**2017 January**

**Title I & Special Services**

**Administrator Technical Assistance Newsletter**

***Purpose with Passion* helping all students achieve and succeed!**

**On-going Requirements SAC–Include in your SAC meetings:**

**1. Review and discuss student achievement data at grade level meetings/data chats:**

Discuss grade level/school data and changes to the instructional program. Include in the minutes, your action plan, next steps, or changes/adjustments to the instructional program based on the data and grade level discussions. Include specific needs identified for subgroups, including SWD, ELLs, and migrant students, and included any new/modified title I funded strategies (i.e. Saturday school, before, during and after school tutoring).

**Highly Qualified Teachers (HQT) and Highly Qualified Paraprofessionals (HQP)**

All instructional paraprofessionals and all teachers of core academic subjects in a Title I school-wide program (public schools) and those paid with Title I funds in a targeted assistance program (nonpublic schools) must meet highly qualified requirements. All Title I funded instructional paraprofessionals must be under the direct supervision of a highly qualified teacher.

**2. At your next SAC Meeting make sure you include on the agenda and in the minutes:**

* Begin discussing and revising, if needed, the 2017-2018 School-Parent Compact.
* Conduct and upload the mid-year review/evaluation of your Title I, Part A grant/budget and your Parent Involvement Plan/budget (PIP). If you have not corrected the red areas in your budget, please get with your bookkeeper to make those corrections. In a separate email I am sending your January Skyward Report from Barbara Parrish and the FA399 that you submitted to my office for you to make corrections and balance your budget so that it reflects what you have listed on your FA399.
* Begin the mid-year evaluation/discussion and revisions of your School Plans:

 School-wide Title I Plan

 School Improvement Plan

 Parent Involvement Plan

Our Title I evaluator, Ms. Ogawa is compiling several surveys that we will use to assist you in collecting data for the mid-year review/evaluation of the activities and programs listed in your plans and the LEA plan. The surveys will be available before Dr. Ogawa leaves town on Wednesday, February 1, 2017.

**3. The Title I Surveys** listed in the LEA Plan are forthcoming to your school:

* ***Measures of School, Family, and Community Partnerships Survey*** Sections 1-2 (This is a lengthy survey, use with SAC/PTO and selected parents. You will receive 50 copies of the survey by Friday, February 3, 2017, please return them to the Title I **Office by April 1, 2016).**
* ***Title I Parent Survey*** (This survey goes home with all students. Please return the completed Parent Survey to the Title I Office by **April 1, 2016).**

We are currently reviewing other surveys that may be more parent friendly, easy to disseminate and will collect the needed information. If we change to a different survey, we will be asking you to gather input on the new surveys from your SAC and PIP committee.

**Compliance Watch (Schools and LEA) Must**

**Upload a copy of the sign in sheets, agendas, emails, minutes/notes, handouts, and parental notifications/newsletters into the Good Image data-base, and place a copy in your notebook (optional).**

**JANUARY REMINDERS**

**Send home a copy of the January Title I Parent Newsletter insert with all students. and place a copy on the school’s Homepage, in your school’s Newsletter and on your ListServ:**

* **January Title I Parent Newsletter Insert** includes information about:

 1. Parent Right to Know Teacher Certification letter (**2nd Notification**).

 2. Parent Right to Know 4-week letter **(2nd Notification)**

Also include information in your **school’s Newsletter** about:

 Ways parents can provide input and suggests in the development of the SIP/Title I Plan

 and Parent Involvement Activities

**School-Parent-Student Compact**

Remind teachers as they meet with parents to review the **Parent-Student-Teacher Compact** signed by parents earlier in the year to remind parent of the importance of their involvement in their child’s education. This is also the time of the year that you should begin collecting input from teachers and parents on the 2017-2018 ***Parent-Student-Teacher Compact***. Revisions or suggestions on the *Parent-Student-Teacher Compact* should be provided to and approved by your SAC.

**Community Eligibility Provision (CEP)**

CEP is a provision from the Healthy, Hunger-Free Kids Act of 2010. The CEP provision allows schools and local educational agencies (LEAs) with high poverty rates to provide free breakfast and lunch to all students. CEP eliminates the burden of collecting household applications to determine eligibility for school meals, relying instead on information from other means-tested programs such as the Supplemental Nutrition Assistance Program and Temporary Assistance for Needy Families.

***Direct Certification*** will be used to determine a CEP participating school Title I status for 2017-2018 school year. Community Eligibility Provision (CEP)data will be pulled from the database on **Friday, February 10, 2017 (Date Certain)**.

**Compliance Watch (Schools and LEA) Must**

**Place a copy on the school’s Homepage, in your school’s Newsletter, on your ListServ, and upload a copy into the Good Image data-based and place a copy in your notebook (optional).**

**From Jeff Torgesen email on Wednesday, January 25, 2017**

FTE reports in Genesis for Survey 3 are now being generated each morning before 9:00 am.   This will occur from now through February 13thth.  **FTE week is February 6-10** with the attendance window being January 27th - February 10th.   Please remember that student FTE will not be capped at .5 due to auditor criticism.   Now the FTE minutes showing will be the entire schedule as it is sent to the State.    It is important that the total minutes do not exceed your school’s total minutes of instruction as reflected in your bell schedule.



**Thank you for making difference!**