

A Resource Guide to Consolidating Funds in Georgia's Title I Schoolwide Schools

Dr. John Barge, State School Superintendent
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GEORGIA DEPARTMENT OF EDUCATION

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**INTRODUCTION
AND
OVERVIEW**

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INTRODUCTION

This resource guide, *A Resource Guide to Consolidating Funds in Georgia's Title I Schoolwide Schools*, is designed to guide local education agencies (LEA) Title I Coordinators through the process of creating and maintaining effective schoolwide programs. While it is not meant as a substitute for federal law, it does provide instructions for basic schoolwide requirements, administration, fiscal management, and other useful information needed to implement the various components of schoolwide programs found in the reauthorization of the Elementary and Secondary Education Act of 1965 (ESEA).

While this guide is based on the interpretation of the ESEA, the regulations, and the guidance issued by the U.S. Department of Education (US ED), the samples included are not intended to be applicable to every situation. These samples are not official templates and, if used, should be adapted to specific LEA requirements. If there is any doubt as to the applicability of the samples, the Georgia Department of Education (GaDOE) advises each LEA to consult legal counsel.

This *Resource Guide* will answer many questions; however, GaDOE staff is also available to provide individualized technical assistance when needed. LEAs are invited to contact the GaDOE for personalized assistance as necessary.

The guide is organized into four main sections with an additional section of appendices:

- The Introduction and Overview section addresses basic program requirements for implementing schoolwide programs. This section includes a brief discussion of the three core elements of schoolwide programs: the comprehensive needs assessment, the comprehensive schoolwide plan, and the annual evaluation.
- The Planning Requirements section addresses planning for schoolwide programs and includes information regarding procedures for initial implementation of Title I schoolwide programs, as well as, the plan requirements for existing schoolwide programs.
- The Budget Requirements section addresses the process for schoolwide consolidation of funds. This section includes suggestions for successful collaboration, tools to assist in fund consolidation, and information regarding the amendment process.
- The appendices provide sample documents to assist in program implementation.

OVERVIEW OF SCHOOLWIDE PROGRAMS

A schoolwide program is a comprehensive reform strategy designed to upgrade the entire educational program in a Title I school. The primary goal of schoolwide programs is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on State academic achievement standards. This schoolwide reform strategy requires that a school:

- Conduct a comprehensive needs assessment;
- Identify and commit to specific goals and strategies that address those needs;
- Create a comprehensive plan; and
- Conduct an annual evaluation of the effectiveness of the schoolwide program and revise the plan as necessary.

Adopting this strategy should result in an ongoing, comprehensive plan for school improvement that is owned by the entire school community and tailored to its unique needs.

The schoolwide authority also reflects the following fundamental principles of Title I, as found in the reauthorization of the ESEA:

- Accountability for results. In a schoolwide program, accountability for results is shared throughout the school. All students are expected to meet the State's challenging standards, and students who experience difficulty mastering those standards are provided timely, effective, additional assistance. Teachers use information about student performance and share ways that instruction can be improved to meet a wide range of student needs. The school keeps parents informed of the achievement of individual students, and of the progress of the school in meeting its goals.
- Research-based practices. Schoolwide programs operate according to a plan that contains proven, research-based strategies designed to facilitate schoolwide reform and improvement. Professional development activities are based on practices proven to be successful in helping teachers improve the quality of their instruction.
- School and community engagement. Staff in schoolwide programs engage parents and the community in their work as planners, participants, and decision makers in the operation of the school. This collaboration is based on a shared vision of the school's values and overall mission. These

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partnerships strengthen the school's ability to meet the needs of all students and improve the school.

There are three core elements of a schoolwide program.

1. A school operating a schoolwide program must conduct a **comprehensive needs assessment** that identifies the school's strengths and challenges in key areas that affect student achievement.

2. The school must develop a **comprehensive schoolwide plan** that describes how it will achieve the goals it has identified as a result of its needs assessment. The schoolwide plan must include and clearly identify the following eighteen required components of a schoolwide program:
 - Use such program's resources under this part to help participating children meet the State's challenging student academic achievement standards expected for all children.

 - Use effective methods and instructional strategies that are based on scientifically based research that strengthens the core academic program of the school and that:
 - Provide opportunities for all children in the school to meet or exceed Georgia's proficient and advanced levels of student performance.
 - Are based upon effective means of raising student achievement.
 - Use effective instructional methods that increase the quality and amount of learning time.
 - Address the needs of all children, particularly targeted populations, and address how the school will determine if such needs have been met and are consistent with improvement plans approved under Educate America Act.

 - Provide instruction by highly qualified teachers.¹
 - Professional development for the staff to enable all children in the school to meet performance standards.
 - Strategies to increase parental involvement.
 - Plans for assisting preschool children in the transition from early childhood programs to local elementary school programs.
 - Measures to include teachers in the decisions regarding the use of assessment to provide information on, and to improve, the performance of individual students and the overall instructional program.
 - Coordination and integration of federal, state, and local services and programs.

¹ Refer to Highly Qualified Staff, page 211.

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- Activities to ensure that students who experience difficulty mastering standards shall be provided with effective, timely assistance, which shall include:
 - List state and local educational agency programs and other federal programs that will be included.
 - Description of how resources from Title I and other sources will be used.
 - Plan developed in coordination with other programs, including those under the School-to-Work Opportunities Act of 1994, the Carl D. Perkins Vocational and Applied Technology Act, and National and Community Service Act of 1990.
 - Activities to ensure that students who experience difficulty mastering standards shall be provided with effective, timely assistance, which shall include:
 - Measures to ensure that students' difficulties are identified on a timely basis.
 - Periodic training for teachers in the identification of difficulties and appropriate assistance for identified difficulties.
 - Teacher-parent conferences that detail what the school will do to help the student, what the parents can do to help the student, and additional assistance available to the student at the school or in the community.
 - Description of how individual student assessment results and interpretation will be provided to parents.
 - Provisions for the collection and disaggregation of data on the achievement and assessment results of students.
 - Provisions to ensure that disaggregated assessment results for each category are valid and reliable.
 - Provisions for public reporting of disaggregated data.
 - Plan developed during a one year period, unless LEA, after considering the recommendation of its technical assistance providers, determines that less time is needed to develop and implement the schoolwide program.
 - Plan developed with the involvement of the community to be served and individuals who will carry out the plan including teachers, principals, other school staff, pupil service personnel, parents, and students (if secondary).
 - Plan available to the LEA, parents, and public.
 - Plan translated to the extent feasible, into any language that a significant percentage of the parents of participating students in the school speak as their primary language.
 - Plan is subject to the school improvement provisions of Section 1116.
3. The school must **evaluate annually** the outcomes and the plan's implementation to determine whether the academic achievement of all students, and particularly of low-achieving students, improved, whether the goals and objectives contained in the plan were achieved, and if the plan is still appropriate as written.

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The Title I schoolwide process supports the development of high-performing schools by encouraging schools to make significant changes in the school's operation. While schoolwide programs are not required to identify specific students as eligible, schools must supplement (enhance) rather than supplant (take the place of) the services participating students would receive if they were not participating in the schoolwide program.

A school is eligible to be a schoolwide program if the LEA determines that the school serves an eligible attendance area. For the first year of the schoolwide program, the school serves a school attendance area in which not less than 40 percent of the children are from low-income families or 40 percent of the students enrolled in the school are from low-income families. If the population of a school that operates a schoolwide program drops below the required eligibility threshold in any subsequent year, the school may continue to operate as a schoolwide program.

Additionally, the school plan must document that it has met the intent and purposes of each program whose funds are consolidated if it chooses to consolidate funds from Title I, Part A, and other federal education program funds and resources without maintaining separate fiscal accounting records by program, or meeting most statutory requirements of those programs [*Section 1114(b)(1) of Title I of ESEA*].

If the school chooses not to combine funds, the schoolwide school can implement its Title I schoolwide plan, but the Title I schoolwide school must limit its Title I expenditures strictly to those costs appropriate for Title I use of funds. In brief, the LEA must account for and track expenditures separately, identifying the activities that the Title I, Part A, funds support.

**SCHOOLWIDE PROGRAM
PLANNING REQUIREMENTS**

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LEA PROCEDURES FOR INITIAL IMPLEMENTATION OF TITLE I SCHOOLWIDE PROGRAMS

The LEA must submit written notification to the GaDOE that a school is preparing to become a schoolwide program. Written notification must be submitted to the GaDOE Title I Education Program Specialist before the school is declared a schoolwide program. Contact information for the Title I Education Program Specialists may be found at the GaDOE's Web site:

http://public.doe.k12.ga.us/tss_title.aspx. Notification may be provided through a letter submitted by the district and signed by the superintendent or through the LEA Intent Form (Appendix B). Written notification must provide the following:

- The name of the school and school principal.
- The address of the school.
- The name of the school's technical assistance provider and qualifications to provide such services, if applicable (for example, individual consultant).
- The expected date the school will become a schoolwide program.
- An assurance that the school staff made the decision to become a schoolwide program.
- An assurance that the school staff will meet the plan development requirements in ESEA, Section 1114.
- An assurance that the LEA will provide the necessary technical assistance and support to the school.
- An assurance that the school conducted appropriate planning with support from the LEA must be included, if the LEA determines that it is unnecessary for the school to develop a comprehensive plan over a full one-year period.
- An assurance that the LEA will make available the schoolwide plan when requested by the GaDOE or the Georgia Department of Audits.
- The Superintendent must sign the written notification.

When the schoolwide plan is complete, it must be submitted to the Title I Education Program Specialist for approval. The district must include a completed Schoolwide Program Checklist signed by the district's Title I Director/Coordinator with the plan's submission. The plan will be reviewed by the GaDOE and approved if all schoolwide components are met.

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The LEA will receive written notification that the school has official approval to become a schoolwide program. Notification also will be made to state auditors so that Title I expenditures for schoolwide programs are audited appropriately.

The GaDOE will:

- Provide written notification acknowledging receipt of LEA's request.
- Provide technical assistance (if requested by the LEA).
- Monitor plan development in consultation with the LEA.
- Provide written notification of the school's approval for schoolwide after all provisions have been met.

Additional information and sample forms may be found in the appendices.

PLAN REQUIREMENTS FOR EXISTING SCHOOLWIDE PROGRAMS

Schoolwide programs in existence on the day before the enactment of ESEA may continue to operate such programs, but shall develop amendments to its existing plan during the first year of existence after that date to reflect the provisions of Section 1114. The LEA must ensure that the existing schoolwide plans include a comprehensive plan for reforming the total instructional program in the school. The plan must:

- Describe how the school will implement the components of a schoolwide program.
- Describe how the school will use Title I resources and resources from other sources to implement the components.
- Include a list of all programs (federal and state) that will be consolidated in the schoolwide program.
- Describe how the school will provide individual student academic assessment results in a language the parents can understand, including an interpretation of those results, to the parents of a child who participates in the academic assessments required by ESEA.

**SCHOOLWIDE PROGRAM
BUDGET REQUIREMENTS**

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SCHOOLWIDE CONSOLIDATION OF FUNDS

Section 1114(a)(1) of ESEA states that “A local educational agency (LEA) may consolidate and use funds under this part, together with other federal, state and local funds, in order to upgrade the entire educational program of a school that serves an eligible school attendance area in which not less than 40 percent of the children are from low-income families, or not less than 40 percent of the children enrolled in the school are from such families.” Regarding records, Section 1114(3)(C) states, “A school that consolidates and uses funds from different federal programs under this section shall not be required to maintain separate fiscal accounting records by program, that identify the specific activities supported by those particular funds as long as the school maintains records that demonstrate that the schoolwide program, considered as a whole, addresses the intent and purposes of each of the federal programs that were consolidated to support the schoolwide program.’

