

# Title I Annual Calendar SY 2022-2023

<b>July</b>		
<b>Schools</b>	<b>LEA (District/Charter)</b>	<b>SEA (Department of Education)</b>
Continue to work on the Comprehensive Needs Assessment for the new school year	Negotiate vendor contracts for private school programs and present to school boards for acceptance. Finalize if possible (if applicable)	Provide technical Assistance on Consolidated Application (Helpdesk)
Continue to work on schoolwide Plan for new school year (adhere to timeline provided by LEA)	1 <sup>st</sup> Submission date of Consolidated Application (LEAs choose July or August submission date)	Program managers review and provide comments in consolidated applications within 8 days of submission
	Revise and submit consolidated application in fully approvable form within 30 days of SEA feedback (If LEA applies in July)	Distribute July Newsletter
	Submit request for Schoolwide Waiver (if applicable)	Distribute written complaint procedure to LEAs for distribution in August
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	Provide Title I allocations to LEAs
	Collect Semi-Annual Certifications for 100% federally funded staff or split funded staff working on a single cost objective (Does not necessarily have to occur in July as LEA determines 6-month time frames)	Provide Title I subgrant BEE review reports to LEAs

<b>Calendar Color Key</b>
CNA, Schoolwide and Strategic Planning
Equitable Services
Consolidated Grant Application
Title I General Requirements
Title I Fiscal Requirements
Federal Programs Monitoring (Identified LEAs)

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<b>August</b>		
Schools	LEA (District/Charter)	SEA (Department of Education)
Review and update the Comprehensive Needs Assessment for the new school year	Establish or review current year success planning team membership	Program managers review and provide comments in consolidated application submissions (within 8 days of submission)
Establish or review current school schoolwide planning team membership	Finalize contract for private school programs and share finalized contract with private schools	Prepare September newsletter
Review and update the new school year Schoolwide Plan	1 <sup>st</sup> Submission date of Consolidated Application (LEAs choose July or August submission date)	Review LEA funding in FSF and notify LEAs of Sep 30 deadline to encumber 85% of current year grant funds
Schedule and invite stakeholders through a meeting notice to a Title I Annual Meeting	Revise and submit consolidated application in fully approvable form within 30 days of SEA feedback	Nomination review process for National Distinguished ESEA, Reward and Recognition schools begins
Provide parent capacity building trainings and parent feedback meetings when possible	Attend beginning of the year Title I check-in virtual conversation (review Title I Calendar and beginning of the year expectations)	Facilitate beginning of the year Title I check-in virtual conversation (review Title I Calendar and beginning of the year expectations)
Prepare and draft Parents Right to Know letter	Distribute SEA written complaint procedure	
Revise/update school level parent involvement policies and parent/school compacts and distribute to parents	Revise/update district level parent involvement policy and distribute to parents (August and/or September)	
Verify Federal School Report Card link on website is in working order	Prepare and distribute Parents' Right to Know teacher and paraprofessional qualifications notifications	
	Distribute required EL Identification letters to parents of identified children	
	Notify parents if a student has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, where applicable	
	Submit request for Schoolwide Waiver (if applicable)	
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	
	Expend 75% of current year's Title I funds	

Calendar Color Key
CNA, Schoolwide and Strategic Planning
Equitable Services
Consolidated Grant Application
Title I General Requirements
Title I Fiscal Requirements
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<b>September</b>		
<b>Schools</b>	<b>LEA (District/Charter)</b>	<b>SEA (Department of Education)</b>
Continue to review and update the new school year Schoolwide Plan	Begin reviewing current year Success Plan	Program managers review (provide comments) or approve consolidated application submissions (within 8 days of submission)
Prepare agenda, sign-in sheet, presentation and handouts for the Title I Annual Meeting  Facilitate Annual Title I Meeting - document parent participation and minutes	Conduct Meaningful Consultation meetings with private school officials	Continue nomination review process for National Distinguished ESEA schools and complete USDOE intent to participate survey
Provide parent capacity building trainings and parent feedback meetings when possible	Begin implementation of private school program contracts. Periodically site visit private school programs (as applicable)	Update Title I school list on web and Update Title I School Tables
Prepare and draft Parents Right to Know letter	1st Submission date of Consolidated Application (LEAs choose July or August submission date)	Distribute September Newsletter
Distribute school level parent involvement policies and parent/school compacts	Revise and submit consolidated application in fully approvable form within 30 days of SEA feedback	Review LEA funds in FSF and notify LEAs of Sep 30 deadline to encumber 85% of current year grant funds
Verify Federal School Report Card link on website is in working order	Revise/update district level parent involvement policy and distribute to parents (August, and/or September)	Provide Title I subgrant BEE review reports to LEAs
	Notify parents if a student has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, where applicable	
	Submit request for Schoolwide Waiver (if applicable)	
	Encumber 85% of current year grant funds by September 30 or request waiver in October	
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	
	LEA must certify in writing protected prayer to SEA through Assurances in CGA	
	Expend 85% of current year's Title I funds or submit a 15% Carryover waiver	

