

Title I in Rockford Public Schools for the 2021-2022 School Year (FY22)

Dr. Travis Woulfe, August 13, 2021

We look forward to this school year as we partner with you to serve students. From the pandemic to federal funding in ESSER, change continues to be a keyword. ESSA (the 2015 re-authorization of the *Elementary and Secondary Education Act*) has had core accountability changes made for two years now. The Illinois law, *Grant Accountability and Transparency Act* (GATA) has gone from a quarterly system to filing just two times per year. Some of the changes include:

1. The Illinois Report Card (IRC) will be published in October. The IRC will detail assessment results, attendance, and other metrics. However, your school's accountability designation will remain the same as it was in 2019. Links to your school are available at: https://www.illinoisreportcard.com/district.aspx?districtid=04101205025&source=school_sindistrict&source2=Schools.
2. Title I, 1003(a) – school improvement – designations and Safe Harbor funding are repeated from 2019. Many details are not yet published by ISBE in early August 2021.
3. Title I, Part A received a boost in funding from the federal government. We were glad to see about \$ 4,000,000 in newly available funding for our schools for FY22.
4. We anticipate this year's metrics – from Chronic Absenteeism to Assessment scores – being used to create new designations and accountability reports at the end of the school year.
5. ESSER II and ARP ESSER grants will provide many services and improvements for the District between 2021 and 2024.

We want to assist you in serving students with grant funds as efficiently and effectively as possible. Please feel free to call on the *Improvement and Innovation (I & I)* staff for assistance.

Purpose:

Title I exists, predominantly, as it has since its inception in 1965 in the War on Poverty, to assist disadvantaged students reach proficiency in academic areas and to enrich students' instructional experiences. The federal government established the funding stream to meet this purpose; expenditures must be in line with that purpose. The Illinois State Board of Education interprets the proficiency line to be the "Meets/Exceeds" line on mandated State assessments, which include the IAR, ISA, PSAT 9, PSAT10, SAT, ACCESS, and DLM-AA.

The federal government mandates that Title I provide supplemental support to students to meet the stated purpose. ISBE's plans inform our implementation of programs and purchases to honor Title I's parameters. It remains incumbent on the District and its schools to maintain effort in resources for schools (Maintenance of Effort). Each school must receive comparable resources (annual Comparability Report) and be equitably staffed. The procedures for all these tasks are being negotiated between ISBE and the US Department of Education.

Important Dates to Remember:

There are three times during the course of the school year for you to amend your Title I budget and to record any out-of-state professional development (PD) based on your budget allocation. In order to amend your budget, you will note the desired changes on your budget worksheet and upload the budget to Basecamp for processing. We will also host a session for interested building principals prior to the amendment dates so you can problem solve with the team.

Amendment Number:	Solutions Session:	Amendment Deadline:
1	ZOOM-August 17, 3pm; and scheduled as requested	August 20, noon
2	ZOOM-January 4, 3pm; and scheduled as requested	January 7, noon
3	ZOOM-March 15, 3pm; and scheduled as requested	March 18, noon
Date:	Item:	
September 7, 2021	First day for Title I tutors	
September 15, 2021	All library book orders due	
September 15, 2021	Title I & 1003(a) GATA Reports due 5 th Quarter	
September 15, 2021	Parent Compacts submitted on Basecamp	
December 17, 2021	Purchasing deadline established by Dr. Jarrett	
January 15, 2022	Semi-annual Title I & 1003(a) GATA Reports due	
April xx, 2022	Purchasing deadline established by Purchasing Dept.	
June 7, 2022	Last day for Title I tutors	
June 15, 2022	Semi-annual Title I & 1003(a) GATA Reports due	
Non-Payroll Week Friday	Federally-mandated <i>Time & Effort</i> reports	
Non-Payroll Week Wednesday	Payroll for tutors in Kronos	
July 1, 2022	All stipends and other expenses will be charged to FY23	

Rockford Public Schools Strategies:

1. Begin with your Schoolwide Title I Plan and School Improvement Plan. As you design your SIP activities, enter the projected costs in the appropriate categories and you will have designed your Title I spending plan for the year.
2. Because Title I dollars are more restricted in their use by federal regulations, design your overall spending plan by allocating these dollars first. Fund 10 dollars are far less restrictive, so allocate them in your plan next. Activity/Building/Checking account dollars are the least restricted, so allocate these dollars last.
3. Be flexible. The federal government issues guidance to ISBE, who issues guidance to the District, and we then issue guidance to schools. If we are told to reduce certain expenditures by ISBE, then we must comply. When we must re-allocate dollars, we need to think through how we can flexibly meet our overall improvement strategy by a different spending plan.

