

TITLE I ADMINISTRATION

INDUCTION PROGRAM FOR
NEW ASSISTANT PRINCIPALS

JANUARY 30, 2014



OVERVIEW OF TITLE I

Title I is the largest federal program supporting Elementary and Secondary Education

Title I is intended to help ensure that all children have the opportunity to obtain a high-quality education

Title I provides supplemental resources to schools with high numbers of economically disadvantaged students

The enactment of the No Child Left Behind (NCLB) Act of 2001, redefined the role of the federal government in K-12 Education

OVERALL TITLE I PROGRAM COMPONENTS

Title I Schoolwide Program
Parental Involvement
Voluntary Prekindergarten VPK Program
Educational Support
Title I Migrant Education Program
Neglected and Delinquent Centers
Non-Public Schools
Homeless Program

OVERALL TITLE I SCHOOL-LEVEL COMPONENTS

Parental Involvement (including CIS)
Personnel
School Improvement
Property
Professional Development
Budget & Expenditures

Title I School-level Compliance





**Miami-Dade County Public Schools
Title I Administration
Schoolsite Compliance Packet
2013-2014**

Accountability and Technical Assistance Team (A-TAT)

- Schoolsite Compliance Reference Document
- Header Reference Sheets (color coded)
- Tabs for hanging folders (color coded)
- Individual folder file labels (for each section)



Schoolsite Compliance Reference Document

CURRICULUM

I. Curriculum

1.1. Documentation of the development or identification of curricula content meeting grade level standards of evidence of implementation for selected courses.

1.2. Documentation that school boards students to same academic standards (year or a grade), Comprehensive Master Schedule.

1.3. Copy of master schedule (Classroom Master Schedule).

1.4. Evidence of language that is understandable to all stakeholders regarding the LEA's improvement plan.

1.5. Evidence of language that is understandable to all stakeholders regarding the LEA's improvement plan.

1.6. Evidence of language that is understandable to all stakeholders regarding the LEA's improvement plan.

1.7. Evidence of language that is understandable to all stakeholders regarding the LEA's improvement plan.

BUDGET

II. Budget and Fiscal Data

II.A. Title I School Level Budget

1.1. Title I School Level Budget form developed to be used during the May Budget Conference (Completed from the CCMIS Management Software Suite, Title I SIBBS).

1.2. Copy of original Title I Budget from developed to be used during the May Budget Conference (Completed from the CCMIS Management Software Suite, Title I SIBBS).

1.3. Copies of Budget Transfers and FY Transfer of Expenditures.

1.4. Copy of year-to-date Grants Available Report printed from SAP on December and April.

PROPERTY

III. Property

III.A. Review of Property Inventory Report Meeting Title I Requirements and Title I Property Inventory Report (Title I Property Inventory Report) prepared with Title I staff planning to and items "MISPLACED Title I Property" including the school year of purchase.

III.B. Title I Property Inventory Report Meeting Title I Requirements and Title I Property Inventory Report (Title I Property Inventory Report) prepared with Title I staff planning to and items "MISPLACED Title I Property" including the school year of purchase.

IV - Professional Development

IV.1. Copy of Professional Development Plan Calendar

IV.2. Documentation of professional development to address deficient indicators for schools based on State Assessment Performance

- Samples of memos, agendas, and handouts from professional development activities
- Sign-in sheets

IV.3. Evidence of Title I Schoolwide Program overview to staff during faculty meetings (opening of school, meeting agendas, etc.)

