

New York State Department of Education
Getting Ready for the 2011-12 NCLB Consolidated Application Update
A Checklist for Local Education Agencies (LEAs)
June, 2011

There are many activities that districts should be engaged in now to prepare for the 2011-2012 Consolidated Application Update. The list below is not inclusive, but does reflect and suggest many of the required activities.

The 2011-12 Consolidated Application Update includes:

- o Title I, Parts A and D – Improving Academic Achievement for the Disadvantaged
- o Title II, Part A – Teacher and Principal Recruitment and Training
- o Title III, Part A – Language Instruction for Limited English Proficient and Immigrant Students
- o Title VI, Part B REAP – Rural Education Achievement Program, if eligible

Conduct your needs assessment for all applicable programs. Use your data to prioritize the district's and schools' greatest areas of need. This may include support for preschool programs.

Begin developing the plan for use of funds based upon the identified needs.

- o 2011-12 preliminary allocations for NCLB Programs are posted at:
<http://www.p12.nysed.gov/nclb/allocations/>
- o Allowable & Unallowable Expenses and LEA Reserves in the FS-10:
<http://www.p12.nysed.gov/nclb/cladcep/1112/expenses.html>
- o Fiscal / Budget Information:
<http://www.p12.nysed.gov/nclb/consolidatedappupdate/fiscalandbudgetinfo.html>

Collect data for your NCLB Consolidated Application online reporting forms. Online forms for the Consolidated Application 2011-12 are available at:

<http://www.p12.nysed.gov/nclb/consolidatedappupdate/requiredforms.html>

- o Title I Application Supplement: Due 8/31/11
 - Critical to determining Title I accountability status and per- pupil amount(s) (PPA).
 - All school buildings in a local educational agency (LEA) must be listed on the Title I Application Supplement.
 - Big 4 and Group 1 LEAs, submit a hard copy of the Supplement Form.
 - Collected online to help expedite the review and certification of Title I-designated schools within each LEA in the state
- o Funded Administrative Position Description Form: Due 8/31/11
 - Complete this form for each professional-level administrative or supervisory position included in the FS-10 for any NCLB Title I, Parts A and D; and Title II, Parts A federal Titles.
 - A hard copy of the form should also be attached to the FS-10 of the program Title from which the funds will be taken.

- Title I Comparability Report Form: Due 11/30/11
 - Actual student and staff numbers in fall 2011 must be used in the calculations.
 - LEAs with 2011-12 enrollments greater than 1,000 students and that have any single grade level in more than one building must be sure to complete the full form.
 - Four typical grade span groupings for comparability reporting: primary, elementary, junior high/middle school, and high school.

Consultation/Collaboration: The “No Child Left Behind Act” (NCLB) contains several provisions requiring LEAs to consult and/or collaborate with various groups in the development of the LEA’s application/program with respect to each Title. Begin collecting “Consultation/Collaboration” input including documentation of meetings; minutes, agendas, etc. of:

- Parents
- Community Members
 - Community-Based Organizations
 - Researchers
 - Institutions of Higher Education
 - Non Profit Organizations
 - State & Local Government Representatives
- Neglected and/or Delinquent Facility Representatives
- Teachers / Administrators

Consultation and Collaboration Requirements Form:

<http://www.p12.nysed.gov/nclb/consolidatedappupdate/documents/201112ConAppFinal.doc>

Private School Participation Form for 2011-12 (see pages 55-58 of Application)

- Conduct required **timely** and **meaningful** consultation with all private schools for each private school **within** the geographic boundaries of the LEA regarding the provision of **educational services** and other benefits that address the needs of eligible children.
- Charter School LEAs are **exempt** from the requirement to consult with private school officials.
- This form must be presented to private school officials **already completed** by the public school official. Be sure this form **includes the allocation** amount for each Title. The private school administrator is required to sign this form.

Schoolwide and Targeted Assistance plans

- Review and revise Title IA Schoolwide and Title IA Targeted Assistance plans
<http://www.emsc.nysed.gov/nclb/cladcep/1011/legalia>
- Ten Required Components of Title I Schoolwide Program Plans:
<http://www.emsc.nysed.gov/nclb/programs/titleia/docs/SWPRequiredComponentsChecklist.doc>

- Schoolwide Program Notification Form: If your school is considering changing from a targeted assistance program to a schoolwide program, please complete and submit the Title I Schoolwide Program Notification Form to inform the Department and to list the members of the planning committee.

