

# TITLE I ADMINISTRATION

## INDUCTION PROGRAM FOR NEW ASSISTANT PRINCIPALS

**Presenters:** Ms. Raymonde Reyes, Foreign Student Adviser  
Ms. Maria Salas, Curriculum Support Specialist  
Mr. Ramon Sanchez, Curriculum Support Specialist

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# TITLE I ADMINISTRATION'S WEBSITE

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



# TITLE I SCHOOL-LEVEL COMPLIANCE COLLABORATION SITE

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



# TITLE I SCHOOL-LEVEL COMPLIANCE MODEL OF TECHNICAL ASSISTANCE

- **Desktop (October 2015 – January 2016)**
  - Curriculum and Instruction
  - Professional Development
  - Educational Excellence School Advisory Committee (EESAC)
  - Parental Involvement
  
- **Onsite (February - May 2016)**
  - Budget and Expenditures
  - Property
  
- The Community Involvement Specialist (CIS) Documentation section of the Filing System is being reviewed during the last CIS Training Session

# DESKTOP SUPPORT REQUIRED UPLOADS

- 2015-2016 Desktop Support Status Report
- Item I.2.4. Timelines for review of school and student's progress (master calendar/agendas)
- Item I.3.2. Evidence of Peer Review Process (page including reviewers' signatures and UTD Stewart's signature)
- Item IV.3. Evidence of Title I Schoolwide Program overview to staff during faculty meetings (Opening of school Meeting, meeting agendas, etc.)
- Item V.1. EESAC meeting notices

# DESKTOP SUPPORT REQUIRED UPLOADS (CONTD.)

- Item VI.1.1. Documentation of parental involvement in the planning, reviewing, and improvements to the School-level Title I PIP, and evidence that the hard copy of the PIP was distributed to parents. Additionally, evidence to support the School-level PIP is made available to parents at the main office, and the parent center or parent area
- Item VI.1.2. Documentation of completed Title I School-Parent Compacts. Refer to FM–6985 for sample of Title I School-Parent Compact templates in English, Spanish and Creole. Printed copy distributed to each parent

# DESKTOP SUPPORT REQUIRED UPLOADS (CONTD.)

- Item VI.1.6. Evidence that LEA is involved in the review of the school-level PIP, including agendas and notes of meetings
- Item VI.3.3. Evidence of parental involvement in the decision-making process of how the School's Title I Allocation will be used
- Original School-level Parent Involvement Plan (PIP) Assurances Page, signed and dated by the Principal

# II. BUDGET & EXPENDITURES

## II.1 Title I School-level Budget

Copies of:

- Copy of Original Title I Budget
- Copies of Budget Transfers and JVs/Transfers of Expenditures
- Copies of 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 Report(s)
- Assignment schedules of employees paid with Title I funds
- Upload to the Title I School-level Compliance Collaboration Site, quarterly certification to ratify that the Time and Effort Certification Report of employees paid with Title I funds was properly completed and signed (FM-7560-T). **Original signed/dated form must be kept in the Title I Filing System**

## II. BUDGET & EXPENDITURES (CONTD.)

- The Substitute Account for Title I Payment adheres to the guidelines in the Title I Administration Handbook
- Expenditures in the Hourly Accounts are allowable
- In the event of a JV's/Transfer of Payroll Expenditures, a manually completed time and effort Payroll Certification form must be made available as backup documentation

## II. BUDGET & EXPENDITURES (CONTD.)

### II.3 Non-salary Related Expenditures

- Purchases are allowable expenditures
- Copies of purchase orders and invoices 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
  - ✓ Copy of the Purchasing Authorization form (FM-5707)
  - ✓ Copy of the credit card statement
  - ✓ Copy of Credit Card Monthly Reconciliation Worksheet (FM- 5828)
  - ✓ Copy of the vendor invoice

## II. BUDGET & EXPENDITURES (CONTD.)

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

- Shopping Carts and Funds Reservations for Field Trips (commitment item 533200) must include the following backup documentation:
  - ✓ Academic purpose and final student academic product
  - ✓ Date of the field trip
  - ✓ Location of the field trip and other details, such as number of students participating
  - ✓ Backup documentation (e.g. Field Trip Request Packet Cover, quote(s), etc.)

## II. BUDGET & EXPENDITURES (CONTD.)

### II.4 Parental Involvement Funding

- Copies of documentation demonstrating use of parental involvement funding
- Parental Involvement funding of 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/Language Arts, Math, and/or Science

### II.6 Schoolsite Assurance of Accountability and Compliance Document

- Signed copy of M-DCPS Title I Administration School-level Assurance of Accountability and Compliance Document (FM-7346-T) – **June 3<sup>rd</sup>, 2016**

# 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
- Schools must maintain an inventory listing of Capitalized and Non-Capitalized property acquired with Title I funds (P.O. number, date of purchase, item description, serial number, and physical location of item)

# III. PROPERTY (CONTD.)

## III.2 Property Procedures Documentation *(Refer to 2015-2016 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 (written request and approval)
- Vandalism of Title I Property (FM-0366)

# Title I Administration Staff Contact List

Name	Title	Email Address	Telephone Number
Dr. Magaly C. Abrahante	Assistant Superintendent	<a href="mailto:Abrahante@dadeschools.net">Abrahante@dadeschools.net</a>	(305) 995-1253
Mr. Edgardo L. Reyes	Administrative Director	<a href="mailto:ELReyes@dadeschools.net">ELReyes@dadeschools.net</a>	(305) 995-1463
Ms. Bernadette Montgomery	District Director	<a href="mailto:BMontgomery@dadeschools.net">BMontgomery@dadeschools.net</a>	(305) 995-1202
Mr. Pedro Arteaga	Executive Director	<a href="mailto:parteaga@dadeschools.net">parteaga@dadeschools.net</a>	(305) 995-1714
Dr. Eduardo Barreiro	Executive Director	<a href="mailto:Ebarreiro@dadeschools.net">Ebarreiro@dadeschools.net</a>	(305) 258-4115
Ms. Ana M. Rodriguez	Executive Director	<a href="mailto:243777@dadeschools.net">243777@dadeschools.net</a>	(305-995-1525)