



Northampton County Schools
"Changing the Lives of Children!"

Title I Procedures, Processes, and Forms

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Title I

Northampton County Schools
701 N. Church St.
Jackson, NC 27845

“Changing the Lives of Children”

We serve over 1,600 students in the Roanoke Valley region of NC.

We have seven schools of which six are Title I.

252.534.1371 (phone) 252.534.4631 (fax)

title1@northampton.k12.nc.us

Title I is a federally funded program under the No Child Left Behind Act (NCLB) of 2001. The law, which was signed into effect on January 8, 2002, amends the Elementary and Secondary Act of 1965 (ESEA), and replaces the Improving America's Schools Act of 1994. The act contains four basic principles: stronger accountability for results, increased flexibility and local control, more choices for parents and students, and an emphasis on research-based instructional strategies.

The purpose of the Title I program is to help low-achieving students meet our state's challenging academic content and performance standards. Schools qualify for Title I funds based on economic need. The Title I program offers a variety of services for participating schools, which may include: additional teachers and support staff, extra time for instruction, a variety of teaching methods and materials, smaller classes and additional training for staff. For the 2020-2021 school year, in participating schools, the program spans prekindergarten through twelfth grade.



Title I Tidbits and Topics:

- Title I are federal monies that can be used in accordance with your NC Star School Improvement Plan and/or Title I Needs Assessment
- In Northampton Count, Central Elementary, Conway Middle School, Gaston STEM Leadership Academy, and Northampton County High School are identified as Title I school-wide program schools.
- Northampton County Early College High School and Northampton Virtual Academy are not Title I Schools.
- Almost two-thirds of the students we serve in Northampton County are considered low-income students
- We support Title I Pre-K, school-wide programs, parental involvement/engagement activities as well as district eligible activities.
- Title I monies are to SUPPLEMENT not SUPPLANT your schools budget
- Each school must hold a Title I Annual meeting in October of the fiscal year.
- Documentation is vital! We will submit all documentation via Title I Crate
- We ask that principals schedule a meeting time each month with the Title I Director and our CFO to do a pulse check on expenditures and to look forward to possible expenses. During this meeting we will support all principals in making sure all documents are up to date and uploaded to Title I Crate

Title I Comprehensive School-wide Planning

- While planning your Title I strategies and budget it is vital that all stakeholders be a part of the conversation: District support, parents, teachers, students, and staff
- In many schools the School Improvement Team also serves as the Title I Committee. This can help to ensure all voices are heard and to streamline the planning process

The Planning Process

5-step Process

1. Establish the Title I/School Improvement team
2. Clarify the vision for reform
3. Create a school profile
4. Identify data sources
5. Analyze the data

Analyze and review the existing plan

- Describe how the school will carry out each of the required school-wide components
- Describe how the school will use Title I resources and other resources to carry-out the school-wide components
- Include a list of State and local programs the school will consolidate in the school-wide program
- Be evaluated annually—looking at both program implementation and achieved results
- Be revised as necessary to ensure continuous student improvement

Identify the 10 school-wide components in your plan

1. Comprehensive needs assessment summary
2. School reform strategies
3. Highly qualified personnel
4. High quality and ongoing professional development
5. Strategies to attract and retain highly qualified staff
6. Parent involvement
7. Transition strategies
8. Teacher involvement in assessment use
9. Instructional activities for students experiencing difficulty
10. Coordination/integration of federal, state, and local services/programs

Parental Involvement (must be at least one percent (1%) of your budget)

- View parents as critical partners in the educational process
- Solicit and facilitate parental participation
- Create opportunities for parents to join in the life of the school and share learning experiences with their children
- Offer parents opportunities to collaborate with the school both when planning and making decisions about their child
- Create a climate of cooperation between school, parents, and the community

Guidelines for Use of Title I Grant Funds

Title I schools must ensure that funds support efforts to improve performance of all students with particular attention to students who are failing, or at risk of failing to meet at minimum, the NC academic proficiency standards on state academic assessments.