V - Educational Excellence School Advisory Committee (EESAC)

V.1. Documentation of Schoolwide Projects are comprehensively developed, reviewed, evaluated annually and revised accordingly as evidenced by:

- EESAC meeting notices
- Agendas
- Sign-in sheets
- Minutes

VI - Parental Involvement

VI.1. The School's Title I Parent Involvement Plan (PIP) is developed annually, in conjunction with parents, to include The School Board of Miami-Dade County Policy 2111. Additionally, parents along with school staff shall annually develop their school's Title I School-Parent-Compact, outlining how the parent, school staff, and student will share the responsibility for improved student academic achievement

- Documentation of parental involvement in the planning, reviewing, and evaluating the Title I PIP, and evidence that the hard copy of the PIP was made available to the parent
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- Documentation of parental involvement in the planning, reviewing, and evaluating the Title I PIP, and evidence that the hard copy of the PIP was made available to the parent

VII. Community Involvement Special Documentation

1. Title I Annual Meeting (PAC/DAC Rep, agenda, minutes, sign-in sheet, Parent Survey and Completion of Forms, School and District Title I Parent Involvement Plan, and evidence of the following documents in multiple languages: Flyers, Title I Program Notification Letter on school letterhead, and sample of Title I Parent Compact)

2. Telephone Contact Log

3. Parent Compact

4. Documentation of Parental Support Home Visits with signatures

5. Documentation of Parental Support Home Visits (date without signatures)

6. Records of Incomplete Home Visits (flyers, agendas, attendance)

7. Parent Center Monthly Attendance Roster and Sign-in Sheet (flyers, agendas, attendance)

8. District Advisory Council (DAC) calendar, flyers, sign-in sheets, flyers in multiple languages

9. Parent Advisory Council (PAC) calendar, flyers, sign-in sheets, flyers in multiple languages

10. Monthly School Activities Report (combined)

11. Monthly School Activities Report (combined)

12. Additional Communication to Parents (flyers, newsletters, etc.)

13. Title I Federal Regulations, Section 1118 (NCLB) and School Improvement Plan (SIP)



I. Curriculum and Instruction

I.1 Documentation of the Development or Identification of Effective Curricula

Agendas and sign-in sheets of curricula centered meetings:
grade level/department/Region and District, etc.

I. Curriculum and Instruction (Contd.)

I.2 Documentation that the School Holds Students to the Same Academic Standards

[ESEA SPAR Accountability Report](http://www.dadeschools.net/)
<http://www.dadeschools.net/>

Copy of master schedule and LEA's Improvement Status Letter

Evidence of LEA notification to parents, school staff, and the public regarding the LEA's improvement status

I. Curriculum and Instruction (Contd.)

I.3 Copy of School Improvement Plan (SIP)

Schedule of reviews and memoranda (e.g. Educational Excellence School Advisory Council [EESAC] minutes/agendas)

Evidence of Peer Review Process (agendas, emails, sign-in sheets)

Brochures, handouts, agendas, and minutes related to, Head Start, VPK, etc., if applicable

Evidence of notification to parents regarding the availability of the SIP (flyer)

I. Curriculum and Instruction (Contd.)

I.4 On-going Review and Documentation of Actual Needs Assessment Instruments and Data Sources

Elementary and Secondary Education Act (ESEA) School Public Accountability Report (SPAR)

Annual Measurable Objectives (AMOs)

District Accountability Report, District FCAT Report and other State, District and school testing data

ESEA SPAR Accountability Report

<http://www.dadeschools.net/>

I. Curriculum and Instruction (Contd.)

I.5 Highly Qualified Teachers/Paraprofessionals and Parent Notification Letters

List of Highly Qualified and Non-Highly Qualified Teachers

<http://highlyqualified.dadeschools.net/>

List of Highly Qualified and Non-Highly Qualified Paraprofessionals

All instructional paraprofessional personnel in the school are in compliance “Highly Qualified”, through one of the Florida Department of Education approved mechanism

Sample of Parent Notification Letter(s) sent from the District in English, Spanish, and Haitian Creole

I. Curriculum and Instruction (Contd.)

I.6 Documentation of Additional Educational Assistance to Students Identified as Not Meeting Standards

Before/after school tutoring, Saturday academies, computer assisted instruction

Roster of targeted population

Attendance data (evidence should include policies for serving students with disabilities and English Language Learners)

I. Curriculum and Instruction (Contd.)

I.7 Roster of Migrant Students and Documentation of Additional Support Services to those Students in the School

Evidence should include meeting agendas, sign-in sheets, and notes to demonstrate collaboration between the LEA and other programs (download and print the roster of migrant students from the Employee Portal, Reports tab, Miscellaneous)