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CNA, Schoolwide and Strategic Planning
Equitable Services
Consolidated Grant Application
Title I General Requirements
Title I Fiscal Requirements
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<b>October</b>		
<b>Schools</b>	<b>LEA (District/Charter)</b>	<b>SEA (Department of Education)</b>
Submit new school year Comprehensive Needs Assessment and Schoolwide Plan in Monitoring Tool for review, if applicable.	Continue to review current year Success Plan	Program managers review (provide comments) or approve consolidated application submissions (within 8 days of submission)
Provide parent capacity building trainings and parent feedback meetings when possible	Send intent to participate in Title I letters with request for poverty data to private schools	Notify LEA of schools who will receive ESEA National Distinguished School awards
Facilitate Annual Title I Meeting - document parent participation and minutes (if not held in September)	Submit/upload Affirmation of Consultation forms as part of Item 14 in the eGrants Monitoring Tool.	Prepare November newsletter
Distribute school level parent involvement policies and parent/school compacts (if not distributed in September)	Periodically site visit private school programs	Conduct Fall ALL Title Programs Training for LEA program administrators
Hold Parent/Teacher Conferences to discuss the Parent/School Compact (Elementary Only)	Attend Fall ALL Title Programs Training for LEA program administrators	SEA must send a list of LEAs that have not filled the required protected prayer certification to the USDOE
	Notify parents if a student has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, where applicable	Conduct monitoring and on-site visitations for selected LEAs and determine technical assistance needed
	Submit request for 15% Carryover Limit Waiver (if applicable)	Internal desk audit signed confirmation of Private School Consultation and supporting documentation (all LEAs)
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	
	Prepare and submit/upload documentation for monitoring (submission #1 for pilot LEAs)	
	Submit signed affirmation of consultation forms to SEA for desk audit (all LEAs)	

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CNA, Schoolwide and Strategic Planning
Equitable Services
Consolidated Grant Application
Title I General Requirements
Title I Fiscal Requirements
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<b>November</b>		
Schools	LEA (District/Charter)	SEA (Department of Education)
Provide parent capacity building trainings and parent feedback meetings when possible	Continue to review current year Success Plan	Program managers review (provide comments) or approve consolidated application submissions (within 8 days of submission)
	Provide guidance to schools to develop school Success Plans for next school year (timeline determined by LEA)	Distribute November Newsletter
	Periodically site visit private school programs	Provide Title I subgrant BEE review reports to LEAs
	Notify parents if a student has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, where applicable	Conduct monitoring and on-site visitations for selected LEAs and determine technical assistance needed
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	Email toolkit for Comparability calculation desk audit (Districts Only)
	Prepare and submit Title I budget amendments, if applicable	

Calendar Color Key
CNA, Schoolwide and Strategic Planning
Equitable Services
Consolidated Grant Application
Title I General Requirements
Title I Fiscal Requirements
Federal Programs Monitoring (Identified LEAs)

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<b>December</b>		
Schools	LEA (District/Charter)	SEA (Department of Education)
Provide parent capacity building trainings and parent feedback meetings when possible	Periodically site visit private school programs	Send template to LEAs for private school Title I intent to participate
	Prepare and submit documentation for monitoring (if applicable)	Program managers review (provide comments) or approve consolidated application submissions (within 8 days of submission)
	Notify parents if a student has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, where applicable	Prepare January newsletter
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	Complete Desk audit - Comparability Calculations (Districts Only)
	Review the Title I budget, prepare and submit Title I budget amendments, if applicable	Conduct monitoring and on-site visitations for selected LEAs and determine technical assistance needed
	Ensure Monitoring submission includes an up-to-date needs assessment and Strategic Plan	