- a. Funds may be used to supplement, not supplant, other state and local resources for improving the instructional program.
- b. All expenditures should be reflected in the School Improvement Plan (SIP) and on the Title I Plan, and should have a strong likelihood of impacting the instructional program in the current year. Inappropriate expenditures may require alternative funding sources.

What Can We Use Title I for:

1. Staffing of Instructional Staff
2. Day time or Extended Day Tutors
3. Pre-K Programs
4. Materials and Supplies (to increase student achievement)
5. Instructional Technology
6. Parental Involvement
7. High Quality and Researched Based Professional Development
8. Transition programs or activities (home to Pre-K/K, 5th grade to 6th grade, 8th grade to 9th grade, and 12th grade to college)
9. Snacks can be bought but this should be a minor part of your budget. Usually snacks can be approved for a parental involvement activity.

COMPREHENSIVE NEEDS ASSESSMENT

(Use this format to complete Component 1 of the Title I School-wide Planning Worksheets and for the Reflection.)

- **Data Collection:** Describe the multiple indicators utilized to conduct the comprehensive needs assessment.

Demographics of School and Community

Stakeholder Perceptions

Student Outcomes

Instructional and Organizational Effectiveness

- **Processes and Procedures:** Describe the process used for data collection and analysis including the participation and sharing with appropriate stakeholders (including parents).

- **Summary of Needs:** Summarize the needs as identified and prioritized in the data analysis.

<u>Student Achievement</u>
<u>Instructional Programs</u>
<u>School Organization</u>

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Parental Involvement

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Professional Development

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Purpose	Object	Account Description	Item	Number	Amount per item	Extended Amount	
5330	121	Salary - Teacher - FTE Equity+					
		Salary - Teacher - FTE Other					Sub-Total
5330	135	<i>Salary - Instructional Coach, Curriculum Coordinator, Learning Team Facilitator</i>					<i>Sub-Total</i>
5330	142	Salary - Teacher Assistant					Sub-Total
5810	131	Educational Media - Salary Media Specialist					Sub-Total
5810	142	Educational Media - Salary Teacher Assistant					Sub-Total
5860	135	Instructional Technology - Salary - Specialist					Sub-Total
5880	146	Parent Involvement Coordinator/ Bilingual Parent Liaison (Non-certified)					Sub-Total
5330	163	Substitute Pay - Staff Development (teacher only)					
		\$82 per day					Sub-Total
5330	191	Curriculum Development Pay					Sub-Total
5330	196	Staff Development Participant Pay					

5330	541	Equipment >\$1000					Sub-Total
5330	542	Computer Equipment >\$1000					Sub-Total
5350	121	Extended Day/Year Instr-Tutorial Pay for already employed teachers					Sub-Total
5350	198	Extended Day/Year Instr - Tutorial Pay					
		Saturday Tutoring Sessions; Summer					
		Enrichment Program					Sub-Total
6550	331	Pupil Transportation - Contracted					Sub-Total
							Total
Purpose	Object	Account Description	Item	Number	Item Amount	Extended Amount	
Parental Involvement							
5880	192	Parental Involvement - Additional Responsibilities for childcare and translations					
							Sub-Total
5880	196	Parental Involvement - Staff Dev.					
		Participant Pay					Sub-Total
5880	197	Parental Involvement - Staff Dev.					
		Instructor					Sub-Total
5880	311	Parental Involvement - Outside speaker-contracted services					
							Sub-Total
5880	312	Parent Involvement - Workshop Expenses					



Northampton County Schools Title I Budget Amendment
 School Name: _____

The School Improvement Team/Title I Team approved this budget transfer on the _____ day of _____ 20_____.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2022

Line Item	Description	Amount to	From
		Total	Total

Explanation for needed budget transfer:

Finance Officer Signature and Date

Title I Director Signature and Date

Procedures for using Title I Funds for Instructional Personnel

- ❖ All staff positions to be funded by Title I must have prior approval by DPI. Requests are typically included in the spring budget and application, and are tentative until application approval is received.
 - a. Written recommendations for new Title I hires should be submitted to the Title I office and are to include the name, position, full-time equivalent (FTE- for 100% employed), “highly qualified” status (ex. HQ-Elementary Education), and effective date of employment.
 - b. Recommendations will be forwarded from the Title I office to Human Resources and Finance.
 - c. Title I can only honor the request from the principal.
 - d. Hiring staff with Title I Funds must be approved by the Director of Title I and the Superintendent (or his/her) designee.