I. Curriculum and Instruction (Contd.)

I.8 Appropriate Documentation of Confidential “As-needed Services”, Provided to Any Students in the School in “Homeless Situations”, Through Programs and Mechanisms that Integrate them with their Homeless Counterparts

Evidence should include meeting agendas, sign-in sheets, and notes to demonstrate collaboration between LEA and other programs (download and print the roster of students in homeless situations from the Employee Portal, Reports tab, Miscellaneous)

II. Budget & Expenditures

II.1 Title I School-level Budget

Copies of:

Original Budget

Budget Transfers and JVs/Transfers of Expenditures

Year-to-date Grants Availability Report-printed from SAP
on December and April

II. Budget & Expenditures (Contd.)

II.2 Salary Related Expenditures

Final Budget Conference Title I SBBS Position Comparison Report and Mid-year SAP Position Control

The Substitute Account for Title I Payment adheres to Title I Guidelines

Expenditures in the Hourly Accounts are allowable

Signed copy of the Circular A-87 Payroll Certification (in case of JV's/Transfer of Payroll Expenditures)

II. Budget & Expenditures (Contd.)

II.3 Non-salary Related Expenditures

Purchases are allowable expenditures

Copies of purchase orders and invoice using Title I funds

Invoices are mathematically correct and reconciled

Purchases are charged to the proper funding structure

All equipment is properly labeled as Title I property

II. Budget & Expenditures (Contd.)

II.3 Non-salary Related Expenditures (Contd.)

Follow contract guidelines outlined in Title I Handbook for professional services

Purchases must follow guidelines established by Procurement Management and School Board Policy

Credit Card (P-Card) Transactions backup documentation

List of material purchased and justification

FM-5707

Credit card statement

FM-5828

Copy of the vendor invoice

II. Budget & Expenditures (Contd.)

II.4 Parental Involvement Funding

Copies of documentation demonstrating use of parental involvement funding

Parental Involvement funding for 1% or above is enforced when the schools work on their budgets during the budget conferences

II. Budget & Expenditures (Contd.)

II.5 Student Achievement

Copies of documentation demonstrating use of Title I Funds to directly impact student achievement in reading, mathematic and science

II.6 Schoolsite Assurance of Accountability and Compliance Document

Signed copy of M-DCPS Title I Administration Schoolsite Assurance of Accountability and Compliance Document (FM-7346-T)

III. Property

III.1 Review of Property Inventory Records Matching Title I Program Numbers and Dates

Schools must identify any Capitalized (\$1,000 and over) and Non-capitalized (under \$1,000) property purchased with Title I funds

III. Property (Contd.)

III.2 Property Procedures Documentation (Refer to 2013-14 Title I Handbook)

Disposal of Title I Property (FM-6587 and FM-1670)

Off-campus Use of Title I Property (FM-2380)

Transferring of Title I Property

Vandalism of Title I Property (FM-0366)

IV. Professional Development

IV.1 Copy of Professional Development Plan Calendar

IV.2 Documentation of Professional Development to Address Deficient Indicators for Schools Based on State Assessment Performance

Samples of memos, agendas and handouts from professional development activities

Sign-in sheets

IV. Professional Development (Contd.)

IV.3 Evidence of Title I Schoolwide Program Overview to Staff During Faculty Meetings

Opening of School Meeting Agendas, etc.

V. Educational Excellence School Advisory Committee (EESAC)

V.1 Documentation of Schoolwide Projects are Comprehensively Developed, Reviewed and Evaluated Annually and Revised Accordingly as Evidenced by:

EESAC meeting notices

Agendas

Sign-in sheets

Minutes

VI. Parental Involvement

VI.1 The School's Title I Parent Involvement Plan (PIP) is Developed Annually, in Conjunction with Parents, to Include The School Board of Miami-Dade County Policy 2111

Documentation of parental involvement in the planning, reviewing and improvements to the School-level Title I PIP

Documentation of completed Title I School Parent Compacts (FM-6985)

Evidence of technical assistance provided by the LEA, such as meeting agendas, handouts and A-TAT visits

VI. Parental Involvement (Contd.)

VI.1 The School's Title I Parent Involvement Plan (PIP) is Developed Annually, in Conjunction with Parents, to Include The School Board of Miami-Dade County Policy 2111 (Contd.)

