



In This Issue

- Month in Review
- Federal Update
- Tips for Title I Coordinators
- Just Ask John
- Title I Toolkit

Important Reminders

- Submit Draft School Improvement parent letters outlining school status and sanctions for submission by July 27
- RSVP for New Title I Coordinator Training August 1
- Submit Annual Report (Due July 15)
- Prepare and distribute various parent notifications (parent right to know teacher and paraprofessional qualification notifications, Parent Involvement Policies and compacts, SEA complaint procedure, ELL parent notices)
- Collect and file Principal Attestations from all schools
- Begin preparations for

Month in Review

- We are happy to welcome 13 new Title I Coordinators throughout the state this year! We know that most of you wear many hats so we want to make sure you have access to as many resources as possible. The Title I messenger is designed to provide you with timely and useful information you can use to ensure your Title I program runs smoothly and is in compliance. If there are any areas you'd like us to address in future issues, please let us know!
- The monitoring and technical assistance schedule for Title I, Part A has been finalized and was distributed to all Title I, Part A contacts earlier this month. The schedule is now posted online [here](#). Please take some time now to review the monitoring checklists to ensure your Title I program is in compliance throughout the year. The schedule for on-site monitoring will be finalized in August. LEAs scheduled for on-site monitoring this year will be notified when the schedule is final. Please also take some time now to mark your calendars for the technical assistance sessions we have planned. We welcome your requests for specific questions or areas you would like us to cover during the sessions at any time.
- We held the first two "New Title I Coordinator Training" sessions earlier this month. The last session is scheduled for Monday, August 1, 2011 at the Appoquinimink Training Center. If you haven't registered and are interested in attending the August session, please contact Geri Donahue at gdonahue@doe.k12.de.us. The presentations and handouts are all available [here](#).
- LEAs have been working hard on their consolidated applications and Title I spreadsheets this month. We appreciate your hard work to ensure that your Title I funds are allocated properly. We know this can be a challenging task! Approximately half of the LEAs in the state applied earlier this week. The remaining LEAs have until Friday, August 12 to submit their applications. We will use the Title I grant checklist posted [here](#) to review all grants.



Annual Title I meeting to take place at beginning of school year.

- Continue consultation process with private schools who have expressed interest in participating in the 2011-2012 school year.
- Ensure 85% of 2010-2011 Title I funds are encumbered/expended by September 30

Title I Calendar Updates

The Title I Annual Calendar has been updated to reflect school improvement success plan review and submission dates for the 2011-2012 school year. Please download and print the new version available [here](#).

Contact Information

Kim Wells

kwells@doe.k12.de.us

(302) 857-3320

Federal Update

- The report from Washington hasn't changed much since our last edition of the messenger. The debate is still centered on the nation's debt ceiling. The prospect of a reauthorization of the Elementary and Secondary Education Act looks less and less likely in light of the debt ceiling debate and the approaching election year. We anticipate that the current version of ESEA will continue into the 2012-2013 year at a minimum. If you haven't done so already, we suggest subscribing to Education Week's "EdWeek Update: Daily News and Insights" a free e-newsletter that provides daily updates on this and many other important education stories. Visit www.Edweek.org for more information. In addition, the National Title I Association continually updates a [Legislative & Policy Update](#) blog that you can visit or subscribe to for regular updates as the story unfolds.
- The State applied for two waivers from USDOE regarding SES this year: 1) Allowing schools and LEAs Under Improvement to operate as SES vendors, and 2) Allowing LEAs to offer SES in addition to ESEA Choice in the first year of improvement. LEAs that have applied and have received conditional approval will be notified as soon as we receive official notice from USDOE.

Top 10 Tips for Title I Coordinators

As a Title I Coordinator, we know your job is challenging and your time is incredibly valuable. Here are a few tips to help keep you and your Title I program on track.

Tip #1

Print and review the [DEDOE Title I Annual Calendar](#) regularly to keep on track. The calendar outlines the important dates and reminders throughout the year that LEAs must distribute notifications, submit items for desk audits and collect documentation. The calendar also includes deadlines and reminders for schools and for DEDOE. Calendar updates are always announced in the Title I Messenger on the column on the left and updated versions will be posted on our website.

