, <http://www.ncjfcj.org/content/view/1147/315/>.

Farewell from Nita Wirtz

This will be my final newsletter update as Assistant Director for the state Title I office and administrator of the Neglected and Delinquent program! During the first week of December 2008, I will be assuming the Assistant Director position within the School Health and Adult Education unit with the Department of Public Instruction (DPI).

I have really enjoyed my time as administrator of the N&D program. I have always felt that my job as administrator has been made much easier because of the outstanding efforts that you, as North Dakota N&D personnel, are doing for this special population of children. Thank you for your wonderful efforts; I will miss all of you very much!

After my move and during the transition a new N&D administrator, please feel free to contact Laurie Matzke, Director of Title I, with any questions you may have regarding the N&D program. She can be reached at lmatzke@nd.gov or (701) 328-2284. For many of you, I will still be in touch with you; just within the capacity of another federal Title program. Since I will still be employed with DPI, I will be available to assist Laurie and the new administrator with questions as they arise. Many thanks to you all!



* Parental Involvement

Dr. Joyce Epstein of National Network of Partnership Schools (NNPS) at Johns Hopkins University has developed a framework for defining six different types of parental involvement. This framework helps educators in developing relationships and partnerships between schools and families. The six types of parental involvement include parenting, communicating, volunteering, learning at home, decision making, and collaborating with community.

Research shows that school, family, and community partnerships must be understood as an essential component of district leadership and school and classroom organization. The application of best practices of family and community involvement assists with increasing student achievement and program improvement in schools. Implementing a partnership with productive programs and increased student success takes time, organization, and effort of all stakeholders.

Each year, schools, districts, and states from across the country share their best practices for involving families and communities to help reach specific school improvement goals and for the six types of involvement. In the NNPS annual book of *Promising Partnership Practices 2008*, LaMoure Public School was featured as a best practice in the article below.

Pen Pals—Denise Musland, Elementary Principal: LaMoure Public School

A few hundred handwritten letters helped hone the writing skills of students at LaMoure Public School last year. The in-school Pen Pals program not only gave students the opportunity to correspond with their friends, but also to share the experience with their parents.

The school's Action Team for Partnership (ATP) adapted the letter writing program from the regular curriculum. For some years, teachers had been helping students write letters to one another as part of their Language Arts program. ATP members decided to involve parents in the project this year.

At the beginning of January, the principal assigned each student a pen pal from another classroom. "We try to keep the pen pals within one grade level of each other so they have some things in common," she explained. The assignment was simple: each student would write one letter each week to his or her pen pal during the month. Parents were to lend helping hands. ATP members created parent information packets that contained an instruction sheet on the parts of a letter, the dos and don'ts of letter etiquette, and sample letters. Older students learned the intricacies of friendly letters—salutations, date and address styles, and the correct way to sign such a letter. Young students took a simpler approach, filling their letters with short sentences and plenty of pictures. Teachers checked to see that students were writing their letters.

The pen pals were divided into two groups. One group mailed its letters on Tuesdays in a mailbox made by high school shop students and the other group on Fridays. Sixth-graders delivered the letters. Twice a week, they donned letter carrier uniforms, donated by the local post office, and sorted and stamped the letters. They put the letters in their mailbags and delivered them to each classroom.

At the end of the month, administrators hosted a Pen Pals Picnic to celebrate the end of the project and let the pals meet. Students decided, in their letters, who would bring games, picnic blankets, or extra food stuffs. The cafeteria staff prepared a special picnic lunch. Once the pen pal pairs filled their trays, they headed to the school gymnasium where they sat on blankets, played games, and ate lunch with their new friends.

Teachers noticed significant improvement in writing skills. Parents gave Pen Pals high marks as well. "It was fun helping them write letters," one parent said, while another commented, "How many of us do that anymore, with e-mailing and texting?"

Retrieved on 11/17/2008, *Promising Partnership Practices 2008*, National Network of Partnership Schools, John Hopkins University p. 9.

Director's Report



My director's report for the month of November is focusing on an issue that the state Title I office staff came across frequently while reviewing the Title I portion of the consolidated applications:

Supplement Not Supplant Provision

The supplement, not supplant requirement, is a key regulation in the No Child Left Behind (NCLB) Act. Many school districts struggle in understanding the concepts behind the supplement, not supplant requirement, and how it relates to fiscal requirements. I think the reason why the supplement, not supplant issue, is confusing, is because there are three different ways that a district/school can be found to be out of compliance with this regulation. The first two ways are more commonly understood.