Section 1115(a) states, “In all schools selected to receive funds under section 1113(c) that are ineligible for a schoolwide program under section 1114, or that choose not to operate such a schoolwide program, a LEA serving such school may use funds received under this part only for programs that provide services to eligible children under subsection (b) identified as having the greatest need for special assistance.”

A schoolwide program that does not consolidate funds from different federal programs shall be required to maintain separate fiscal accounting records, **by program**, that identify the specific activities supported by those particular funds.

The following elements of schoolwide would be monitored in the same manner as schoolwides that are consolidating funds:

1. Eligibility established or 40 percent of students receive free/reduced meals (FRM).
2. Schoolwide program plans that include the ten required components.
3. Evidence that the Title I schoolwide program benefits all students in the school.
4. Evidence that the LEA provides guidance to schools about the development, implementation, and evaluation of schoolwide programs and program requirements.
5. Evidence that the LEA provides technical assistance and support to schools developing schoolwide programs in the areas of needs assessment, comprehensive planning, implementation, and evaluation.

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6. Evidence that schoolwide programs are comprehensively developed, reviewed and evaluated annually, and revised accordingly.
7. Evidence that services students receive are supplementary to instructional services required to be provided by the school.

KEYS TO COLLABORATION

In order for an LEA to consolidate funds from federal programs, there must be commitment on the part of all federal program directors and finance personnel at the district level. Communication is the key to successful implementation of the consolidation of funds in a schoolwide program. The involvement of all personnel is essential to gaining an understanding of everyone's role and how the programs they represent fit together. While good communication is important at the district level, it is critical that communication between the district and the school's leadership team be ongoing and open.

Personnel at the district level who hold responsibilities for programs along with the school level leadership should be involved in the communication and decision making process. District level personnel to consider for the collaborative process include: Title I, Part A; Title I, Part D; Title II, Part A; Title III, Part A; Title IV, Part B; Title VI, Part A; the Curriculum and Instruction Director; the Professional Learning Director; and the Exceptional Student Services Director.

The following information may be beneficial as LEAs communicate, collaborate, and consolidate federal program funds into Fund 400 for schoolwide programs.

Initial Meeting:

- **Bring all program personnel to the table.** This initial meeting should provide direction, basic guidelines, and requirements of each federal program. The meeting should take place in the spring (March through May) to have schoolwide schools prepared to begin the following school year.

One person may take the lead for the coordination of Schoolwide Consolidation of Funds Project (Fund 400). This will ease the process of communicating funding decisions to the district bookkeeper. The person coordinating the Fund 400 process may be the Title I Director/Coordinator.

- **Discuss the Schoolwide Consolidation of Funds Process.** Discussion should begin around the federal programs to be included in Fund 400. The collaborative team should evaluate district level needs (district set-asides) prior to determining school level allocations. As the discussion progresses to school level allocations, the collaborative team should determine each schoolwide school's need on a non-formulated basis. Although it is not

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required to consolidate all federal programs in Fund 400, it is important to remember that federal funds eligible for consolidation being charged to a schoolwide school must be included in Fund 400 to avoid audit findings.

Other topics to be discussed by the collaborative team should include, but are not limited to:

- The process for communication of appropriate information to the school level.
 - The process for evaluating the implementation of the Schoolwide Consolidation of Funds Project.
- **Determine a schedule for collaboration meetings.** Continued collaboration is critical to the success of the district's Schoolwide Consolidation of Funds Project. Regular meetings can provide the district with opportunities to:
 - Evaluate the progress of each schoolwide school's implementation of its schoolwide plan to determine if budgetary or program change is appropriate.
 - Determine if the intent of each federal program being consolidated is being met.

The collaborative team should set the meeting schedule for the year emphasizing the importance of attendance by all team members.

Following the above suggested steps should provide a basic understanding of the process of fund allocation and program function for each federal fund participating in the district's Schoolwide Consolidation of Funds process.

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TOOLS FOR FUND CONSOLIDATION

The following steps are the process to follow in consolidating federal funds in a schoolwide program.

Step 1 The LEA receives allocations from the GaDOE and examine the intent and purpose of each federal program from which funds may be consolidated:

- a. Title I, Part A of the ESEA, as amended, Improving the Academic Achievement of the Disadvantaged;
- b. Title I, Part D of ESEA Programs for Children and Youth Who are Neglected, Delinquent, or At-Risk;
- c. Title II, Part A of ESEA, as amended, Preparing, Training and Recruiting High Quality Teachers and Principals;
- d. Title III, Part A of ESEA, as amended, Language Instruction for Limited English Proficient and Immigrant Students;
- e. Title IV, Part A of ESEA, as amended, Safe and Drug-Free Schools Program;
- f. Title VI, Part B of ESEA, as amended, Rural and Low Income schools.

In addition:

- g. Individuals with Disabilities Education Act (IDEA) funds may be placed within a schoolwide program under the condition that all other requirements of the IDEA, such as rights and services afforded individual children with disabilities, are met.

The following are federal funds that cannot be included or have restrictions.

1. Migrant Education Program funds require the school to:
 - a. Consult with parents of migratory children or organizations representing these parents, or both.

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- b. Address the identified needs of migratory children that result from the effects of their migratory lifestyle or are needed to permit migratory children to participate effectively in school.
 - c. Document that services to address those needs have been provided.
2. IDEA funds may be placed within a schoolwide program under the condition that all other requirements of the IDEA, such as rights and services afforded individual children with disabilities, are met.
3. Title I, Part B, Subpart 1, Reading First is excluded from schoolwide programming.

Competitive grants may not be used in consolidating funds.

Step 2 Identify and determine the amount of the identified federal funds to consolidate within the schoolwide consolidation program. The determination of funds placed in Fund 400 is made through proper consultation between the federal program director(s) of all programs to be considered in consolidation plus the principal, finance personnel, district homeless liaison, support staff, and teachers. This step includes formal notification to participating schoolwide schools of the aggregate federal funding available to the school and a breakdown of each federal program's percentage of the total funds available.

Step 3 In this step, activities are occurring simultaneously at both the district and school levels:

District Level – Each federal program budgets its allocation through its normal budgeting process. Funds to be consolidated in the Schoolwide Consolidation of Funds program are moved in the budget detail of the Consolidated Application through any function code (1000, 2210, etc.) plus object code 881.

School Level – A collaborative meeting is scheduled between appropriate district personnel and the school's leadership team to develop a budget for the implementation of the schoolwide school plan. The district's financial and Title I directors must work together to provide schools assistance in determining cost for salaries and benefits, equipment, supplies, materials, etc.

One approach that districts could utilize to provide assistance to schools in the school level budgeting process would be to conference with the school's leadership team. During the conference phase, district personnel would review the school's federal allocation and budget tools to be utilized. Expenses associated with salaries and benefits of personnel paid with federal funds would be provided.

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The leadership team would receive its schoolwide federal allocation and budget spreadsheets on which to record the school's budget. **Sample school budgets are included in the appendices.**

Detailed procedures for using budget spreadsheets follow:

- On the school level budget spreadsheet (see Appendix E) record the allocation of federal funds in the top section of the form. The percentages and total available funds will be displayed automatically on the spreadsheet (to be posted on the Title Programs Division Web site).
- With knowledge of the funds that are encumbered, the school leadership team will be able to plan for utilization of remaining funds to meet the priorities delineated in the school's schoolwide plan. The team should be informed as to the origin of each of the fund sources in order to address the intent of each federal program. For example:
 - Title II, Part A, funds are consolidated in the school's federal allocation. Title II, Part A, funds are intended to support the professional development efforts at the school. A schoolwide program school that plans no staff development activities has not met the intent of the federal funding and would be suspect of improper budgeting practices. At the same time, all federal programs have some expectation of professional development at the school level to meet funding requirements. Therefore, once the school demonstrates financial support for professional development they may have satisfied the requirement for all federal programs.
 - Title III, Part A, funds are consolidated in the school's federal allocation. The intent of these funds is to support students who are limited English proficient (LEP). The school purchases materials that focus on building literacy skills in at-risk students. While these expenditures are not specifically earmarked for LEP students, it could be argued that the materials purchased would impact the performance of all its students.
- The remaining funds to be budgeted should be entered into the spreadsheet using the applicable funding codes. As these amounts are entered into the spreadsheet, the "Remaining Fund" balance will be reduced until all funds have been budgeted. The leadership team should provide to the district level Fund 400 contact a short narrative describing how the funds are to be distributed and also provide a copy of the final budget with "Remaining Balance" at zero.
- As fund amounts are amended throughout the year and distributions are increased, amended budgets will need be prepared and reviewed by the

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school leadership team. New narratives will be developed and filed at the school and with the district level Fund 400 contact.

Step 4 Each school submits its budget to the LEA for review to ensure that each schoolwide school's budget matches its allocation and schoolwide plan.

Step 5 The LEA approves each schoolwide school budget and submits an aggregate budget in the consolidated application by attaching the aggregate district budget under the Program Information Tab of the Schoolwide Consolidation Program Budget.

Note: This is not a school by school budget; but a district budget. **(Samples included in Appendices)** A worksheet that combines all school consolidated budgets into a district summary budget is available on the following Title I Worksheet link of the GaDOE website.

http://www.gadoe.org/tss_title_lea.aspx?folderID=104&m=links&ft=Worksheets

Step 6 Each federal program budget is submitted through the normal process for approval. The submitted budget is reviewed by the appropriate Title I Education Program Specialist for approval.

Step 7 After all participating federal budgets have been approved; the schoolwide consolidation of funds budget is completed and submitted to the GaDOE through the Schoolwide Consolidation of Funds program in the Consolidated Application for approval by the appropriate Title I Education Program Specialist.

Step 8 Upon GaDOE approval, the school district records the budget in its accounting system. The schoolwide budget must be recorded in Fund 400 school-by-school.

Step 9 The LEA and schoolwide schools implement the budget based on priorities in the approved schoolwide plan.

Step 10 The LEA allocates the total schoolwide expenses to each of the contributing federal grants based on the determined ratio per program contribution on a monthly basis. This process is important to ensure that each program can determine the appropriate cash draw down from Georgia Accounting Online Reporting System (GAORS). Additionally, the process allows the LEA program director the ability to monitor the overall grant.

Step 11 The LEA must evaluate and revise plans accordingly.

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AMENDMENT PROCESS

The following steps are to be followed when amending the original Schoolwide Consolidation of Funds budget **after** it has been approved by the Title I Education Program Specialist.

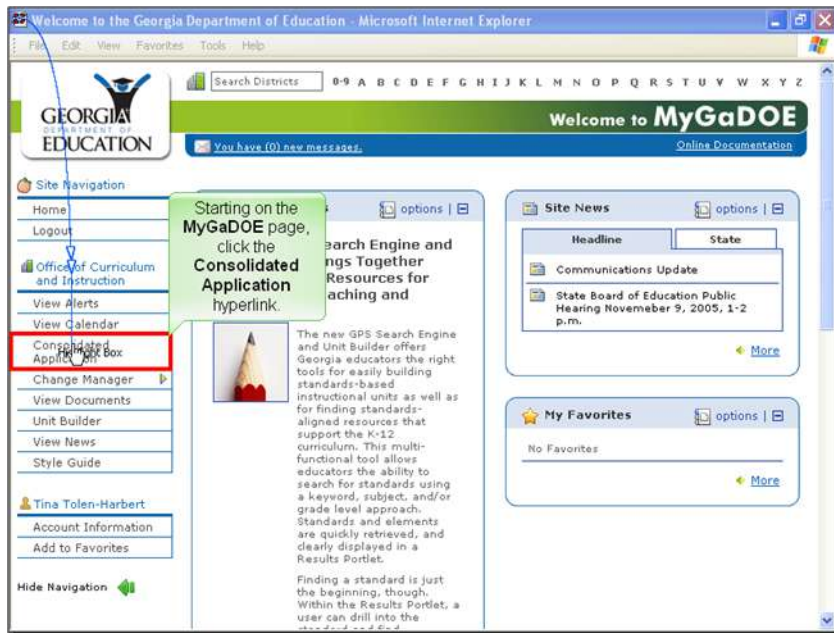
1. Create an amendment to the original Schoolwide Consolidation of Funds budget in the Consolidated Application.
2. Create an amendment to the participating federal budget (Title I, Part A; Title II, Part A; Title III, Part A; etc.) from which funds will be transferred to the Schoolwide Consolidation of Funds budget.
3. Make changes to the budget of the participating federal program (Title I, Part A; Title II, Part A; Title III, Part A; etc.) being amended and submit that budget through the submission process in the Consolidated Application.
4. Make changes to the Schoolwide Consolidation of Funds budget in the amendment based on the additional funds that have been transferred to the budget. **Do not** submit this budget until **after** the participating federal program amended budget has **been approved** at the state level through the Consolidated Application approval process.