<http://www.emsc.nysed.gov/nclb/cladcep/1011/schoolwidecover.html>

□ Title IIA: Teacher and Principal Recruitment and Training.

After review of the professional development needs assessment for Title IIA, please develop your plan with the following reminders:

- A Teacher Quality Improvement Plan Part A is required if the LEA failed to meet Teacher Quality AMO of 100%. Corrective Action DINs under 100% HQT are also required to submit this plan, Part B. A new template found on p. 42 of Consolidated Application will answer Question #2 on Page 40. BEDS data can be checked with Office of Information and Reporting: 518-402-5973. See **June 2008 Field Memo:** <http://www.p12.nysed.gov/nclb/guidance/memos/03-2008.html>
- Budget and Set-aside requirements:
Highly Qualified Teacher Reserve (5%): Districts that did not meet 100% HQT in 2010-11 must set aside 5% of their Title I funds to enable teachers who are not highly qualified to become highly qualified, unless the Teacher Quality Plan shows that a lesser amount is needed.
- Title IIA budget totals must not exceed posted allocations (excluding carryover) and must be allowable expenses. Allowable expenses for Title IIA can be found at: <http://www.p12.nysed.gov/nclb/cladcep/1011/expensesiia.html>
- Budgets must include non-public set-aside (if applicable).
- If using Transferability, copy of Transferability form is included.
- Program Narrative:
Program narrative should indicate significant changes to use of funds and provide evidence that proposed uses of funds are reasonable responses to current needs assessment.

Title III, Part A: Language Instruction for Limited English Proficient (LEP) and Immigrant Students

- Increase the English proficiency of limited English proficient children by providing high quality language instruction educational programs that are based on scientifically-based research, demonstrating the effectiveness of the programs in increasing English proficiency and student academic achievement in the core academic subjects.
For more information: <http://dww.ed.gov/index.cfm>
- All LEAs are accountable for meeting Annual Measurable Achievement Objectives (AMAOs) each year. **Those LEAs that did not meet AMAOs for two (2) years are**

required to submit AMAO Improvement Plans; those LEAs that did not meet AMAOs for four (4) years are required to submit Corrective Action Plans.

For more information: <http://www.p12.nysed.gov/biling/NEWTIII.html>

- LEAs must have an allocation of \$10,000 or more to apply as a stand-alone LEA.
- LEAs with an allocation less than \$10,000 may join a consortium of one or more LEAs, provided the total of the collective allocation meets or exceeds \$10,000.
- If a consortium does not meet AMAOs, all LEAs within this consortium do not meet AMAOs for that year.
- The expenditures must comply with the 2% maximum percentage permitted for administrative cost. Indirect cost and/or professional salaries must not exceed the 2% limit for total administrative cost.

For more information: <http://www.p12.nysed.gov/nclb/cladcep/1112/expenses.html>

Title III, Part A: Immigrant Children and Youth

- Provide enhanced instructional opportunities for immigrant children and youth.
- LEAs must complete Form E (1): Program and Services for Immigrant students.
- LEA must complete a separate FS-10 budget and budget narrative. Proposed expenditures for program and activities must be reasonable, justifiable, aligned to program goals, allowable, and meet all Title III requirements.

For more information: <http://www.p12.nysed.gov/nclb/cladcep/1112/expenses.html>

- LEAs in a Title III, Part A LEP consortium that have been allocated Immigrant funds must submit their FS-10 budget and budget narrative separately and do not have to send it through the consortium lead.
- LEAs may include finalized carryover funds in their total budget allocation for the Title III Immigrant Grant application. Indicate in the FS-10 the amount of finalized carryover funds and the amount of allocation for the year.

Establish timelines for Professional Development for all programs

<http://www.emsc.nysed.gov/nclb/cladcep/1011/legalia>

Neglected and Delinquent Facilities

- Meet with neglected and/or delinquent facility representatives to discuss program needs and services to be provided.
- Develop and implement in conjunction with the Neglected or delinquent facility, a formal agreement that delineates the roles and responsibilities of each entity regarding Title I, Part D funding and services for residents in the facility.

Title I, Part D 2011-12 Preliminary Allocations:

<http://www.p12.nysed.gov/nclb/allocations/>

2011-12 Child Counts for Institutions for the Neglected:

<http://www.p12.nysed.gov/nclb/consolidatedappupdate/fiscalandbudgetinfo.html>

Ensure that all core-content teachers (regardless of the source of salary funding) in Title I schoolwide programs are highly qualified. <http://www.emsc.nysed.gov/nclb/parents/fstqeng.html>