Staff Development Participant Pay

On school letter head with the principal’s signature you should have an invitation, PD agenda (topics/presenters/dates), and a sign in sheet with all participants' printed name and signature. Principal should submit one final list that includes the following to allow for stipend pay:

Staff Members Name, number of hours or days worked (if less than 4 hours Title I will pay \$15/hour. More than four hours of pay will be a daily rate of \$75). This list of final payments can be completed in a memo form. Below is a sample memo for stipend pay:

To: Geneva Riddick-Faulkner, Federal Programs Director

From: Principal’s Name and Signature

Date:

Subject: Additional responsibilities - Parent Night, February 2, 2020

Please pay stipends based on the chart below for Participation in PLC Professional Development on Saturday, April 20th and 27th, 2011 from 8:00 a.m. – 3:30 p.m.

Staff Members Name	Rate of pay	Total pay for employee	Budget code
Jane Doe	\$75/day Saturday April 20th 8am-3pm	\$150	xxxx-xxxx-xxx-xx

	Saturday April 27th 8am-3pm		
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*add as many rows as needed *attach PD sign in sheet, agenda of PD, invite to PD (usually email that was sent), and follow up survey given to staff

- Per day stipend pay will be set by the LEA, and Title I funds cannot be used for PD activities after school.
- Substitute pay should be added in your budget. The daily rate for substitutes is set by the LEA. For Title I approved PD and/or conferences you can use Title I for substitute pay. Another example of good use of sub pay within Title I is to allow teachers time to visit other teachers' classes or to visit other schools to improve their performance in the classroom.
- Tutors can also be funded with Title I. This can be day time or after school tutors. Title I will even pay for Saturday or Summer tutors for programs to increase student achievement.
- Generally a licensed teacher who serves as a tutor is paid \$20 to \$25 dollars an hour and non-certified tutors make between \$15 and \$17 dollars. Non-Certified tutors who are in college are great as many times they will come back to our schools for full time teaching positions when they finish college. Reach out to some local colleges such as ECU, NC Wesleyan, Chowan, and HCC.
- Tutors should submit a timesheet to the principal. The principal should verify the time sheets with a signature, and submit all time sheets each month to the Title I Director. We will only process tutor pay once a month. Please submit by the 20th of each month for payment on the last day of the month. Tutors must pass all required background checks and submit an NC-4 and I-9.

Ordering of Instructional Supplies and Materials

Much of your Title I plan will go towards supplies and materials to support your School Improvement Plan. Please plan ahead when ordering supplies. You should allow 2 to 4 weeks from the time you submit you PO to the time you will receive needed supplies. Below is the form you should submit and scan to Title I Crate. Here are some rules when ordering supplies:

If the company sends the invoice (bill) to the school, please forward it to the Title I Office.

Do not fax any orders directly to the vendor. You MUST have prior approval!

Technology orders must have a printed quote, email from the vendor, or email from the Technology department to ensure correct pricing. Software must be approved through the Technology department before placing an order.

**Include 20% for shipping/handling. **

Once supplies and Materials are received on your campus (unless they are consumable items) you must keep an accurate catalog of Title I items. Some tips for cataloguing materials:

1. We suggest designating one staff person to be responsible for cataloguing new materials as they are acquired.
2. Copies of the updated inventories are submitted to the Title I Office twice annually (December and May)
3. ALL equipment, including supplies and materials purchased with Title I funds and having a usable life of one year or more needs to be catalogued.
4. All equipment and materials received should be stamped or labeled "Title I" with a permanent marker or some tag that says Title I.
5. Include FY 2020-21 on equipment purchases.
6. Orders for the fiscal year should be submitted no later than December 31. Final deadline for Title I POs will be set at the district level and communicated to principals well in advance of the cutoff date.
7. Projections for purchases of computer hardware or equipment to be used for instructional purposes and priced at \$1000 or more per unit (including shipping and tax) must be included in initial budgets or budget amendments.
8. Supplies/materials unit costs at less than \$1000 will be purchased from account code 411.
9. Furniture and equipment –Inventoried less than \$1000 (account code 461)
10. Equipment Purchase – Capitalized greater than \$1000 (account code 541)
11. Computer Equipment – Inventoried less than \$1000 (account code 462)