**CONSOLIDATED APPLICATION
DATA ENTRY**

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The following pages provide screen shots of the online help that is available through the GaDOE's portal, MYGaDOE. The GaDOE's portal is located at <https://portal.doe.k12.ga.us/Login.aspx?e=98>. A username and password are required to enter the portal.

How to Add the Schoolwide Consolidation Funds Program



- Log onto the GaDOE's portal MYGaDOE.
- Starting on the MyGaDOE page, click the Consolidated Application hyperlink.

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- Select the current fiscal year for your district.



- The Programs page appears.

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- Click on the arrow in the Program drop-down box.

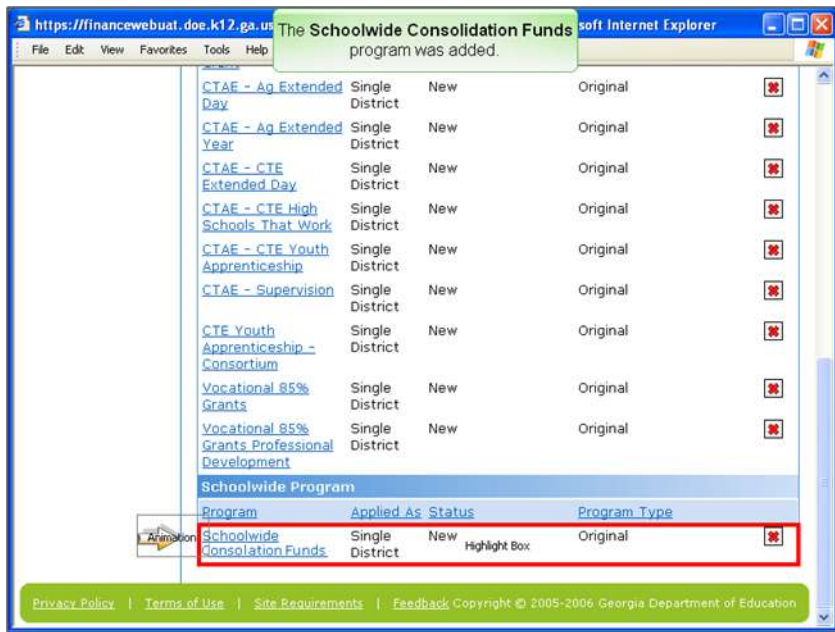


- Select Schoolwide Consolidation Funds.

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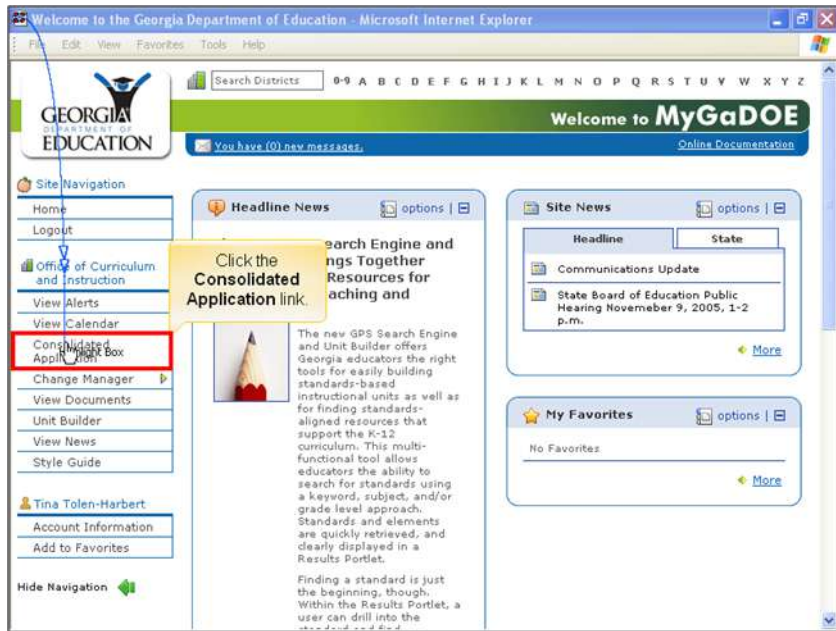
- Click the Add button.



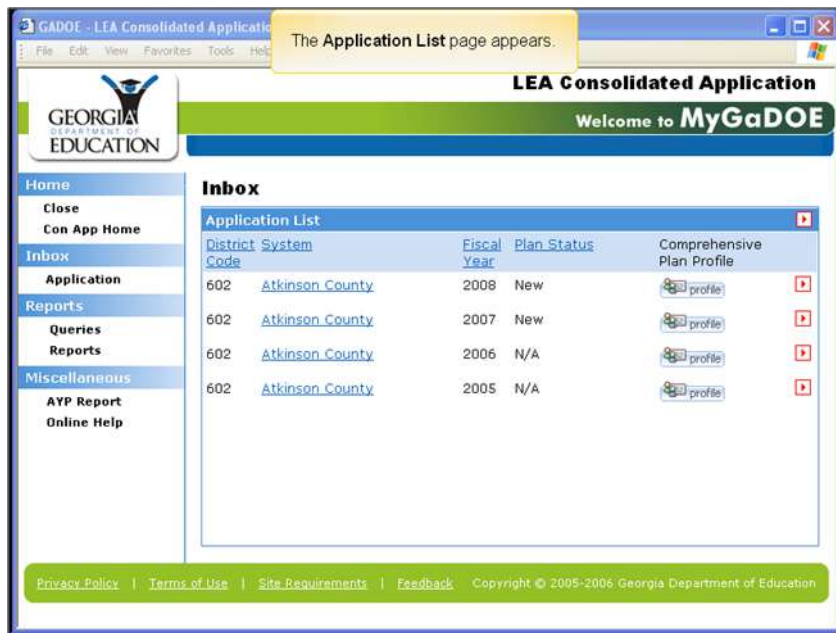
- The Schoolwide Consolidation Funds program was added.

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How to Allocate Funds to the Schoolwide Consolidation Funds

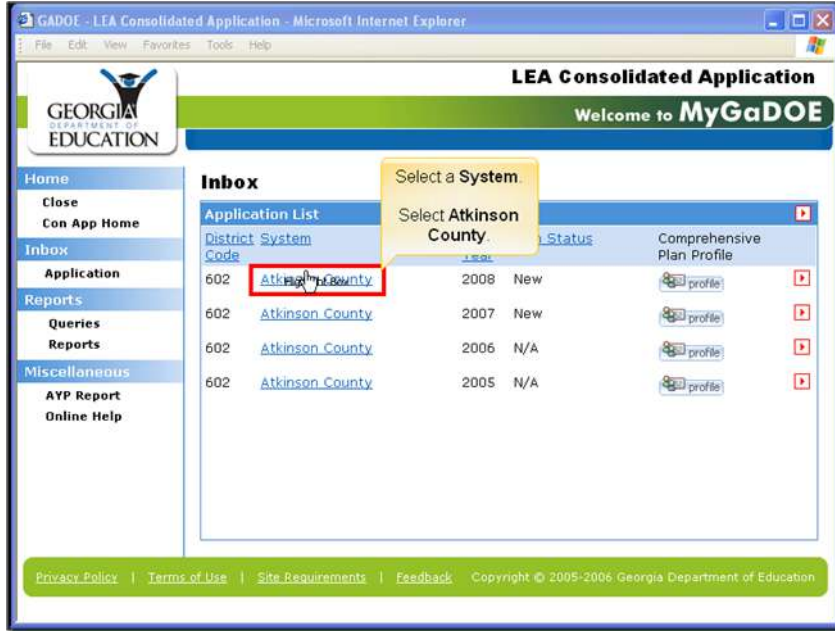


- Click the Consolidated Application link.

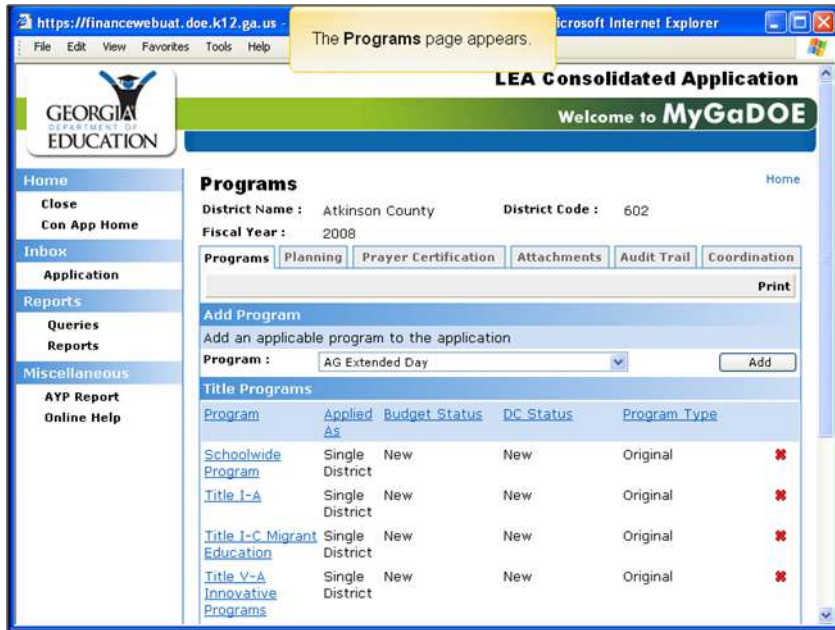


- The Application List page appears.

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- Select a district.

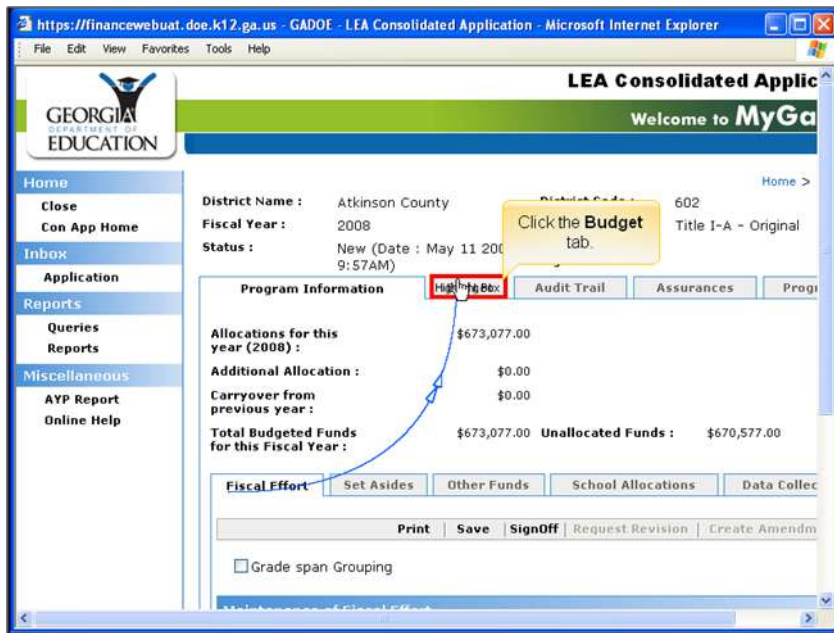


- The Programs page appears.

