

# Chapter 1

## I am a New Director!

### What do I do First?

Take a deep breath – it will be OK!

#### 1. Join the Illinois Association of Title I Directors.

- a. Go to IATD.net for contact information and meeting dates.
- b. You can register for IATD membership on line.
- c. NOTE: it is especially important to attend IATD's Annual Fall Conference, which is held in collaboration with ISBE towards the end of September. This is the conference where you will not only get the “nuts'n'bolts” of program requirements and expectations for NCLB programs, but have an opportunity to network with ISBE staff and meet your NCLB consultant face-to-face.
- d. The IATD has at least three other meetings throughout the year that provide valuable insight into issues surrounding NCLB programming. These meetings also give you an opportunity to meet and network with colleagues that are traveling this path with you.
- e. *Never underestimate the value of networking with colleagues that have responsibilities similar to those you face on a daily basis!*

2. **Get access to IWAS.** Go to [www.ISBE.net](http://www.ISBE.net) and click on IWAS at the top center of the screen. The right side of the screen will allow you to register as a “new partner”. Your superintendent will need to approve you for the portions of IWAS relative to your position.

3. **Using IWAS, look at your previous NCLB application.** To access the application, once you have your log-in information, select “System Listing” on the left hand side and then select “NCLB Consolidated Application” to access the grant.

NOTE: Refer to Chapter 3 of this document for more in-depth explanation of the application. Note in the upper right-hand corner the drop-down window that will direct you to the following components of the NCLB application:

- i. NCLB Consolidated
- ii. Title I – Basic
- iii. Title IIA Teacher Quality
- iv. Title II-D Technology Enhancing Ed formula
- v. Title IVA Drug Free Schools
- vi. Title V Innovative Programs

Per the suggestions below, there are several pages within this application that will provide you with important information as you begin to learn the rules and regulations of the NCLB programs in your district.

- a. NCLB: *NCLB Plan Page*
  - i. Read the links for Required Plans, Coordination and Participation Requirements, and Private School Consultation and Participation.
  - ii. Note and click the link for the Title I Plan that will direct you to the IIRC website, where you can review the Title I Plan.
  - iii. Note the Needs that have been identified on this page. All NCLB funds must be directly related to these identified needs.

- b. NCLB: *Allotment Tab* - this page gives you a “bird’s eye-view” of the total amount of NCLB funds available to your district.
- c. Title I: *Program Specific Tab Targeting Step 1 Subtab*
  - i. Note the schools listed on this page – this should include all schools in your district and provide enrollment data for each site. (NOTE: This list will include all schools – Title I as well as those that do not participate in Title I programming.)
- d. Title I: *Program Specific Tab Targeting Step 3 Subtab*
  - i. This page will tell you the ranking process used to determine which schools in your district are served by Title I.
- e. Title I: *Program Specific Tab Targeting Step 4 Subtab*
  - i. The Allocation box tells you the amount of Title I funds available to your district.
  - ii. The Set-aside box gives you a concept of what/how much of the Title I budget is spent on district-level activities.
  - iii. The Attendance Center box provides you with the individual building allocations.
  - iv. The Non-Public Allocation (if applicable) are funds generated for those private schools who are participating in Title I. This amount is considered to be the Instructional allocation for private schools. Note that this instructional allocation is in addition to the Equitable Share for Parent Involvement and Equitable Share for Professional Development as discussed in Item “g” below. This exact amount must appear on the Budget Detail page for private school supplementary instruction.
- f. Title I: *Program Specific Tab Private School Share Subtab*
  - i. You only need to review this page if you have nonpublic schools in your residential area.
  - ii. IF you do have nonpublic schools in your residential area, then you will want to note that this page identifies the amount of Equitable Share that must be allocated to the non-publics for Parent Involvement, Professional Development, and select activities in the “Other” set-aside. If you have NOT set aside funds for these purposes in the table on Targeting Step 4, then there will not be equitable shares generated for private schools.
  - iii. NOTE: Equitable Shares of Parent Involvement and Professional Development are allocated in addition to the amount of nonpublic allocation determined on Targeting Step 4.
  - iv. NOTE that if district checks the “yes” box to indicate participating Private Schools, then district must have submitted the Private School Participation and Private School Meaningful Consultation forms to ISBE signed by the appropriate private school administrator.
- g. Title I: *Program Specific Tab Schoolwide Program Subtab*
  - i. District must indicate either “YES” or “NO” to the statement: *“The district will utilize the Schoolwide funding option for one or more schoolwide schools.”*
    - If yes, complete the entire page.
    - If not, click “No”, save and proceed to the next page.
  - ii. This page will tell you which Title I programs in your district are Targeted Assistance and which ones are Schoolwide as identified on Targeting #4.