Calendar Color Key
CNA, Schoolwide and Strategic Planning
Equitable Services
Consolidated Grant Application
Title I General Requirements
Title I Fiscal Requirements
Federal Programs Monitoring (Identified LEAs)

# Title I Annual Calendar SY 2022-2023

<b>January</b>		
<b>Schools</b>	<b>LEA (District/Charter)</b>	<b>SEA (Department of Education)</b>
Provide parent capacity building trainings and parent feedback meetings when possible	Begin Success Planning Process for next school year (using previous year summative data and current year formative data, current enrollment and disciplinary records, etc.)	Collect upgrades and modifications to the consolidated grant application
	Send intent to participate in Title I letters with request for poverty data to private schools	Distribute January Newsletter
	Conduct Meaningful Consultation meetings with private school officials	Conduct monitoring and virtual site visitations for selected LEAs and determine technical assistance needed
	Periodically site visit private school programs	Provide Title I subgrant BEE review reports to LEAs
	Email all completed Affirmation of Consultation forms to marc.edery@doe.k12.de.us Note - If your LEA is participating in the Monitoring Tool this year, your forms should have already been uploaded as part of item #14.	Review monitoring documentation
	Notify parents if a student has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, where applicable	Send Comparability Reports/Desk Audit Results out to Districts
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	Review LEA required monitoring documentation submission (return Monitoring Tool with comments in February)
	Collect Semi-Annual Certifications for 100% federally funded staff or split funded staff working on a single cost objective (Does not necessarily have to occur in July as LEA determines 6-month time frames)	
	Prepare and submit/upload documentation for monitoring	
	Submit Comparability calculations to SEA for desk audit	

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CNA, Schoolwide and Strategic Planning
Equitable Services
Consolidated Grant Application
Title I General Requirements
Title I Fiscal Requirements
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<b>February</b>		
Schools	LEA (District/Charter)	SEA (Department of Education)
Provide parent capacity building trainings and parent feedback meetings when possible	Continue to work on LEA Success Plan for next school year	Send modifications to Consolidated Grant Application to vendor
	Collect intent to participate letters from private schools	Attend the virtual National Distinguished ESEA School Award ceremony during the virtual National ESEA Conference
	Periodically site visit private school programs	Prepare March newsletter
	Notify parents if a student has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, where applicable	Update and maintain technical assistance documents to reflect the most current information.
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	Review monitoring documentation and return Monitoring Tool with comments
	Prepare and submit Title I budget amendments, if applicable	
	LEAs and Charters review Monitoring Tool with revised "Needs Attention" Items	

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CNA, Schoolwide and Strategic Planning
Equitable Services
Consolidated Grant Application
Title I General Requirements
Title I Fiscal Requirements
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<b>March</b>		
Schools	LEA (District/Charter)	SEA (Department of Education)
Provide parent capacity building trainings and parent feedback meetings when possible	Continue to work on LEA Success Plan for next school year	Review final edits to Consolidated Application.
	Design RFP or contracts for private school program(s) (if applicable)	Distribute March Newsletter
	Periodically site visit private school programs	Update and maintain technical assistance documents to reflect the most current information.
	Collect intent to participate letters from private schools	Provide Title I subgrant Bee review reports to LEAs
	Notify parents if a student has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, where applicable	Provide technical assistance to LEAs with monitoring questions or issues.
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	
	Begin developing preliminary federal budgets	
	Review the Title I budget, prepare and submit Title I budget amendments, if applicable	
	Prepare and submit/upload documentation for monitoring	

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CNA, Schoolwide and Strategic Planning
Equitable Services
Consolidated Grant Application
Title I General Requirements
Title I Fiscal Requirements
Federal Programs Monitoring (Identified LEAs)