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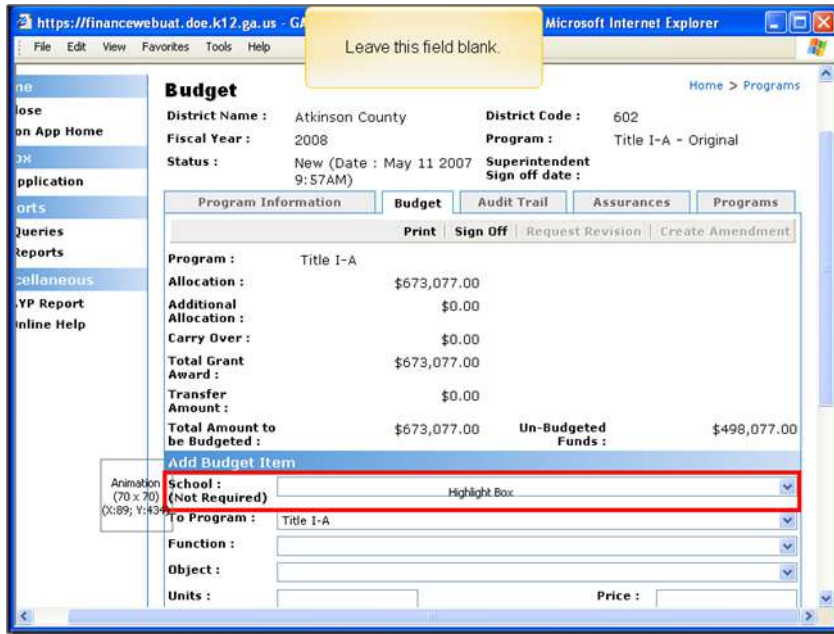


- Select a Program.
- Select Title I-A.

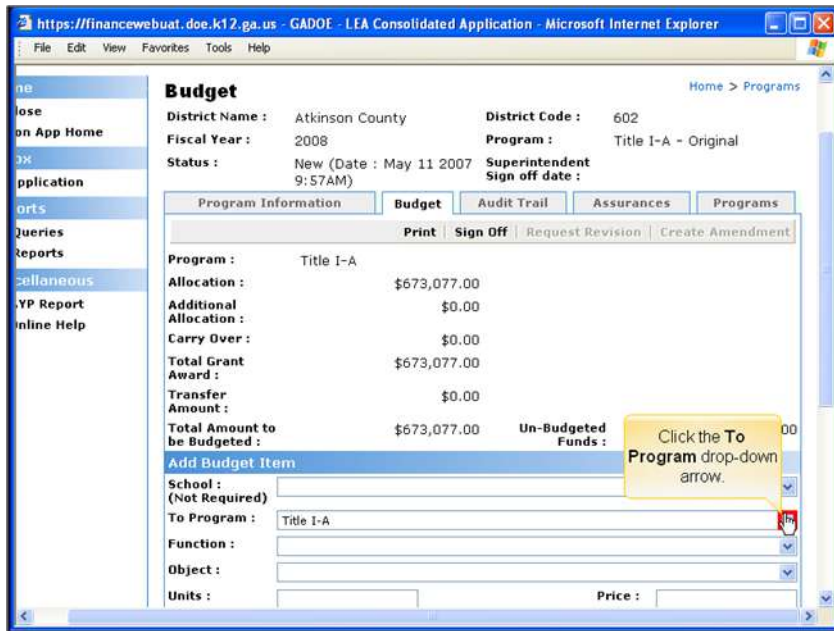


- Click the Budget tab.

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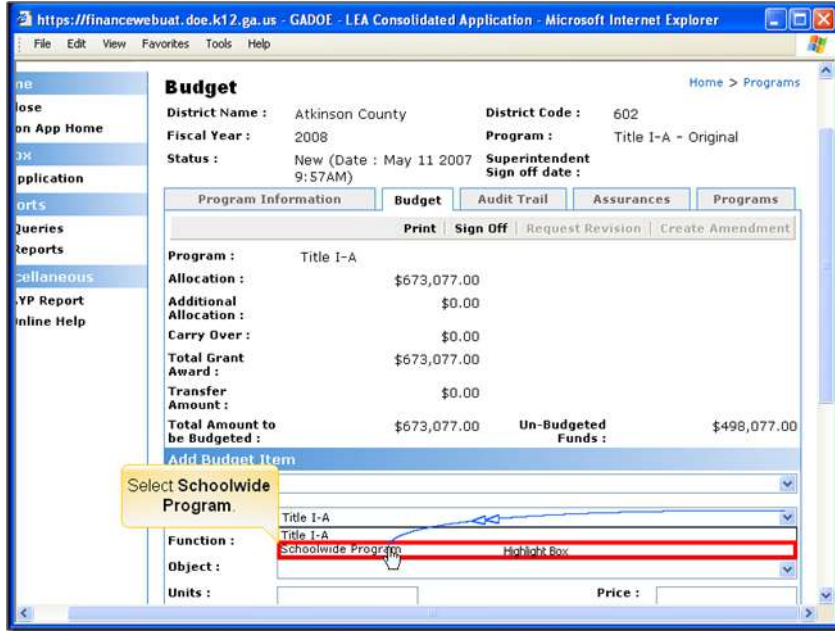


- You may leave this field blank.
- OR
- You may select a school for budget item you are entering.

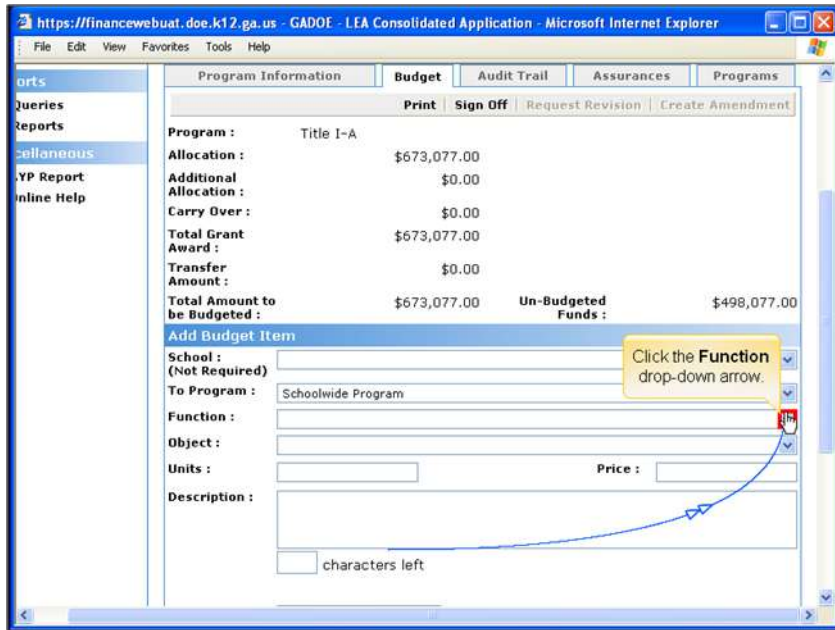


- Click the To Program drop-down arrow.

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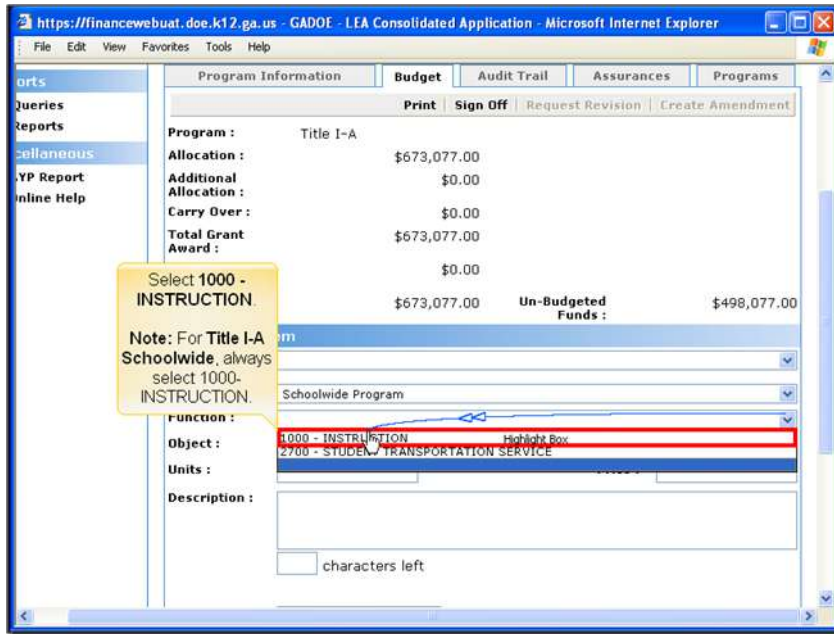


- Select Schoolwide Program.

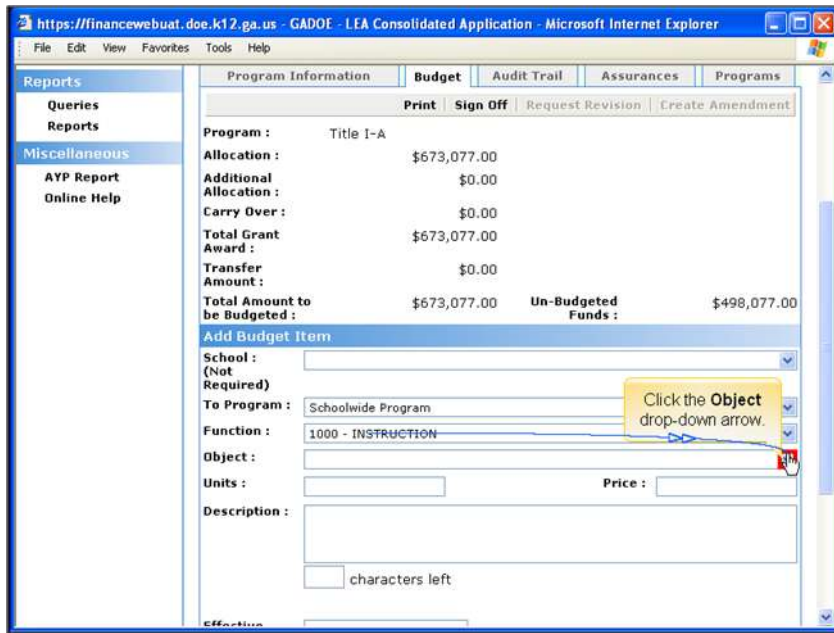


- Click the Function drop-down arrow.

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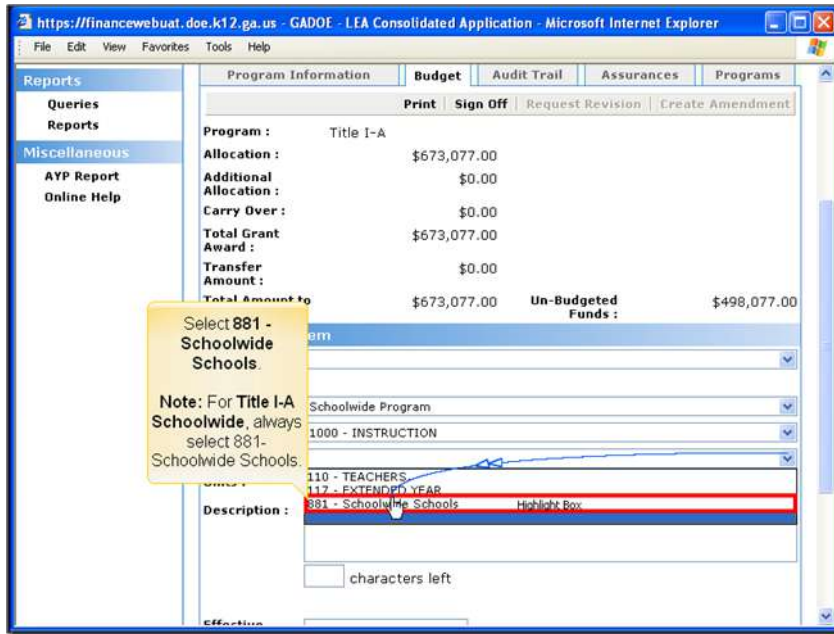


- Select 1000-INSTRUCTION.
- You may select any other function code available to complete the move of funds to the Schoolwide Consolidation of Funds Program.

