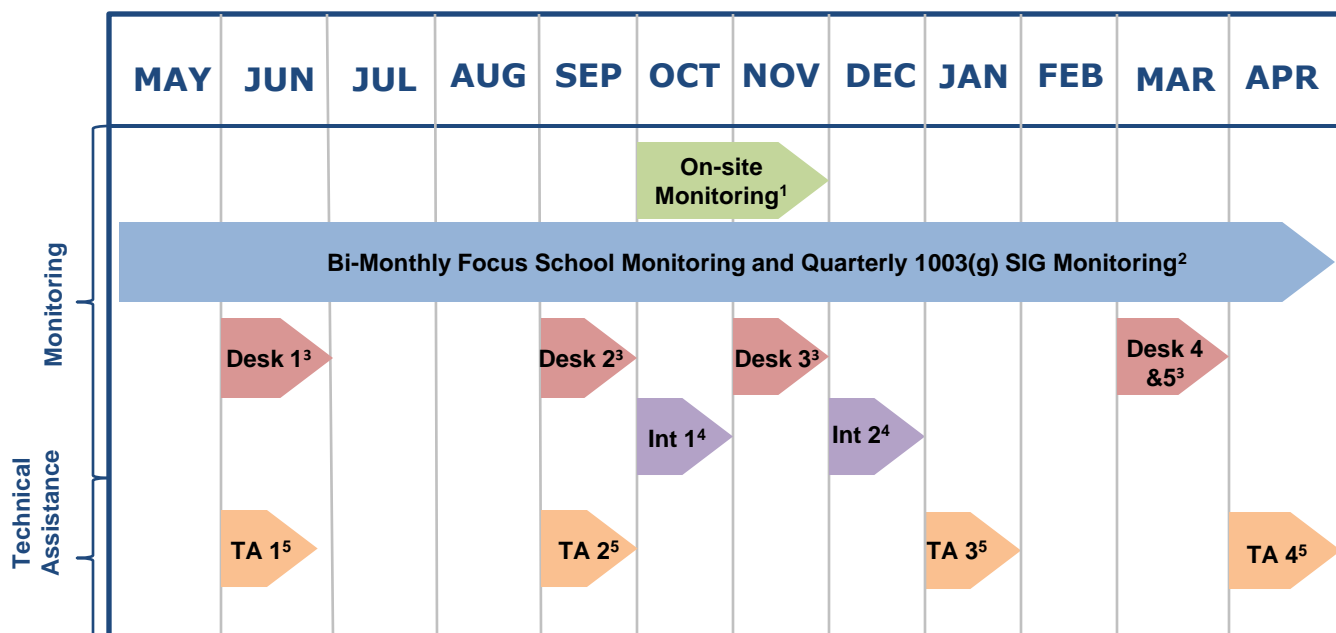


Title I SY2012-2013

Monitoring and TA Schedule



¹LEAs scheduled for on-site monitoring for Title I, Part A in 2012-2013 include: Caesar Rodney, Campus Community, Delaware College Prep, Delaware Military Academy, East Side, Gateway, Las Americas ASPIRA, Laurel, Moyer, Pencader, Polytech, Providence Creek, Red Clay, Seaford, and Smyrna. On-site monitoring will include the following for Title I, Part A (click each link for on-site monitoring checklists):

- 1) [Semi-Annual Certifications and Time and Effort Reports](#) and [Worksheet](#) (All LEAs with Title I funded staff)
- 2) [Title I Part A Parent Notifications](#) and [Worksheet](#) (All LEAs)
- 3) [Budget vs. Actual Expenditures](#) (All LEAs)
- 4) [Inventory Records](#) (public and private) (All LEAs)

²LEAs to be scheduled for bi-monthly on-site Focus School monitoring in 2012-2013 include: Capital (Fairview ES and Washington ES), Christina (Bayard ES, Kirk MS, Newark HS, Oberle ES), Milford (Banneker ES), Moyer Academy, Red Clay (A.I. DuPont MS, Baltz ES and Warner ES) and Seaford (West Seaford ES and F. Douglas ES)

LEAs to be scheduled for quarterly 1003(g) SIG monitoring include: Capital (Dover HS), Christina (Glasgow HS, Stubbs ES, Bancroft ES), Laurel (Laurel MS), NCCVT (Howard HS), Positive Outcomes, Red Clay (Lewis Dual ES, Marbrook ES, Stanton MS)

³Desk Audits for the 2012-2013 school year will include (click each link for desk audit checklists):

- Desk Audit 1 – [Private School Intent to Participate Forms](#) (16 Geographic Districts only)
- Desk Audit 2 – [Private School Affirmations of Consultation](#) (16 Geographic Districts only)
- Desk Audit 3 – [Comparability](#) (LEAs with more than 1 school per grade span only)
- Desk Audit 4 – [Schoolwide Plans](#) (All LEAs)
- Desk Audit 5 – [School level parent involvement policies and compacts](#) (All LEAs)

⁴DOE Internal Desk Audits for the 2012-2013 school year will include (click each link for desk audit checklists):

- Internal Audit 1 – [Private School Questionnaire](#) (DOE sends questionnaire to Private Schools)
- Internal Audit 2 – [Plans for non-HQ Teachers](#) (DOE review of DEEDS)

⁵Technical Assistance Opportunities are outlined on next page.

Take Your Title I Program to the Next Level



Attend the 2012-2013 School Year Title I Coordinator Training Sessions

The Delaware Department of Education will present the following technical assistance sessions of interest to Title I coordinators, other LEA staff and school principals, as appropriate. The sessions will focus on **effective strategies, federal expectations and LEA and school roles**. The sessions are helpful refreshers for experienced Title I coordinators and a great resource for Title I coordinators just getting started.

Session 1: Focus School Training

Course #1571 June 20, 2012 1:00 – 4:00 Collette Education Resource Center, Conf Room A&B

The session provided an overview of the Focus School requirements as outlined in the State's approved ESEA Flexibility application and overview of resources for preparing plans and grants. LEA staff and administrators from Focus Schools were welcome to attend.

Session 2: New Title I Coordinator Training

Course #1658

Section #3382 September 10, 2012 1:00 – 4:00 Appoquinimink Training Center, Room 145

Section #3383 September 20, 2012 1:00 – 4:00 Milford Central Academy, Room 813

The sessions will include a general overview of the Title I program, coordinator responsibilities and DDOE monitoring. All new Title I coordinators should attend one of the sessions. All other coordinators are welcome to attend a session as a refresher.

Session 3: Title I Equitable Services

Course # 1695

Section # 13708 January 10, 2013 1:00 – 4:00 Appoquinimink Training Center, Room 145

Section # 13707 January 17, 2013 1:00 – 4:00 Milford Central Academy, Room 813

The sessions will provide an overview of the Title I requirements around providing equitable services to students attending non-profit private schools. Stakeholder roles, funding issues and best practices will also be discussed. Coordinators from the State's geographical districts should plan to attend.

Session 4: Title I Fiscal Training

Course # 1728

Section # 14027 April 9, 2013 8:30 – 4:00 Milford Central Academy, Room 815

Section # 14026 April 16, 2013 8:30 – 4:00 Wallace Wallin School (Colonial SD), Computer Lab

The morning portion of the sessions will provide an overview of the fiscal requirements under Title I. Topics will include required set-asides, per-pupil allocation requirements, allowable costs and document maintenance issues. All Title I coordinators (and other appropriate LEA staff) should plan to attend this session. The afternoon portion of the sessions will provide hands on training on using the Title I spreadsheet. Title I coordinators from multi-school LEAs (and other appropriate LEA staff) should plan to attend this portion of the session.