12. Computer Hardware Purchase – Capitalized greater than \$1000 (account code 542)
13. Computer software (account code 418) purchases must have Technology Software approval.
14. When in doubt always ask technology first to make sure we support the device or software
15. If materials are lost or need to be disposed of please work with the finance/fixed assets to complete this task.



Parental Involvement

Parental involvement is one of the staples of your Title I plan and the success of your school. We want parents involved in our schools and with their students. Title I supports a wide variety of programs for parents. From FAFSA nights for high school parents, to student led conferences, parent academies where we have classes for parents, and the like. When planning a parental involvement event please keep the following items and scan in to Title I Crate:

1. Invitation/Flyer/Email inviting parents to the event
2. An agenda of the event
3. **A sign in sheet (add columns for emails and cell numbers as optional for parents)** If you forget everything else, scan your sign in sheet ASAP, and it is always good to keep a paper notebook for all Title I events.
4. A survey or survey results from the event
5. Minutes/summary of the event

Parental involvement is one of the few areas that Title I will pay for food. Before buying or ordering food, call the Title I director. Food can and will be allowed, but we need to keep food expenses low. Food should be more snack style foods instead of full meals.

Parental Involvement Activities

NCLB describes the parents' right to be involved in Title I and requires that, "...programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children."

a. Federal law mandates that Title I schools include parents in the school improvement process and on the school improvement team.

b. State guidelines recommend that at least two non-WS/FCS employees serve as parent representatives on the School Improvement Team.

Each fall (on or before October 1) the school will:

1. Submit a copy of the revised Parent Policy and Parent–School-Student Compact. Incorporate parent recommendations and annual evaluation results.
2. Each school must designate a School Contact (staff member) to serve as liaison between the school and the District Parent Involvement Coordinator.
3. Parents are asked to annually evaluate the parental involvement program at each school.
4. Each school must hold an annual Title I meeting. During this meeting you will explain what Title I is, how it impacts your school, and how you are using your Title I budgets.

Parent Involvement Allocation:

School systems must reserve at least one percent of their Title I allocation for parental involvement activities, with 95% of the reserved funds passed to Title I schools. As a result, each school receives a parent involvement allocation based on the number of students in poverty. These funds are to be used to support parent involvement related activities with a purpose of improving student achievement as described in your prioritized plan.

1. Parents must be involved in planning and budget development processes.
2. Funds not used in the allocated year, will be added to the parent involvement allocation for the following year, from the regular school allocation.

Approved budgetary expenses include:

1. PO requisitions for parenting education related supplies and materials. Indicate “For Parent Involvement”.
2. Refreshments for parent related activities that are educational in nature, such as training sessions, curriculum nights, annual meetings, etc. Refreshments may not be provided for student celebrations and/or performance events. Submit a requisition and a “Request for Food Purchase” form, along with a copy of the parent invitation or meeting agenda at least two weeks prior to the event to allow time for processing. The original receipt, along with the “sign-in” sheet must be submitted immediately after completing the purchase.
3. If requested by parents, funds may be used for contracted parent transportation costs, such as bus passes, chartered bus, etc. and childcare while participating in parenting sessions.
4. Contracted Services, A professional firm or business entity may be employed on a temporary contracted basis for a specific parent involvement related service such as parenting education workshop. Please see “professional services contracting” for guidelines. Do not use contracted services for NCS employees.
5. Travel reimbursement for teachers conducting home visits or costs for business related transportation, meals, hotel, and other allowable expenses (other than workshops) associated with parent involvement. Submit appropriate in or out of county travel

reimbursement forms. Please refer to the Travel Reimbursement Brochure provided by the Finance Department for guidelines.\

6. Postage for parent involvement related expenses when the normal means of disseminating information are not available, for example in summer. Please use regular communication procedures for sending home progress reports, interim reports, report cards, meeting notices, etc. Envelopes / items to be mailed must be brought to the Title I office for approval. Also bring a copy of the contents. Items delivered directly to the mail room will be charged to the school.
7. Funds may be budgeted to cover expenses of parents participating in workshops promoting parental involvement.