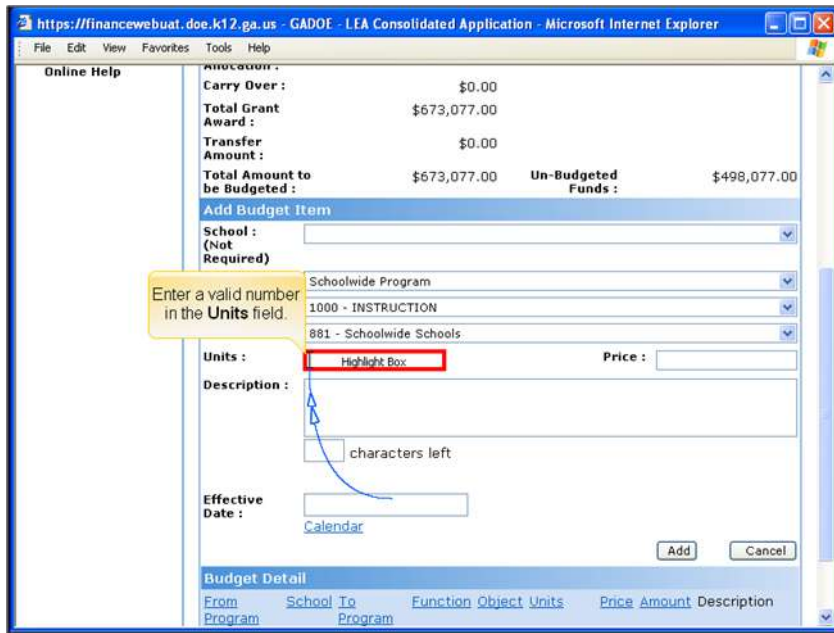


- Click the Object drop-down arrow.

GEORGIA DEPARTMENT OF EDUCATION



- Select 881 - Schoolwide Schools.
- **Always** select 881-Schoolwide Schools as the object code when moving funds to Schoolwide Consolidation of Funds Program.



- Enter a valid number in the Units field.

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https://financewebuat.doe.k12.ga.us - GADOE - LEA Consolidated Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Online Help

Carry Over : \$0.00
Total Grant Award : \$673,077.00
Transfer Amount : \$0.00
Total Amount to be Budgeted : \$673,077.00 Un-Budgeted Funds : \$498,077.00

Add Budget Item

School : (Not Required)
To Program : Schoolwide Program
Function : 1000 - INSTRUCTION
Object : 881 - Schoolwide Schools
Units : 1 Price : Highlight Box
Description :
characters left
Effective Date : Calendar

Add Cancel

Budget Detail

From Program	School	To Program	Function	Object	Units	Price	Amount	Description
--------------	--------	------------	----------	--------	-------	-------	--------	-------------

- Enter total allocations for all Schoolwide Schools if you are using only one function code to move funds to the Schoolwide Consolidation of Funds Program.
- When moving funds school-by-school, enter each school's allocation individually here.

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File Edit View Favorites Tools Help

Online Help

Carry Over : \$0.00
Total Grant Award : \$673,077.00
Transfer Amount : \$0.00
Total Amount to be Budgeted : \$673,077.00 Un-Budgeted Funds : \$498,077.00

Add Budget Item

School : (Not Required)
To Program : Schoolwide Program
Function : 1000 - INSTRUCTION
Object : 881 - Schoolwide Schools
Units : 1 Price :
Description : Highlight Box (477 x 58) (X:284; Y:355)
characters left
Effective Date : Calendar

Add Cancel

Budget Detail

From Program	School	To Program	Function	Object	Units	Price	Amount	Description
--------------	--------	------------	----------	--------	-------	-------	--------	-------------

- Enter a Description.

GEORGIA DEPARTMENT OF EDUCATION

https://financewebuat.doe.k12.ga.us - GADOE - LEA Consolidated Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Online Help

Carry Over : \$0.00
Total Grant Award : \$673,077.00
Transfer Amount : \$0.00
Total Amount to be Budgeted : \$673,077.00 Un-Budgeted Funds : \$498,077.00

Add Budget Item

School : (Not Required)
To Program : Schoolwide Program
Function : 1000 - INSTRUCTION
881 - Schoolwide Schools
1 Price : 1000

characters left

Effective Date : [Calendar](#)

Add Cancel

Budget Detail

From Program	School Program	To Program	Function	Object	Units	Price	Amount	Description
--------------	----------------	------------	----------	--------	-------	-------	--------	-------------

- Enter the Effective Date.
- You have the option of clicking the Calendar link and then select the date.

https://financewebuat.doe.k12.ga.us - GADOE - LEA Consolidated Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Online Help

Carry Over : \$0.00
Total Grant Award : \$673,077.00
Transfer Amount : \$0.00
Total Amount to be Budgeted : \$673,077.00 Un-Budgeted Funds : \$498,077.00

Add Budget Item

School : (Not Required)
To Program : Schoolwide Program
Function : 1000 - INSTRUCTION
Object : 881 - Schoolwide Schools
Units : 1 Price : 1000

Description : Enter description.
198 characters left

Effective Date : [Calendar](#)

Click the Add button

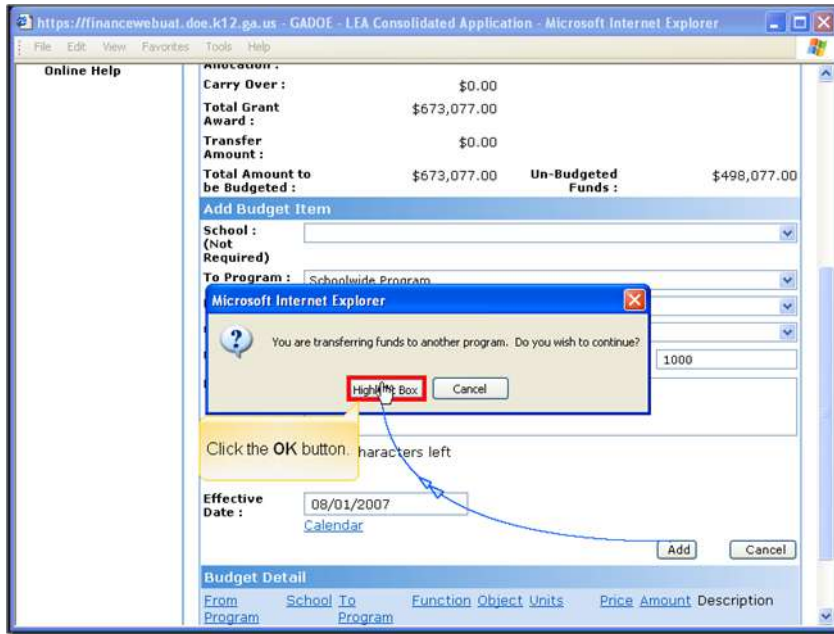
Add Cancel

Budget Detail

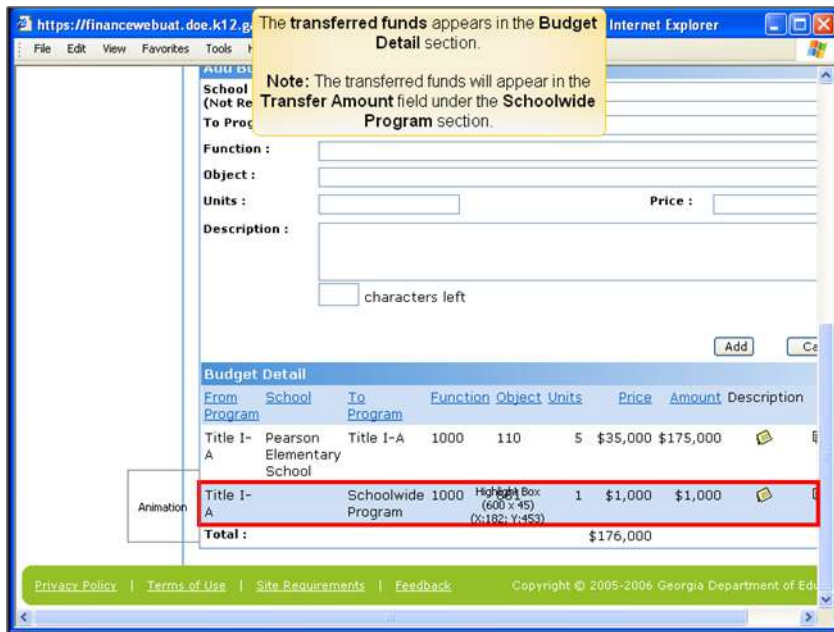
From Program	School Program	To Program	Function	Object	Units	Price	Amount	Description
--------------	----------------	------------	----------	--------	-------	-------	--------	-------------

- Click the Add button.

GEORGIA DEPARTMENT OF EDUCATION



- Click the OK button.



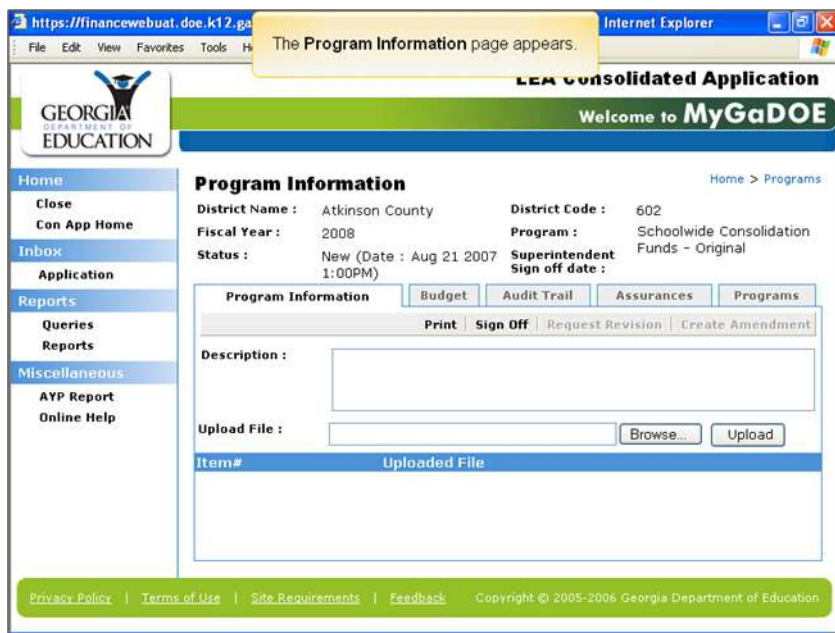
- The transferred funds appear in the Budget Detail section.
- The transferred funds will appear in the Transfer Amount field under the Schoolwide Program section.