Documentation demonstrating at least one parent conference (grades K-5 only)

Documentation demonstrating that the District's PIP is distributed to parents

Evidence that the LEA is involved in the review of the School Level PIP

VI. Parental Involvement (Contd.)

VI.2 Documentation of Opportunity for Parents to Participate in Parental Activities for All Parents

Evidence of providing parents of participating children with:
A description and explanation of the curriculum
The forms of academic assessment to be used
The availability of the ESEA SPAR

Evidence of providing parents with information regarding the
“Consultation and Complaint Procedures for Parents”

VI. Parental Involvement (Contd.)

VI.3 Documentation of Meeting/Parent Conferences

Evidence of:

Building the school's and parent capacity of involvement

Providing full opportunity for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children

Parental involvement in the decision-making process of how the school's Title I allocation will be used

VI. Parental Involvement (Contd.)

School-level Parental Involvement Plan (PIP)

Each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to parents, a written parental involvement policy that contains information required by section 1118(b)(1) of the Elementary and Secondary Education Act (ESEA)

Florida Department of Education (FDOE) Online Parental Plan System:

<https://app1.fldoe.org/bsa/ParentInvolvementPlan/>

Evidence of parent involvement in the development of the Parent-School Compact and the PIP, as well as upload an electronic version of the Parent-School Compact

VII. Community Involvement Specialists (CIS)

VII.1 Community Involvement Specialist Documentation

Title I Annual Meeting (Documentation Packet)

PAC/DAC Rep.

Agenda

Minutes

Sign-in sheets

Parent Surveys Compilation of Results

School and District Title I PIP

Evidence of multi-languages flyers, Title I Parent Program Notification Letter, and School-Parent Compact

VII. Community Involvement Specialists (CIS) (CONTD.)

VII.1 Community Involvement Specialist Documentation (Contd.)

Telephone/Email Logs

Connect-Ed Telephone Messages

Documentation of Parental Support/Home Visits with Signatures

Records of Incomplete Home Visits

Parent Center Monthly Attendance Rosters and Schoolwide Monthly Calendar of Activities

District Advisory Council (DAC)

VII. Community Involvement Specialists (CIS) (CONTD.)

VII.1 Community Involvement Specialist Documentation (Contd.)

Parent Advisory Council (PAC)

Documentation of Parent Activity and Attendance

Monthly School Activities Report

Additional Communication to Parents

CIS Job Description/Weekly Schedules/Professional
Development Activities

Title I Federal Regulations, Section 1118 (NCLB)

School Improvement Plan (SIP)

Community Involvement Specialist Job Description

MIAMI-DADE COUNTY PUBLIC SCHOOLS

DRAFT

Page 2

Job Code 4005/4039

DRAFT

JOB DESCRIPTION

CLASS TITLE: Community Involvement Specialist

JOB CODE: 4005/4039

DEPARTMENT: Special Projects, Schools, District, and PAY GRADE: 12 (U1) DATE: 09/27/02
Region - Title I

BASIC OBJECTIVES

This is varied educational program support work acting as liaison between the district, region, school, home and/or community to facilitate the implementation and administration of programs such as Title I Parent Involvement and Substance Abuse Intervention and Prevention. The work is performed under the general supervision of the School Principal, District/Region office or Program Managers and requires the job incumbent establish effective working relationships with parents, school personnel and the staff of social services, business and civic organizations. The incumbent is expected to be familiar with professional methods, techniques, and practices associated with the area of assignment.