Tip #2

Attend DEDOE's Title I Technical Assistance Sessions, and if you have schools under improvement, attend the LEA School Support Team Meetings. The schedule for upcoming meetings is available [here](#).

Tip #3

Review the Title I desk and on-site monitoring checklists. The checklists provide an overview of everything we will be looking to see this year. While not a comprehensive list of all compliance areas, the checklists cover some of the most critical compliance areas under Title I. Desk audit checklists are available [here](#) and on-site monitoring checklists are

available [here](#).

Tip #4

Familiarize yourself with ESEA law and regulations. An electronic copy of the ESEA law is available [here](#). Access to Title I in the electronic Federal Code of Regulations is available [here](#).

Tip #5

Review U.S. Ed's Non-regulatory guidance documents for answers to common Title I questions. Non-regulatory guidance documents are available on the [DEDOE Title I, Part A website](#).

Tip #6

Attend National Title I conferences, webinars and conference calls. The National Title I Association is holding its National meeting in Seattle, WA January 21-24. For more information on this conference and other resources, visit their website [here](#). The U.S. Department of Education has also created an online School Turnaround Learning Community (STLC) to support your work to turn around the lowest performing schools as School Improvement Grant recipients. This website, <http://schoolturnaroundsupport.org>, is now live. A series of events and discussions will begin in mid-July and we encourage you to join the conversations.

Tip #7

Review DEDOE's bi-monthly "Title I Messenger". You are already off to a good start! As you will see, each issue focuses on a different topic and provides links to useful resources. Pay particular attention to the reminders on the left. We also include notice of important calendar updates in each issue. Previous issues are posted on the Title I, Part A website [here](#).

Tip #8

Review grant manuals and checklists. The ESPES webpage has a variety of grant resources including but not limited to checklists, webinars and manuals. The website is available [here](#).



Tip #9

Coordinate with your LEA counterparts. USDOE and the DEDOE encourage coordination among LEAs in a variety of areas including, but not limited, to providing equitable services to private school children, coordinating SES/Choice services across LEA boundaries, and supporting parent and community engagement activities throughout the State. LEAs can also learn a lot from each other by sharing best practices, creative solutions and resources whenever possible. DEDOE will continue to promote sharing and coordination during our scheduled technical assistance sessions.

Tip #10

Contact us any time at 302-857-3320. Our team (including each person's areas of focus) is listed below. We are all more than happy to assist you!

- Theresa Kough – State Title I Director
 - Brian Curtis – Title I School Improvement support
 - John Hulse – Title I Consolidated Application and general program support
 - Ted Jarrell – Title I Fiscal components, Consolidated Application and data support
 - Kim Wells –Private school programs, SES/Choice and parent involvement support
-



Just Ask John

Q: Dear John,

I know summer is supposed to be a “quiet” time for school folks, but the list of things to do in the summer months to prepare for the school year seems endless! How do you keep all these “plates spinning?”

- Frazzled in Frederica

A: Dear Frazzled ,

Hang in there! Knowing we all are working on important things and getting as much done in a day as humanly possible helps! Don't forget to consult with other Title I Directors on how they balance all their tasks. No one has the exact job you do, so you have to arrange things in a way that “works” for you. Don't forget to utilize the online resources that are available to you such as the Title I Annual Calendar and the Title I Coordinator Checklist. Most importantly, make sure that when you have “free time” (weekends, evenings, etc.), that you find ways to renew, reinvigorate, and recharge.

So, I guess the short answer is “Work Hard, Play Hard,” and find those days, hours, minutes, and seconds where you can get away, even if it's just in your mind!

- Just Ask John

Title I Toolkit – General Resources

[DEDOE Title I, Part A Website](#)



[DEDOE Family and Community Engagement Website](#)

[DEDOE ESEA Choice Website](#)

[DEDOE SES Website](#)

[DEDOE Equitable Services Website](#)

[ESPES Website](#)

[Elementary and Secondary Education Act](#)

[State Regulation103](#)