GEORGIA DEPARTMENT OF EDUCATION

How to Enter a Budget for the Schoolwide Consolidation Funds

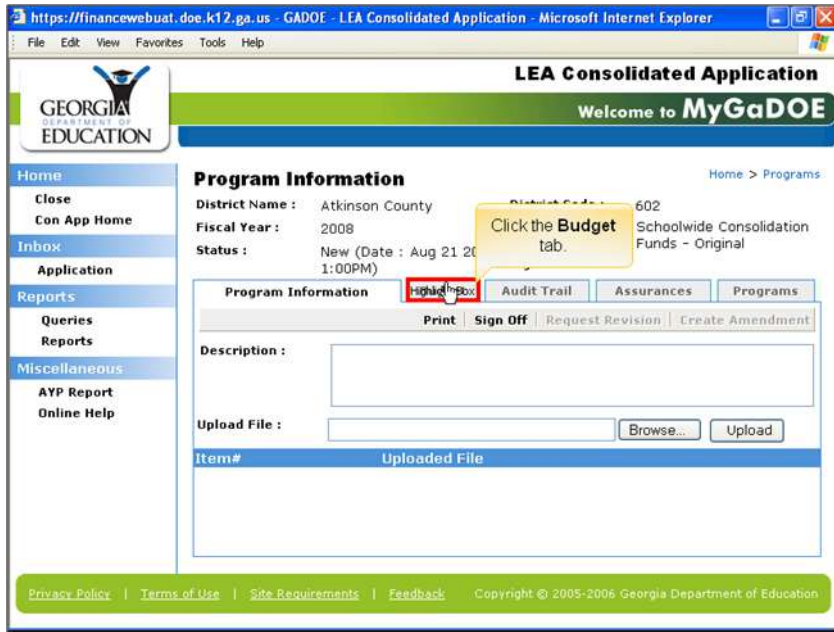


- Funds moved from other Federal programs appear in the Budget Detail section of the Schoolwide Consolidation Funds Program.
- Funds moved to the Schoolwide Consolidation Funds Program will appear in the Transfer Amount field under the Schoolwide Consolidation Funds Program section.



- The Program Information page appears.

GEORGIA DEPARTMENT OF EDUCATION

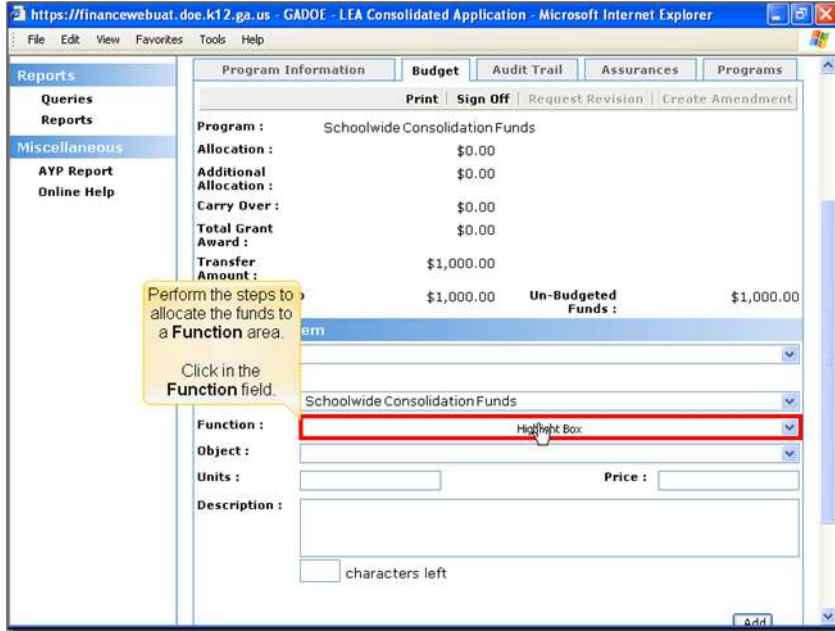


- Click the Budget tab.

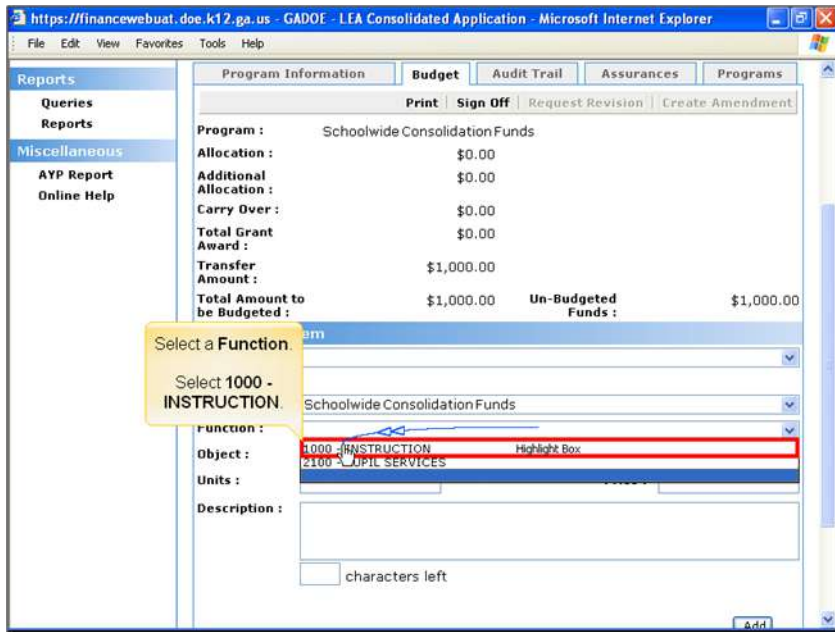


- The Budget page appears.
- This page shows the Transfer Amount, Total Amount to be Budgeted, and the Un-Budgeted Funds.

GEORGIA DEPARTMENT OF EDUCATION

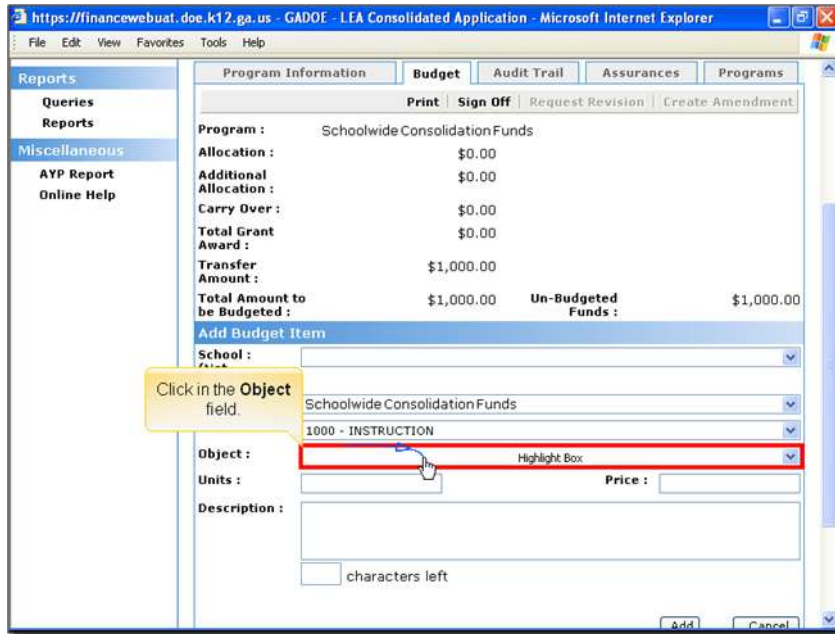


- Perform the steps to allocate the funds to a Function area.
- Click in the Function field.

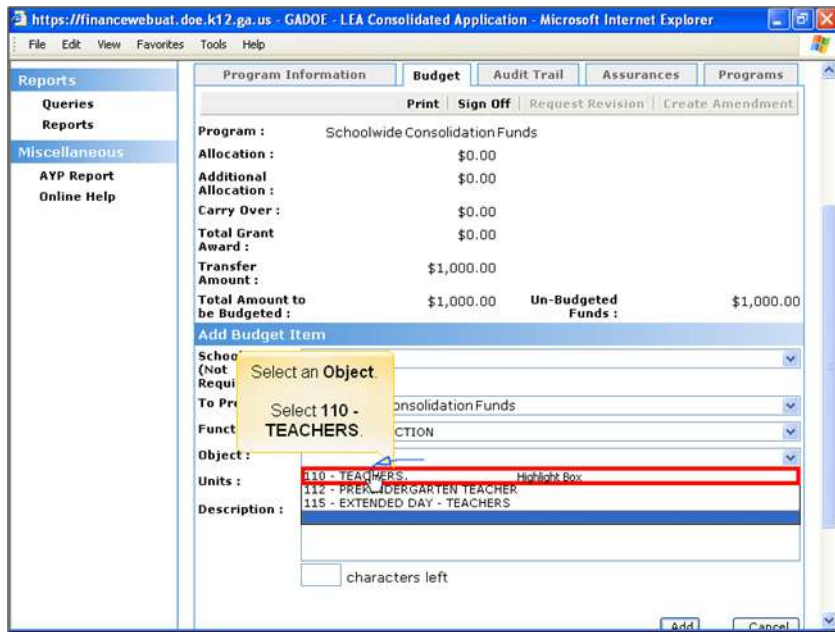


- Select a Function.
- Select 1000 – INSTRUCTION.

GEORGIA DEPARTMENT OF EDUCATION

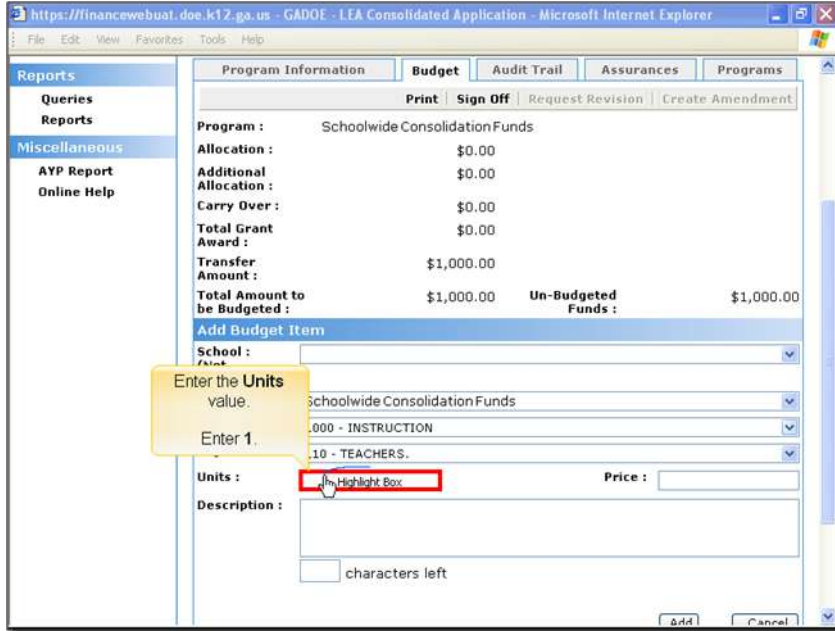


- Click in the Object field.

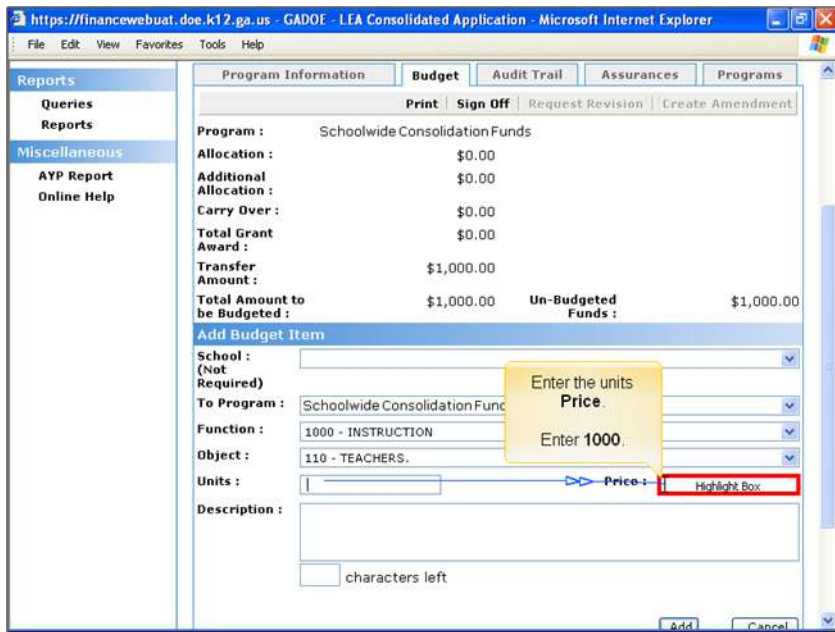


- Select an Object.
- Select 110 - TEACHERS.