JOB TASKS/RESPONSIBILITIES

1. Assists school-site and district/region office personnel in planning, implementing, and administering educational support programs and special projects.
2. Acts as liaison between the district, region, school, home and community to promote educational support programs and provide an on-going channel of communication for participants, parents and the community.
3. Assists in conducting parent education workshops, and promotional presentations.
4. Recruits parent volunteers for parent education activities; conducts home visits as follow-up to parenting workshops or to provide individual assistance relative to home/school problem resolution.
5. Identifies and assists parents or students in securing the requisites social or support services.
6. May participate in various advisory group meeting and committees.
7. Solicits the participation of the local group meeting and committees.
8. Solicits the participation of the local business community in identifying programs for parent involvement and substance abuse intervention and prevention.
9. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: balancing, bending, stooping, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is primarily performed indoors. Some in-county travel is required.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. Completion of sixty (60) semester hours of college-level coursework in psychology, sociology, education or related discipline preferred

OR

- A minimum of two (2) years in community service, counseling, school volunteer work or related field.
3. Demonstrated evidence of having successfully worked with diverse ethnic groups, especially in an urban environment.
 4. Working knowledge of social service and civic organizations in Miami-Dade County is desirable.

Prior revision date(s): 05/13/93, 7/30/97, 01/18/01

Links to Title I Administration Compliance Resources

- ✓ **Division of Early Childhood Programs, Title I Administration**



- ✓ **and Summer Services' Website**

<http://title1.dadeschools.net/>

- ✓ **Title I Administration's Website**

<http://title1.dadeschools.net/title1.asp>

- ✓ **School-level Compliance Collaboration Site**

<https://collaborationportal.dadeschools.net/departments/9102/default.aspx>



Title I School-level Compliance Collaboration Site

The screenshot shows a web application interface for Title I School-Level Compliance. The top navigation bar includes the breadcrumb "Applications / Sites > Title I School-Level Compliance", a user greeting "Welcome Gonzalez, Arnaldo A.", and links for "My Site", "My Links", and "Logout". The main header features the site logo and the title "Title I School-Level Compliance". A dropdown menu indicates "This Site: Title I School-Level C".

The left sidebar contains a navigation menu with the following items:

- View All Site Content
- Home
- 2013-2014 Participating Schools
- Title I Accountability and Technical Assistance Team (A-TAT) Staff Contact Info.
- Schoolsite Compliance Reference Document
- 2013-2014 Schoolsite Compliance Checklist
- I. Curriculum and Instruction
 - Item I.1.
 - Item I.2.
 - Item I.3.
 - Item I.4.

The main content area is titled "Welcome to the Title I School-Level Compliance's Collaboration Site!". It contains a welcome message to principals, facilitators, and specialists, followed by a paragraph explaining the purpose of the Accountability and Technical Assistance Team (A-TAT) and the Schoolsite Compliance Reference Document. A second paragraph states the site's goal to improve services by providing vital information and hyperlinks to the reference document. A closing message thanks users for their efforts.

The right sidebar includes a "Calendar" section with the text "There are currently no upcoming events." and a "RESOURCES" section with a list of links:

- Title I Administration
- FDOE Requirements: NCLB - Parent Involvement
- Elementary and Secondary Education Act School Public Accountability Report (ESEA SPAR),
- Highly Qualified Teacher HOUSSSE
- Office of School Improvement
- SAP Finance Training

This site contains instructions on how to download the required documentation and specific samples of the documents that you are required to gather and maintain in the Title I Filing System for 5 years

Title I Administration Staff Contact List

Name	Title	Email Address	Telephone Number
Dr. Magaly C. Abrahante	Assistant Superintendent	Abrahante@dadeschools.net	(305) 995-1253
Dr. Sharrie R. Dean	District Director	SDean@dadeschools.net	(305) 995-1713
Dr. Eduardo Barreiro	Executive Director	Ebarreiro@dadeschools.net	(305) 258-4115
Ms. Bernadette Montgomery	Executive Director	BMontgomery@dadeschools.net	(305) 995-2950
Mr. Edgardo L. Reyes	Executive Director	ELReyes@dadeschools.net	(305) 995-7681
Mr. Pedro Arteaga	District Supervisor	parteaga@dadeschools.net	(305) 995-1716
Ms. Ana M. Rodriguez	Director	243777@dadeschools.net	(305) 995-1525