Food Requests for Parent Workshops

1. Complete a food requisition and a food request form. (available upon request)
2. Send to the Title I Office along with an agenda for the meeting and a workshop proposal for workshops.
3. Send to the Title I Office an agenda for a parent workshop
4. Snack requests must be received in the Title I Office two weeks prior to the event. Title I cannot pay for paper products.
5. Once the Title I Director has approved the request, the form will be sent back to the school with the information you will need to purchase snacks.
6. Title I does not pay for food/snacks for after school tutoring or Saturday tutoring.
7. Schools may request funds for food (snacks) purchases up to \$50.00 without RSVPs. Be sure to include the academic component or education training topics in the flyer/agenda sent home to parents. Schools should attach proof of parent communication.
8. Title I should receive the food requisition at least two weeks prior to the meeting. We cannot pay for meals/refreshments for celebrations and/or performance events.
9. Attendance sheets signed by parents and the original receipt must be returned to the Title I office after the event.
10. After the event is complete, send the original receipt or original invoice and copies of the sign-in sheets/attendance sheets to the Title I Office.
11. Always remember; plan ahead!

Title I Parental Involvement Policy Requirements

Each school must jointly develop with, agree upon, and distribute to parents, a written parental involvement policy. The policy must specify how the school will address each of the following required components:

- A. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of

- their school's participation in Title I, explain the requirements of the Title I program, and explain the right of the parents to be involved.
- B. Offer a flexible number of meetings, such as meetings in the morning or evening;
 - C. Involve parents in an organized, ongoing, and timely way, in planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan;
 - D. Provide timely information about: Title I, Part A Programs, school performance profiles, assessment results of their child's performance, a description and explanation of the curriculum, assessment forms, proficiency levels, and state standards;
 - E. Opportunities for regular meetings to participate in decision-making;
 - F. Provide for parents' comments, if the school-wide program plan is not satisfactory to the parents of participating children. The school is required to submit any parent comments on the plan when the school makes the plan available to the LEA;
 - G. Develop a School-Parent Compact, jointly with parents, outlining how parents, the entire school staff, and students will share the responsibility for improved student academic achievement, and how the school and parents will build and develop a partnership to help children achieve State Standards;
 - H. Build capacity for involvement by providing parents assistance in understanding performance standards, assessments, monitoring their child's progress, and participating in decisions relating to the education of their child;
 - I. Provide materials and training to help parents work with their children (literacy training, computer skills, homework assistance/workshops, family literacy nights, adult ESL, GED, etc.):
 - J. Educate teachers and other staff how to work with parents, with the assistance of parents;
 - K. Coordinate and integrate parental involvement programs/activities;
 - L. Ensure that all information is understandable; and
 - M. Provide full opportunities for participation of parents with limited English proficiency

Request for Food for a parental involvement activity

Northampton County Schools
Geneva Riddick-Faulkner Director of Federal Programs

701 North Church Street • Jackson, NC 27845 • Telephone (252) 534-1371, ext.2238
Fax (252) 534-1533 faulknerg@northampton.k12.nc.us@northampton.k12.nc.us

REQUEST FOR FOOD PURCHASE Must Receive Signed Request and Requisition Two Weeks Prior to Event

No Faxed Requests will be accepted

School Personnel/Information

Name _____ Position _____

School _____ Date of Event _____

Description of Activity:

If activity is for parental involvement it must be educational in nature, such as training sessions, curriculum night, annual meeting, etc. All food requests must include: Documentation of 2 forms of communication with parents (i.e. Alert Now, book bag letters, Invitation letters) at least 2 weeks before the training. Requisition Copy of parent invitation and a training agenda

Title I money cannot be used for student celebrations and/or performance events.
If the activity is for staff development, please submit a workshop proposal, and a requisition for each business being purchased from. Requests will not be processed without proper paperwork.

