

Sample Written Procedures for the Completion of the NCLB Title I Comparability Analysis

Name of School District : ABC Community Unit School District 1

Position Responsible for Completing Analysis: Title I Coordinator/Director (TIC) Phone: 123/456-7890 Fax: 123/456-7891 Email: title1@abccusd1.net

Timeline for Completing Analysis

In July of the new school year the Title I Coordinator/Director will conduct a NCLB Title I coordination meeting with Human Resources, Payroll/Accounting, and school principals to establish and coordinate the roles of participants and their responsibilities in completing the Title I analysis.

No later than August 15th the Human Resource and Payroll departments will provide a staffing and salary (minus longevity) report for the schools in the analysis to the TIC. In conjunction with the completion of the NCLB consolidated application, the TIC will identify the number of Title I and Non-Title I schools in the district.

September 19th will serve as the date for determining enrollment figures for each school in the district and the assigned personnel in each school. The enrollment figures will be established from attendance records reported on that date. The grade spans used to determine groupings is as follows: K-5, 6-8 and 9-12. Schools with twice the population as other schools in their grade span will be compared separately or excluded if other schools of a comparable size are not present.

Using the enrollment data and staffing levels for each school, the TIC will complete the comparability analysis using the form provided in the IWAS system by ISBE by October 15th. Excess Special Education positions including one-on-one paraprofessionals, Speech Therapist, Psychologists and Translators will be excluded from all schools in the comparisons. Only teachers and a classroom aide will be included along with administrative and clerical positions in each school. If after using the Pupil/Staff ratio methodology schools are determined non-comparable, we will then use the Salary/Pupil method of comparability. Any schools that continue reflect a non-comparable status will be identified to Human Resources immediately.

A determination will be made as to the position(s) or salaries needed to make the school comparable. Available staffing levels within the district will be reviewed to determine which staff can be transferred or reallocated by time distribution to the school(s) showing a deficiency.

If staffing levels preclude a transfer or reallocation of existing staff, position availabilities will be advertised immediately by Human Resources. The positions will be filled by November 15th.

The TIC will reconvene the NCLB Title I coordination meeting on or about November 15th to address any outstanding issues. The analysis will reflect all corrected staffing levels and will be prepared for the superintendent's review and approval by November 26th.

A file will be maintained which contains a copy of the completed analysis, all supporting attendance data and staffing reports, salaries, written procedures, the policy to ensure equivalence among schools in providing teachers, administration, materials and supplies.

Methodology

The initial comparison method used to determine comparability will be the Pupil/Staff ratio. If comparability for all schools is not achieved, we will use the Salary/Pupil method.