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- Enter the Units value.



- Enter the unit price.
- Enter 1000.

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File Edit View Favorites Tools Help

Reports

Queries Reports

Miscellaneous

AYP Report Online Help

Program Information Budget Audit Trail Assurances Programs

Print Sign Off Request Revision Create Amendment

Program : Schoolwide Consolidation Funds

Allocation : \$0.00

Additional Allocation : \$0.00

Carry Over : \$0.00

Total Grant Award : \$0.00

Transfer Amount : \$1,000.00

Total Amount to be Budgeted : \$1,000.00 Un-Budgeted Funds : \$1,000.00

Add Budget Item

School : (Not Required)

To Program : Schoolwide Consolidation Funds

Function : 1000 - INSTRUCTION

Object : 110 - TEACHERS.

Units : 1 Price : 1

Description :

characters left

Add Cancel

- Enter a Description.

https://financewebuat.doe.k12.ga.us - GADOE - LEA Consolidated Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Reports

Queries Reports

Miscellaneous

AYP Report Online Help

Program Information Budget Audit Trail Assurances Programs

Print Sign Off Request Revision Create Amendment

Program : Schoolwide Consolidation Funds

Allocation : \$0.00

Additional Allocation : \$0.00

Carry Over : \$0.00

Total Grant Award : \$0.00

Transfer Amount : \$1,000.00

Total Amount to be Budgeted : \$1,000.00 Un-Budgeted Funds : \$1,000.00

Add Budget Item

School : (Not Required)

To Program : Schoolwide Consolidation Funds

Function : 1000 - INSTRUCTION

Object : 110 - TEACHERS.

Units : 1 Price : 1000

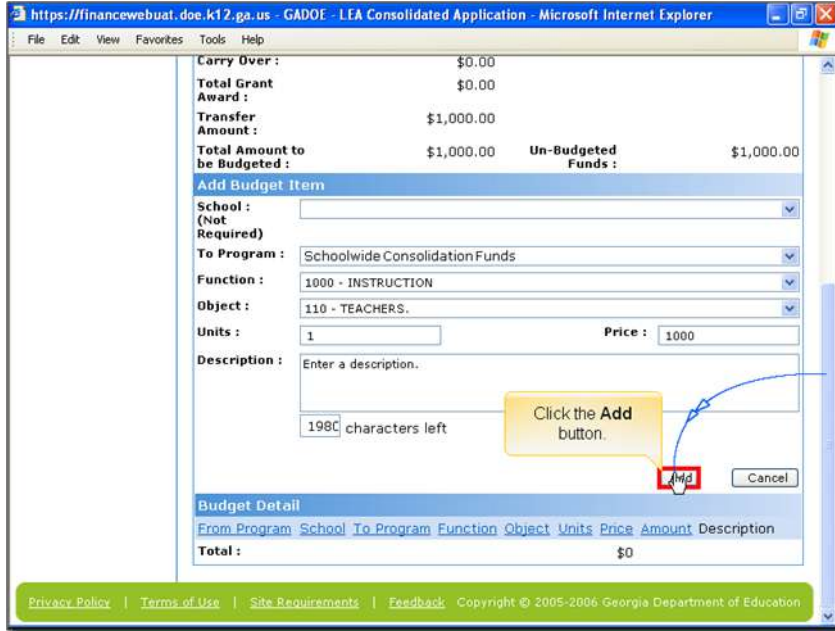
Description :

characters left

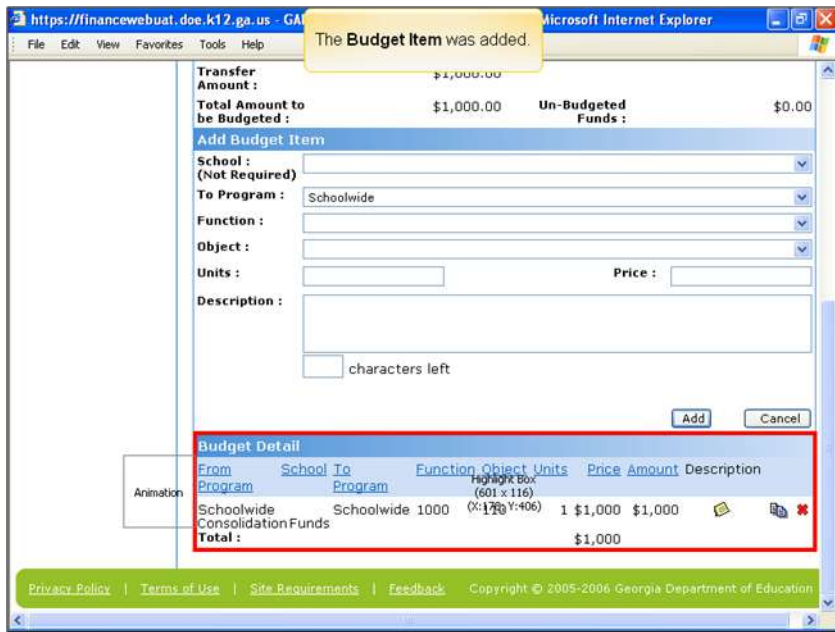
Add Cancel

- Scroll down if necessary.

GEORGIA DEPARTMENT OF EDUCATION

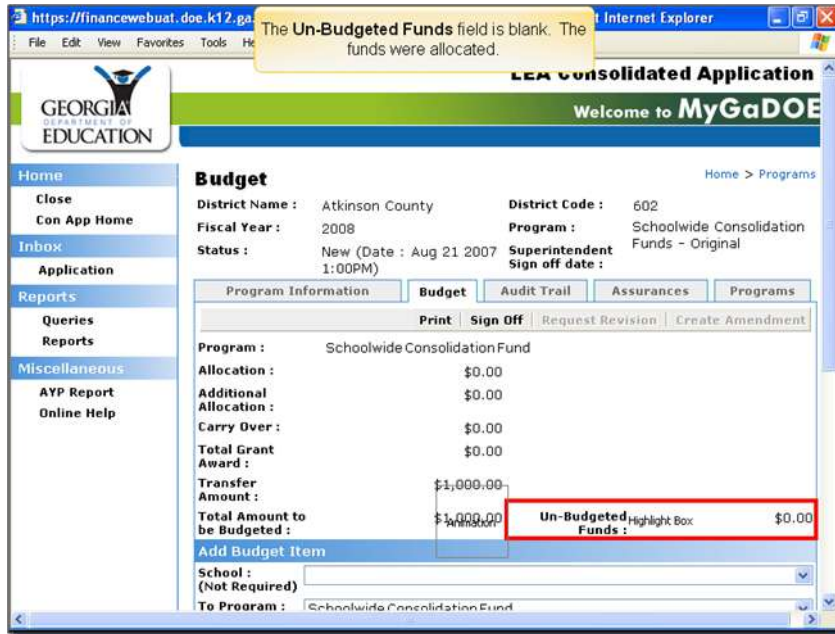


- Click the Add button.



- The Budget Item was added.

GEORGIA DEPARTMENT OF EDUCATION

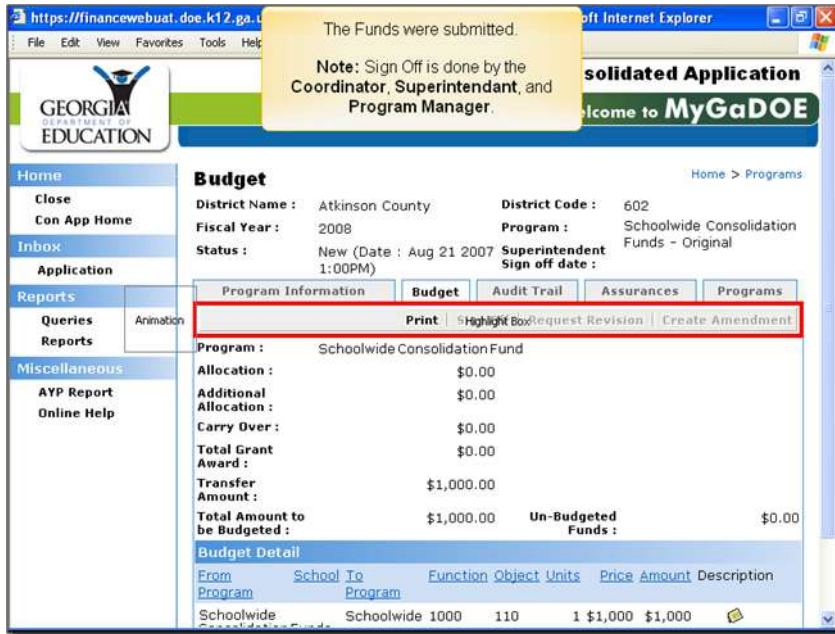


- The Un-Budgeted Funds field is blank. The funds were allocated.

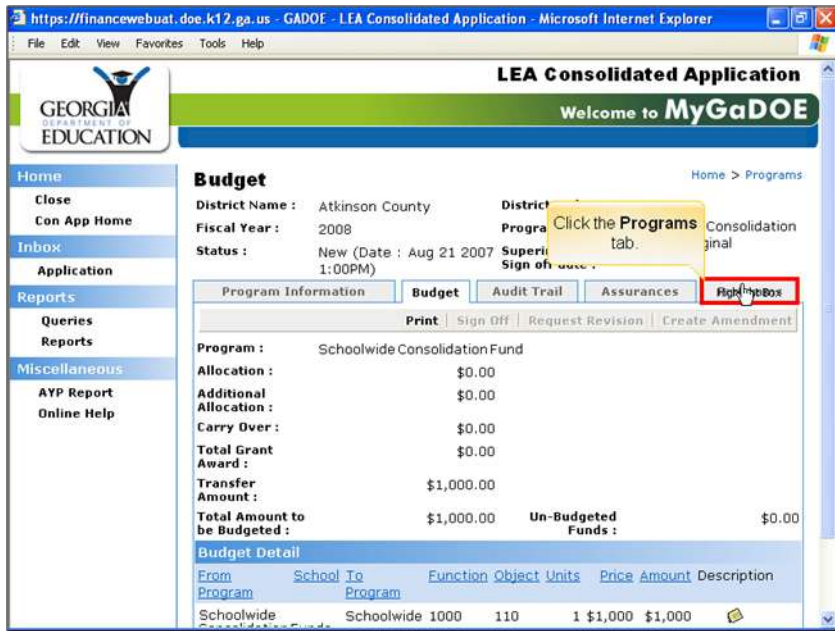


- Click the Sign-Off button.
- **Note:** When you click the Sign-Off button, the funds moved to Schoolwide Consolidation Funds **cannot** be taken back unless an amendment is created.

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- The Funds were submitted.
- Sign-Off is done by the Coordinator, Superintendent, and Program Manager.



- Click the Programs tab.

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The Budget Status for Schoolwide shows Coordinator Signed Off.