Request exceeding \$50.00 including tax require RSVPs. (Snacks Only) _____
Vendor (specify location)

Principal Signature _____ Date _____

To be completed by the Title I Office

The bearer is authorized to use Purchase Order # _____ to purchase Snacks in the amount not to exceed \$ _____. Please be prepared to produce school identification, picture ID or North Carolina Driver's license. After completing purchase, please return this form with original receipt and parent sign in sheet to the Title I Office. If you have any questions regarding this transaction please call the Title I Office..

Approval _____ Date _____

Field Trips

You may use Title I funds to pay for field trips. The trip must align with your Title I/School Improvement Plan, and documentation is needed before and after the field trip. Field trips must generally fall in one of the following categories:

1. Trip is aligned with your school improvement plan and the course of study (Increase of student achievement)
2. Transitional activity: One of the ten Title I components focuses on transitions (home to Pre-K/K, 5th grade to 6th grade, 8th grade to 9th grade, and 12th grade to college/workforce)

What documentation is needed to support your trip:

1. Pre-Trip Activities (for example if you are taking students on a college visit you may have activities such as an internet scavenger hunt related to the college or have students to produce a college brochure about the college you will visit)
2. During the trip: you should have sign in sheets with what students and adults attended the trip, and students should be documenting their experience. Students can take pictures, create questions they want answered on the trip, students can keep a journal; these are some samples of how students can document their trip
3. Post-trip activity

Field Trip Procedures

1. Please complete and submit the Field Trip Proposal Form one month in advance.
2. Once approved, the form will be returned to the school and the appropriate requisitions can then be generated by the school.
3. Title I cannot pay for services before they occur, adult fees, lunches, or reimbursements.
4. Title I cannot pay for activities such as bowling, amusement parks, movies, etc.
5. The following requisitions are required: Purchase Order Requisition indicating the field trip charges, number of students attending, and cost per student ticket/student admission fees. Purchase Order Requisition for transportation charges. Send the requisitions and a copy of the approved field trip proposal to the Title I Office. After the field trip has occurred, Title I will pay the charges once an invoice has been received.

It is essential that the following steps be followed prior to any field trip information being presented to our parents or any confirmation being made to any company or business.

The Field Trip Request packet is to be submitted to the principal at least 4 weeks prior to the proposed Field Trip. It can be located on the district's website.

Use the list below when planning your trip. Planning and meeting all deadlines are crucial if you are planning to use Title I for field trip expenses.

_____Northampton County Schools' "Field Trip Request Form"

_____Educational Purpose and Objectives

_____Parental Permission Form

_____Transportation Form

_____Detailed Itinerary

_____List of Student Participants

The Northampton County Schools' Field Trip Request Form must be submitted to the Title I Office for approval. (some trips will require both Federal Programs Director and Superintendent for approval) After review, and approval by the Title I Office, the signed form will be returned to the principal.

Professional Development



Title I can and will support high quality, researched-based professional development.

Factors that will determine if your professional development can be supported and funded through Title I:

- Does the PD align with your School Improvement Plan
- Is the PD researched based
- Is the PD a one-day or short term PD? Title I supports professional development that is ongoing and can be used by multiple teachers (train the trainer model)
- Is there a plan to show how the PD has impacted student achievement?

Professional Development Guidelines:

- Proposal is due at least 30 days before the event. Please use the Northampton County Schools Request for Prior Approval of Professional Development Activities. Attach any supporting documents as needed. Conference agendas with sessions selected that match your School Improvement Plan and a plan for how you will use the PD upon completion are great forms of documentation.
- If you are hiring an outside consultant to present PD for your entire staff or for a group of teachers, please plan a meeting with the Title I director to ensure proper procedures are followed. If you are planning to use someone to present to your staff via contracted services, the number one rule is PLAN AHEAD. Contracted services require a great deal of paperwork and documentation. I would allow 6 to 8 weeks for contracted services. Contracts should use the form created by our board attorney and requires the signature of the superintendent, the only authorized contract signor.
- Title I can be used for the following areas: registration cost, travel cost, per diem, conference materials, stipend (for PD attended on a Saturday or during the summer), and the cost of substitutes needed to cover for those at the PD session