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<b>April</b>		
<b>Schools</b>	<b>LEA (District/Charter)</b>	<b>SEA (Department of Education)</b>
Schedule and invite Schoolwide Planning Team members to participate in CNA meetings	Continue to work on LEA Success Plan for next school year	Open Consolidated Grant Application and provide Technical Assistance (Helpdesk, Webinars and in-person training)
Conduct Comprehensive Needs Assessment public review and feedback meetings	Open Private School Program RFP for bids (if applicable)	Conduct Consolidated Grant Application Roadshow Training
Begin to plan for the next school year Stakeholder Input Meetings to develop the Comprehensive Needs Assessment and Schoolwide Plan (school staff, parents, community partners, etc.)	Periodically site visit private school programs	Prepare May newsletter
Provide parent capacity building trainings and parent feedback meetings when possible	Collect Private School Family Poverty Surveys	Review LEA required monitoring documentation submission (return Monitoring Tool with comments in May)
	Attend the Consolidated Grant Application Roadshow Training and begin to prepare for Consolidated Grant Application (for next school year)	
	Notify parents if a student has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, where applicable	
	Finalize preliminary budgets for schools and HR to allow staffing decisions to occur	
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	
	Prepare and submit Title I budget amendments, if applicable	
	LEAs and Charters resubmit Monitoring Tool with revised "Needs Attention" Items	

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CNA, Schoolwide and Strategic Planning
Equitable Services
Consolidated Grant Application
Title I General Requirements
Title I Fiscal Requirements
Federal Programs Monitoring (Identified LEAs)

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<b>May</b>		
<b>Schools</b>	<b>LEA (District/Charter)</b>	<b>SEA (Department of Education)</b>
Schedule and invite Schoolwide Planning Team members to participate in CNA meetings	Continue to work on Success Plan for next school year	Provide technical assistance on Consolidated Grant Application (Helpdesk, Webinars and in-person training)
Conduct Comprehensive Needs Assessment public review and feedback meetings	Hold meaningful consultation meetings with private schools interested in participating in Title I	Distribute May Newsletter
Continue to plan for the next school year Stakeholder Input Meetings to develop the Comprehensive Needs Assessment and Schoolwide Plan (school staff, parents, community partners, etc.)	Periodically site visit private school programs	Conduct Spring ALL Title Programs Webinar Training for LEA program administrators
Provide parent capacity building trainings and parent feedback meetings when possible	Review private school program vendor bids (by committee, if applicable)	Provide Title I subgrant Bee review reports to LEAs
Engage stakeholders (school staff, parents, community partners, etc.) in updating the School-Parent Compact and Parent Family Engagement Plan for next school year	Continue to prepare Consolidated Grant Application (for next school year) by evaluating program and expenditures, and reviewing the Title I budget	Review monitoring documentation and return Monitoring Tool with comments
	Notify parents if a student has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, where applicable	
	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	
	Review the Title I budget, prepare and submit Title I budget amendments, if applicable	
	LEAs and Charters review Monitoring Tool with revised "Needs Attention" Items	

<b>Calendar Color Key</b>
CNA, Schoolwide and Strategic Planning
Equitable Services
Consolidated Grant Application
Title I General Requirements
Title I Fiscal Requirements
Federal Programs Monitoring (Identified LEAs)

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<b>June</b>		
<b>Schools</b>	<b>LEA (District/Charter)</b>	<b>SEA (Department of Education)</b>
Schedule and invite Schoolwide Planning Team members to participate in CNA meetings	Finalize LEA Success Plan and consolidated application submission for next school year	Provide technical assistance on Consolidated Grant Application (Helpdesk)
Conduct Comprehensive Needs Assessment public review and feedback meetings	Negotiate vendor contracts for private school programs and present to school boards for acceptance (if applicable)	Update and maintain technical assistance documents to reflect the most current information.
Continue to plan for the next school year Stakeholder Input Meetings to develop the Comprehensive Needs Assessment and Schoolwide Plan (school staff, parents, community partners, etc.)	Continue to prepare for Consolidated Grant Application (for the next school year)	Take annual snapshot of students served by Title I, Part A (June 1 if applicable)
Provide parent capacity building trainings and parent feedback meetings when possible	Notify parents if a student has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, where applicable	Prepare July newsletter
Engage stakeholders (school staff, parents, community partners, etc.) to update the School-Parent Compact and Parent Family Engagement Plan for next school year	Collect signed monthly Time & Effort records for federally funded staff working on multiple cost objectives	Engage in Final Review of Attention Needed items and prepare and post Final Reports in eGrants
	LEAs and Charters resubmit Monitoring Tool with revised "Needs Attention" Items	

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CNA, Schoolwide and Strategic Planning
Equitable Services
Consolidated Grant Application
Title I General Requirements
Title I Fiscal Requirements
Federal Programs Monitoring (Identified LEAs)