Title I, Part A District Coordinator Webinar

Sept. 28, 2023

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Logistics

- Submit questions or comments in the chat or send an email to erin.sudduth@education.ky.gov.

- The webinar will be recorded and posted on the [Title I Documents and Resources webpage](#).

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Recap from August Webinar

- Carryover waiver for 2022-23 funds

- Purposeful parent and family engagement activities

- Documentation of parent and family engagement activities

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Agenda

- Reminders
- September newsletter highlights
- GMAP User Access Administrator role
- Paraeducator qualification requirements
- Comparability Report

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Reminders

- Any district wishing to request a carryover waiver for 2022-2023 funds may do so no later than **Sept. 30, 2023,** by emailing David Millanti. The information to include in the email is listed in the [August Title I Newsletter](#).

- Carefully review comments left by consultants on the Grant Management Application and Planning (GMAP) Consolidated Checklist prior to resubmitting a revised application.

- Make sure previous years' GMAP applications are marked "KDE Consolidated Consultant Approved."

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In This Month's Title I Newsletter

- Make sure you didn't miss our [September Title I newsletter](#)!
  - Title I, Part A carryover waiver reminder
  - Reviewing GMAP application feedback
  - 2023-2024 Title I, Part A Comparability Report
  - Parent and family engagement in private schools
  - Time for parent notifications
  - Updated resource: New Title I Coordinator Training
  - Keep your district's contacts up to date in Person Role Manager
  - Sharing information about Medicaid renewal with families (a message from the Kentucky Cabinet for Health and Family Services)

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GMAP User Access Administrator

- Roles within GMAP determine the user's permission set.

- The district staff assigned the role of User Access Administrator is the only role with the ability to add new users, modify existing users and inactivate former users.

- The [GMAP Training User Access Role Manual](#) is under the GMAP Planning Tool Training section of the KDE Resources page in GMAP.

- It is recommended that districts assign more than one person as User Access Administrator.

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Paraprofessional/Paraeducator

- A paraeducator is someone who provides instructional support under the direct supervision of a certified teacher.

- 34 CFR 200.58 outlines the required qualifications for paraeducators working in Title I programs.

- All paraeducators must have earned a secondary school diploma or its recognized equivalent.

- Paraeducators working in a program supported with Title I funds must meet additional qualification requirements.
  - All paraeducators working in schoolwide programs
  - Paraeducators paid fully or partially with Title I funds in targeted assistance programs and/or private schools served under Title I.

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Title I Paraeducator Qualifications

- In addition to a high school diploma or its equivalent, paraeducators hired after Jan. 1, 2002, working in a program supported with Title I, Part A funds must have:
    - Completed at least two years of study at an institution of higher education; or
    - Obtained an associate degree or higher; or
    - Met a rigorous standard of quality, and can demonstrate, through a formal state or local academic assessment – knowledge of, and the ability to assist in instructing, as appropriate –
        - Reading/language arts, writing and mathematics; or
        - Reading readiness, writing readiness and mathematics readiness.
- Paraeducators hired before Jan. 1, 2002, were required to meet these qualifications no later than Jan. 8, 2006.

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District and School Responsibilities

- Districts are responsible for ensuring that paraeducators working in a program supported with Title I funds meet requirements.
  - Transcript
  - Diploma
  - Passing score on the Kentucky Paraeducator Assessment (KPA)
- Schools are responsible for ensuring paraeducators work under the supervision of a certified teacher and that any assigned non-instructional duties are proportionate to the non-instructional duties of non-Title I paraeducators.
  - Schedule
  - List of duties
- Visit the Paraeducator Requirements in Title I Schools webpage for additional information and resources.

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Comparability Report

- Section 1118(c) of the Every Student Succeeds Act (ESSA) requires districts to demonstrate that the services provided in Title I-served schools are comparable to those provided in non-Title I schools prior to the expenditure of Title I funds.
  - Services funded through state and local funds should be comparable between Title I and non-Title I schools.

- Kentucky districts complete the comparability report workbook every October and upload it to GMAP for approval.

- The 2023-2024 Comparability Report is due Nov. 1, 2023.

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Calculating Comparability

- Options for calculating comparability
  - Student to staff ratios
  - School to school salary comparisons

- Exclusions
  - Districts with only one school per grade span
  - If no schools are served in a particular grade span, comparability does not have to be calculated for that grade span.

- Comparability report resources are available on the [Title I, Part A Documents and Resources webpage](#).

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Comparability Report Reminders

- The 2023-24 Comparability Report template is available in the GMAP District Document Library.
  - Click "edit documents."
  - Click the document template link.
  - The completed report will be uploaded here, as well.
- Save the file with the following naming convention:
  - 2023-24 District Name CompRep
- Be sure to use the template for the current school year.
- Do not complete the checklist tab of the workbook.

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Common Comparability Report Issues

[Comparability Report Guide](#)

- Click to enable macros upon opening the file. (See p. 2)

- Group schools correctly by grade level and size. (See p. 4-5)
  - A "large" school should have roughly two times the enrollment of a "small" school.

- Be sure to include the correct staff. (See p. 9)
  - Instructional staff paid with state and local funds.

- Reference the GMAP School Eligibility page to determine the poverty ranking of schools. (See p. 12)

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What if a School isn't Comparable?

Do

- Double check your numbers!
- Try using data from another date within the window.
- Calculate comparability using the school-to-school salary comparison rather than student to staff ratio.
- Contact your Kentucky Department of Education (KDE) consultant for assistance.

Don't

- Put the school in a different (inaccurate) grade level and/or size group.
- Don't change which staff are excluded at various schools.

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Documentation to Save

- [2 CFR 200.334](#) requires records pertaining to a federal award be saved for three years.
  - KDE recommends retaining records for five years.
- Infinite Campus Enrollment Summary reports for all schools
  - The date on the reports must match the date used to determine comparability.
  - The school enrollment numbers on the reports must match the numbers on the comparability report.
    - Be sure to print/save the reports used in creating the report.
- Staffing lists for all schools
  - The lists should clearly document the full-time equivalency (FTE) of state and locally funded instructional staff at each school.
  - In the event the district is selected for monitoring, KDE staff should be able to easily locate the staffing data which aligns with the data on the comparability report.
  - Remove personally identifiable information (PII).

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Example Staffing Documentation

Position	State and local FTE	Federal FTE
1 Principal	1.0	
23 Classroom teachers	20.0	3.0
1 Instructional coach	0	1.0
1 Music teacher (itinerant)	0.33	
1 Art teacher (itinerant)	0.5	
1 School nurse	0.6	0.4
1 Guidance counselor	1.0	
3 Paraeducators	2.0	1.0
TOTAL	25.43	5.4

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Questions?

Upcoming Webinar Dates

- Thursday, Oct. 26, 10-11 a.m. ET
- Thursday, Nov. 16, 10-11 a.m. ET
- Thursday, Dec. 14, 10-11 a.m. ET