Title 1 Travel Process

1. Complete the prior approval form for professional development activities for approval form and please submit with the following information for the conference:

- Brochure
- Registration
- Workshop Proposal
- Agenda
- Hotel Accommodations

2. Complete and submit paper PO for hotel accommodations and registration.

3. Once travel is complete, submit travel reimbursement form with receipts and copy of pre-approval form.



Per Diem Rates for Travel:

Expense	In State	Out-of-state
Breakfast	8.60	8.60
Lunch	11.30	11.30
Dinner	19.50	22.20
Lodging	75.10	88.70

*Other expenses: taxi (airport to hotel; hotel to airport), checked luggage, substitute if needed, and stipend if needed** add these in your prior approval



**Northampton County Schools
Title I Materials Pre-Approval Form
Abbreviated**

School: _____ Budget Code: _____

Vendor Name: _____

Vendor Address: _____

The materials included in this request are supported by our School Improvement Plan and Title I Comprehensive Needs Assessment: ____ Yes ____ No

Please share what part of the SIP and CNA supports the request.

Brief statement of how the requested supplies are evidenced-based and support by our SIP and/or Title I Needs Assessment:

*Please attach the requisition form or a legible copy of your shopping cart.

Sub Total: _____ Taxes/Shipping: _____ Total Cost: _____

* Pre-Approval of these goods and services by Title I does not always constitute final approval. Orders placed before pre-approval will not be processed. Title I director will work with purchasing to finalize and issue a PO for materials to be processed. Please make sure requests are submitted three to four weeks before you need the materials.

Principal Signature/Date

Title I Director Signature/Date

MONITORING DISTRICT LEVEL TO SCHOOL

Checklist to Ensure Compliance with Title I Program Requirements

Principal Attestation (Highly Qualified Certification Form): ___ Yes ___ No

Building Parent Involvement Plan (upload into Title I Crate): ___ Yes ___ No

Targeted Assistance Building Plan if applicable: ___ Yes ___ No

1. Comprehensive Needs Assessment ___ Yes ___ No

Describe how the needs assessment was conducted and how it will address the identified students at risk of not meeting state standards.

2. Ensure planning for students incorporated into existing school plans. ___ Yes ___ No

Describe how the planning for students served in the Targeted Assistance program is incorporated into existing school improvement plan. How do you involve teachers in the decisions regarding the use of academic assessments to improve instructional programs and individual achievement?

3. Methods and strategies are based on scientifically-based research: ___ Yes ___ No

What effective methods and instructional strategies based on scientific based research are you using to strengthen the core academic (general education) program?

4. Coordination and support to the general education program: ___ Yes ___ No

How do you coordinate with and support the general education? Include in this description how you include assistance to preschool children in transition.

5. Provide instruction by highly-qualified teachers and paraprofessionals: ___ Yes ___ No

Describe the process used to identify and provide instruction by highly-qualified teacher and para-educator.

6. Provide opportunities for Professional Development ___ Yes ___ No

How do you provide for high quality and ongoing professional development for teachers, principals, and paraprofessionals?

7. Strategies to increase Parent Involvement: **Yes** **No**

Describe the process used to increase parent involvement in designing, implementing, and evaluating the current program. What strategies do you use to increase parent involvement?

8. Coordination with Federal, State, and local services: **Yes** **No**

Describe the strategies used to coordinate and collaborate with other Federal, State, and local service in your Title I Targeted Assistance program/plan.

Parent-Teacher-Student Compact: **Yes** **No**

Letter to Parents (Teacher HQ Qualifications): **Yes** **No**

Student Monitoring Progress Reports: **Yes** **No**

Annual Evaluation of Program: **Yes** **No**

Met Growth: **Yes** **No**

Did you hold your annual Title I Night by October 1? **Yes** **No**

_____ **date of event**
Please upload your agenda, sign-in sheets/attendance verification, and minutes. Please include photos if you have any.