LEA Consolidated Application
Welcome to MyGaDOE

Programs

District Name : Atkinson County District Code : 602
Fiscal Year : 2008

Programs | Planning | Prayer Certification | Attachments | Audit Trail | Coordination

Print

Add Program
Add an applicable program to the application
Program : AG Food Processing Add

Program	Applied	Budget Status	DC Status	Program Type
Schoolwide Consolidation Funds	Single High School (X:183; Y:419)	Coordinator Signed Off	New	Original
Title I Part A	Single District	New	New	Original
Title III-A Immigrant	Single District	New	New	Original
Title III-A LEP	Single District	New	New	Original

- The Budget Status for Schoolwide shows Coordinator Signed-Off.

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Appendices

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Schoolwide Programs.....50**

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Appendix A

**SCHOOLWIDE PROGRAM CHECKLIST
FOR USE BY LOCAL EDUCATIONAL AGENCY (LEA)
COORDINATOR AND GEORGIA DEPARTMENT OF EDUCATION
TITLE I EDUCATION PROGRAM SPECIALISTS**

SCHOOL: _____

LEA: _____

All components of a schoolwide program plan must be addressed. Those areas marked “Not Met” need additional development.

**Denotes required components as set forth in Section 1114 of Elementary and Secondary Education Act of 1965 (ESEA).*

MET	NOT MET	
		*1. A comprehensive needs assessment of the entire school which addresses all academic areas and other factors that may affect achievement.
		*2. Schoolwide reform strategies that are scientifically researched based and
		(a) Provide opportunities for all children in the school to meet or exceed Georgia’s proficient and advanced levels of student performance.
		(b) Are based upon effective means of raising student achievement
		(c) Use effective instructional methods that increase the quality and amount of learning time.
		(c) Address the needs of all children, particularly targeted populations, and address how the school will determine if such needs have been met and are consistent with improvement plans approved under Educate America Act.
		*3. Instruction by highly qualified professional staff.
		*(a) Strategies to attract highly qualified teachers to high-needs schools.
		*4. Professional development for staff to enable all children in the school to meet performance standards.
		*5. Strategies to increase parental involvement.

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MET	NOT MET	
		*6. Plans for assisting preschool children in the transition from early childhood programs to local elementary school programs.
		*7. Measures to include teachers in the decisions regarding the use of assessment to provide information on, and to improve, the performance of individual students and the overall instructional program.
		*8. Coordination and integration of federal, State, and local services and programs.
		(a) List of state and local educational agency programs and other federal programs that will be included.
		(b) Description of how resources from Title I and other sources will be used.
		(c) Plan developed in coordination with other programs, including those under the School-to-Work Opportunities Act of 1994, the Carl D. Perkins Vocational and Applied Technology Act, and National and Community Service Act of 1990.
		*9. Activities to ensure that students who experience difficulty mastering standards shall be provided with effective, timely assistance, which shall include:
		(a) Measures to ensure that students' difficulties are identified on a timely basis.
		(b) Periodic training for teachers in the identification of difficulties and appropriate assistance for identified difficulties.
		(c) Teacher-parent conferences that detail what the school will do to help the student, what the parents can do to help the student, and additional assistance available to the student at the school or in the community.
		10. Description of how individual student assessment results and interpretation will be provided to parents.
		11. Provisions for the collection and disaggregation of data on the achievement and assessment results of students.

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MET	NOT MET	
		12. Provisions to ensure that disaggregated assessment results for each category are valid and reliable.
		13. Provisions for public reporting of disaggregated data.
		14. Plan developed during a one year period, unless LEA, after considering the recommendation of its technical assistance providers, determines that less time is needed to develop and implement the schoolwide program.
		15. Plan developed with the involvement of the community to be served and individuals who will carry out the plan including teachers, principals, other school staff, and pupil service personnel, parents and students (if secondary).
		16. Plan available to the LEA, parents, and the public.
		17. Plan translated to the extent feasible, into any language that a significant percentage of the parents of participating students in the school speak as their primary language.
		18. Plan is subject to the school improvement provisions of Section 1116.

Comments:

Coordinator Signature

Date

Revised February 2008

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Appendix B

**LOCAL EDUCATIONAL AGENCY (LEA) FORM FOR
INITIAL IMPLEMENTATION OF SCHOOLWIDE
PROGRAMS**

Please note: Use of this form is optional. LEAs may submit a letter of intent.

School District:		
School:		
School Principal:		
School's Address:		
School technical assistance provider and qualifications (for example, individual consultant)		
Expected date the school will become a schoolwide program		
<p>Please check and initial assurances</p> <p><input type="checkbox"/> An assurance that the school staff made the decision to become a schoolwide program</p> <p><input type="checkbox"/> An assurance that the school will meet the plan development requirements in the Elementary and Secondary Education Act of 1965 (ESEA), Section 1114</p> <p><input type="checkbox"/> An assurance that the LEA will provide the necessary technical assistance and support to the school</p> <p><input type="checkbox"/> If the LEA deems it is not necessary for the school to develop a comprehensive plan during a full one-year period, an assurance that the school conducted appropriate planning with support from the LEA</p> <p><input type="checkbox"/> An assurance that the LEA will make available the schoolwide plan when requested by the Georgia Department of Education (GaDOE) or the Georgia Department of Audits</p>		
<p>_____</p> <p>Print or Type Superintendent's Name</p>		
<p>_____</p> <p>Signature of Superintendent (Signature certifies agreement to all assurances)</p>		<p>_____</p> <p>Date</p>

Revised February 2008

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Appendix C

TITLE PROGRAMS

SCHOOLWIDE PLANNING TIMELINE

1. Local educational agency (LEA) establishes school eligibility	Prior to planning year
2. LEA notifies school of eligibility	Spring prior to planning year
3. School consults with stakeholders and makes decision to become schoolwide	Prior to August 15 of the planning year
4. LEA sends Letter of Intent or Intent Form to notify State educational agency (SEA) of plan to develop schoolwide	By August 15 Prior to the planning year
• Designates high quality technical assistance providers	July-August planning year
• Identifies writing team members	August of planning year
• Develops comprehensive needs assessment	August-November of planning year
5. LEA engages in planning and writing process	November-March of planning year
6. LEA sends draft of schoolwide plan to Title I Education Program Specialist	April 30 of planning year
7. Title I Education Program Specialist responds to LEA	May 30 of planning year
8. LEA submits edited/revised plan	June 30 of planning year
9. SEA notifies LEA to include schoolwide status in Consolidated Application	July 31 of implementation year
10. SEA sends schoolwide program approval letter from SEA	August 1 of implementation year
11. School begins implementation of schoolwide	August 1

Revised February 2008

GEORGIA DEPARTMENT OF EDUCATION

Appendix D

DISTRICT TEMPLATE PREPARED FOR EACH SCHOOLWIDE SCHOOL

FY: 08	District: Any District	Sample Elementary ORIGINAL	PERCENTAGE OF TOTAL FEDERAL FUNDS
FEDERAL ALLOCATIONS TO SCHOOL			
Title I, Part A-Disadvantaged Children			
Title II, Part A-Teacher Quality			
Title III, Part A-LEP			
Title III, Part A-Immigrant			
Title IV, Part A-Safe and Drug Free Schools			
Title VI, Part B-Rural & Low Income Schools			
Total Federal Funds Allocations - Site Level			
FUND 400 EXPENSES		Budget	
INSTRUCTION - Function 1000			
110 Salaries - Teachers			
113 Salaries - Substitutes, for Certified Staff			
114 Salaries - Substitutes, for Non Certified Staff			
140 Salaries - Aides/Parapros			
161 Salaries - Technology Specialist			
172 Salaries - Elementary Counselors			
210 Group Health			
220 Social Security			
230 Teacher Retirement			
290 Other Benefits			
300 Contracted Services			
430 Repair and Maintenance			
610 Supplies			
611 Technology Supplies			
615 Equipment under \$5000			
616 Computers under \$5000			
642 Books and Periodicals			
IMPROVEMENT OF INSTRUCTION SERVICES - Function 2210			
113 Salaries - Substitutes, for Certified Staff			
114 Salaries - Substitutes, for Non Certified Staff			
116 Salaries - Stipends			
142 Salaries - Clerical			
210 Group Health			
220 Social Security			
300 Contracted Services			
580 Travel of Employees			
610 Supplies			
810 Dues and Fees			
EDUCATIONAL MEDIA SERVICES - Function 2220			
642 Books and Periodicals			
STUDENT TRANSPORTATION - Function 2700			
180 Salaries - Bus Drivers			
220 Social Security			
620 Energy - Gas, Diesel Fuel			
OTHER SUPPORT SERVICES - Function 2900			
177 Salaries			
210 Group Health			
220 Social Security			
230 Teacher Retirement			
290 Other Benefits			
300 Contracted Services			
580 Travel of Employees			
610 Supplies			
810 Dues and Fees			
TOTAL EXPENDITURES			

Funds Remaining \$

Highlighted areas represent budget items for salaries and benefits pre-populated by the school district.

GEORGIA DEPARTMENT OF EDUCATION

Appendix F

SCHOOLWIDE CONSOLIDATION OF FUNDS DISTRICT SUMMARY

FY: 2008	District:		PERCENTAGE OF TOTAL FEDERAL FUNDS
FEDERAL ALLOCATIONS TO SCHOOL		ORIGINAL	
Title I, Part A-Disadvantaged Children		\$ -	#DIV/0!
Title II, Part A-Teacher Quality		\$ -	#DIV/0!
Title III, Part A-LEP		\$ -	#DIV/0!
Title III, Part A-Immigrant		\$ -	#DIV/0!
Title IV, Part A-Safe and Drug Free Schools		\$ -	#DIV/0!
Title VI, Part B-Rural & Low Income Schools		\$ -	#DIV/0!
Total Federal Funds Allocations - Site Level		\$ -	#DIV/0!
FUND 400 EXPENSES			
INSTRUCTION - Function 1000			
110 Salaries - Teachers		\$ -	
113 Salaries - Substitutes, for Certified Staff		\$ -	
114 Salaries - Substitutes, for Non Certified Staff		\$ -	
140 Salaries - Aides/Parapro		\$ -	
161 Salaries - Technology Specialist		\$ -	
172 Salaries - Elementary Counselors		\$ -	
210 Group Health		\$ -	
220 Social Security		\$ -	
230 Teacher Retirement		\$ -	
290 Other Benefits		\$ -	
300 Contracted Services		\$ -	
430 Repair and Maintenance		\$ -	
610 Supplies		\$ -	
611 Technology Supplies		\$ -	
615 Equipment under \$5000		\$ -	
616 Computers under \$5000		\$ -	
642 Books and Periodicals		\$ -	
IMPROVEMENT OF INSTRUCTION SERVICES - Function 2210			
113 Salaries - Substitutes, for Certified Staff		\$ -	
114 Salaries - Substitutes, for Non Certified Staff		\$ -	
116 Salaries - Stipends		\$ -	
142 Salaries - Clerical		\$ -	
210 Group Health		\$ -	
220 Social Security		\$ -	
300 Contracted Services		\$ -	
580 Travel of Employees		\$ -	
610 Supplies		\$ -	
810 Dues and Fees		\$ -	
EDUCATIONAL MEDIA SERVICES - Function 2220			
642 Books and Periodicals		\$ -	
STUDENT TRANSPORTATION - Function 2700			
180 Salaries - Bus Drivers		\$ -	
220 Social Security		\$ -	
620 Energy - Gas, Diesel Fuel		\$ -	
OTHER SUPPORT SERVICES - Function 2900			
177 Salaries		\$ -	
210 Group Health		\$ -	
220 Social Security		\$ -	
230 Teacher Retirement		\$ -	
290 Other Benefits		\$ -	
300 Contracted Services		\$ -	
580 Travel of Employees		\$ -	
610 Supplies		\$ -	
TOTAL EXPENDITURES		\$ -	

Funds Remaining
\$ -