Test I: Required – Is the program or activity that the district wants to fund required under state, local, or another federal law? It would be supplanting to use Title I funds to pay for any activity required by state, local, or another federal law.

Test II: Equivalency – Were state or local funds used in the past to pay for this program or activity? It would be supplanting to pay for any activity that was paid for the prior year with state or local funds.

Test III: Non-Title I Programs – Are the same programs or activities being implemented in other schools that do not receive Title I funds AND are these programs and activities being paid for with state or local funds? If yes, then this is supplanting.

It is this third supplement, not supplant regulation that is most frequently found to be out of compliance. Districts cannot support any activity for Title I students that are paid for with non-federal funds for non-Title I students. Administrators must ensure that Title I funds are not paying for services that are being provided to other students with state or local funds. The following examples violate this supplement, not supplant regulation.

- A school operates a Title I paid summer school program for Title I students and a state funded summer school program for non-Title I students.
- A school brings in a speaker and pays a portion out of Title I funds for the Title I students and uses state or local funds for the non-Title I students.
- A school purchases the Accelerated Reader program for the entire elementary population. Title I funds are used to pay a portion for the Title I students and state or local funds are used for the non-Title I students.

One way to legally fund the activities listed in the above examples with Title I dollars, would be to use a federal-to-federal match. It is not supplanting to cost share Title I funds for Title I students along with other Title funds for the non-Title I students. Title II funds could pay for any professional development portion for the non-Title I students. Title V or REAP funds could purchase the Accelerated Reading portion for the non-Title I students. The summer school program could be addressed by offering a state-paid summer school program to all students (Title I and non-Title I students), and then a second summer school program paid with Title I funds for just the Title I students.

The best way to avoid a supplement, not supplant violation, is to ask someone in the state Title I office if you are unsure whether an activity can be paid with Title I funds. If you have questions concerning the supplement, not supplant provision; please contact me at lmatzke@nd.gov or 701-328-2284.

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
Email: nwirtz@nd.gov
Phone: (701) 328-1876

Stefanie Two Crow

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

Dale Patrick

Assistant Director
Even Start and 21st Century
Learning Communities
Email: dpatrick@nd.gov
Phone: (701) 328-1644

Sandy Peterson

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

Tara Bitz

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

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

Teresa Glass

Administrative Assistant
Phone: (701) 328-1640
Email: tglass@nd.gov

Office Fax: (701) 328-4770

Toll Free: (888) 605-1951

November To Do List

<u>Administrators</u>	<u>Teachers</u>
<input type="checkbox"/> Request reimbursement of expenditures on a RFF form	<input type="checkbox"/> Communicate supplemental instruction to support classroom to parents
<input type="checkbox"/> Submit Mid-Year Title I Financial Report documenting all expenditures through December 31-Due January	<input type="checkbox"/> Maintain portfolios for Title I students
<input type="checkbox"/> Monitor expenditures and submit budget revisions to allow for changes	<input type="checkbox"/> Report assessment results to parents using Title I Progress Report
	<input type="checkbox"/> Send home information on how to support their child's education

Upcoming Events

National Title I Conference

- February 19-22, 2009 in San Antonio, Texas
Information is available at www.NationalTitleIConference.com.

2009 North Dakota Reading Association's Spring Conference

- April 16-18, 2009 in Minot, ND
Information is available at <http://readingwiththestars.org/>.

2009 Pathfinder Parent Involvement Conference

- April 16-17, 2009 in Bismarck, ND
Information is available at <http://pathfinder-nd.org>.

Program Improvement Workshop

- April 27, 2009 in Mandan, ND
Information will be available soon at www.dpi.state.nd.us/title1/events.shtm.

2009 IRA Conference

- May 3-7, 2009 in Minneapolis, MN
Information is available at www.reading.org.

2009 Summer Symposium

- June 18- June 25, 2009
Information will be available spring 2009 at www.dpi.state.nd.us/title1/events.shtm.

National Parent Involvement Day

When parents are involved in children's learning at school and home, schools work better and students learn more. Project Appleseed is working with schools, families, employers, and community organizations to develop local partnerships that support a safe school environment where students learn to challenging standards. To get the best results from your parental involvement efforts join the movement to plant the seeds of school improvement in your local schools with National Parental Involvement Day and Public School Volunteer Week!

Visit <http://www.projectappleseed.org/abc.html> for some activities your schools can get involved in from A-Z.