- iii. If a district is going to utilize the Schoolwide funding option then the district must check which schools for which it plans to utilize the funding option.
  - iv. BASE AMOUNT: This amount must be the same for all schools – Title I Schoolwide, Title I Targeted Assistance and Title I Unserved schools.
  - v. BASE AMOUNT is to represent the per pupil base at which the district funds all schools. This is often figured by taking the total amount of the local budget and divided by total district enrollment.
    - Targeted Assistance: students are identified and targeted for intervention support. Use of Title I funds are restricted to provision of supplementary programming specific to just these targeted and identified students.
    - Schoolwide: after a year of planning and approval from ISBE as a Schoolwide Title I Program, Title I funds can be used to assist with supplementary programming that will help the entire school ensure that all students learn to their fullest potential.
- h. Title I: *Goals Tab* (Note there is a separate chapter devoted to Goals.)
- i. Districts typically list between 2-6 goals.
  - ii. Each goal has a separate narrative box for the activities to be implemented to support the stated goal, and an evaluation box that will tell how the district plans to determine whether the goal was met.
- i. Title I: *Budget Pages Tab* *Budget Detail Subtab*
- i. Budget Detail page provides specific information regarding how the Title I funds will be spent.
  - ii. Two important factors on this page are:
    - Function Code: this divides the spending into categories such as
      - a. Function Code 1000 includes all Instructional costs
      - b. Function Code 2210 includes all costs for Professional Development
      - c. Function Code 2300 includes all Administrative costs
      - d. Function Code 3000 includes Community related costs such as parent involvement and nonpublic funding
      - e. A complete listing of Function Codes with descriptions is available in the Illinois Program Accounting Manual.
    - Object Code: divides the spending within each category into subcategories to identify the service or commodity obtained as a result of the specific expenditure.
      - i. Object Code 100 is for all Salaries and Stipends
      - ii. Object Code 200 is for all Benefits (such as TRS, IMRF, FICA, Medicare and Health/Life insurance)
      - iii. Object Code 300 is for all Purchased Services (note that this is where Workers Compensation and Unemployment must be placed, but will also include licensing fees, entry fees, etc.)
      - iv. Object Code 400 is for Supplies and Materials (includes most items under \$500)
      - v. Object Code 500 is for Capital Outlay (which includes technology and any other items with a cost of \$500 or more)

- The “Instruction” tab in top right corner of this page provides a shortcut to brief description with examples for appropriate use of various Function and Object Codes.
- See page the *State and Federal Grant Administration Policy and Fiscal Requirements and Procedures* handbook, available at [http://www.isbe.net/funding/pdf/fiscal\\_procedure\\_handbk.pdf](http://www.isbe.net/funding/pdf/fiscal_procedure_handbk.pdf) for a list of all function and object codes.

j. Titles IIA and II-D: Follow a similar tabs under each of the other grants will provide you with the same kind of information regarding programming and use of funds.

**4. Go to the IIRC website and review the Interactive Illinois Report Card for your district, available at <http://iirc.niu.edu/>.**

- NOTE: You will need a username and password to access much of the information on this site.
- Look up your district and click on “*Login to e-Plans for this District*”. You will find the following e-Plans that should relate to and be aligned with your Title I Plan:
  - District Improvement Plan;
  - Technology Integration Plan;
  - Title I Plan;
  - Restructuring Plans;
  - School Improvement Plans.

(NOTE: Refer to Chapter 2 of this document for more in-depth explanation of the various plans.)
- Click on “*Login to Student Data for this District*.” This page will allow you to look at student data by grade, building, subgroups, etc. This is the data that was used to determine the student, staff and school needs.

**5. Visit the schools and observe the NCLB programs in your district.**

- Identify those schools with greatest needs (previously in status, significant change in rate of low income, lowest test scores and outcome data, etc.) to provide greater oversight and support.

**6. Always feel free to contact your [assigned ISBE consultant](#) throughout the year if you have questions or need to brainstorm how to most effectively use your NCLB funds.**