In this Manual:

There are several forms that assist us in managing budgets, requests, etc. for the more than 50 schools we serve in Title I. A master copy of each is included in this Manual for your convenience. The forms are:

1. Budget form (cross walk between federal codes and Business+ accounts included). Your form can be found in the Basecamp project for your school.
2. Title I Tutoring Audit Form
3. Grant Transportation Request Form
4. GATA Worksheet Form

Rationales:

A rationale that passes the auditor's test will include the following:

1. Schoolwide Title I plan component(s) must address the desired purchases/services.
2. Include the component(s) # to support the purchase/service, and location.
3. SMART (Specific, Measurable, Achievable, Reasonable, Time-bound) statement for results when a like item or service has previously been paid for with Title I funds. This meets part of the federal financial regulations.
4. New Purchase-Results Based: Address research upon which you are basing your expectation for improvement. (When, where, how this will help student achievement.)

A rationale should only be three or four sentences long. Sentence stems for rationales.

Example: (if repeat of similar service or purchase)

This purchase/service will be used to (specific task) and supports Component(s) #___. When Purchase /service was previously used/implemented our results in (MAP, IAR, ACCESS, 5Essentials Survey) showed an increase in achievement/participation/interest from (score) to (score) over the time period of (start) to (finish) and will be used/stored in (Location).

Example: (if new service or purchase)

This purchase/service will be used to (specific task) and supports Component(s) # ___. (Research based recommendation, i.e., Purchase /service is recommended by “The Value and Effects of Outdoor Education,” page 24-36, by Travis Woulfe). The items will be stored in room(s) XXX. We expect our (list testing) scores to improve from (current scores) to (expected scores) based on this purchase/service from (start date) to (end date).

Federal Requirements concerning “Time and Effort” and Inventory Requirements:

1. Time and Effort Reports: A building principal or department head must certify to the federal government that the amount of time a person is paid for that is allocated to a federal grant is in line with the grant. This is done via the *Time and Effort* report.
 - a. All work paid for with Title I funds is supplemental, not required.
 - b. Reports must mirror pay periods and are based on actual pay.
 - c. Information for printing the reports will be emailed from timeandeffort@rps205.com
 - d. Signed and dated reports will be emailed to timeandeffort@rps205.com.
 - e. A staff member who is fully funded by Title I funds cannot be compensated for “extra” work on a planning period, etc.
 - f. An employee may only be paid a stipend beyond their regular contract day (lunch and planning period(s) are considered part of the contract day).
 - g. The signed copies of the Time and Effort reports should be kept with the financial data from each school year. Because they are original documents, they follow the destruction schedule which for grant material is 10 years.
 - h. Any work that a staff member completes beyond his/her contract day must be charged to the building’s non-Title I accounts. Please refer to the Payroll Manual for instructions on how to handle these situations.

2. An accurate inventory of items with unit cost in excess of \$500 and purchased with Title I funds must be maintained for a minimum of three years.
 - a. All items **must be labeled**. The label must include an explicit statement that federal Title I funds purchased the item and the **fiscal year of purchase**. This requirement is also true for computers, devices, and other like items.
 - b. Books purchased must be labeled in like manner. The Improvement and Innovation (I&I) department previously sent a stamper to each school. You are free to order replacements and/or additional stamps with Title I funds.
 - c. Capital equipment/computers/devices are to be located in the area originally designated in the PReq, unless a written request has been sent to the I&I department.

Budget Form – Descriptions and Actions

Initial allocations and additional allocations (if any) are listed at the top of the budget form.

- A. **STAFF TITLE** - This area is used to display the categories for staff - Title I teacher, Kindergarten Transition Specialist or Parent Liaison. Information is pulled directly from the Position Inventory Report maintained by HR. Please review the employees listed near the bottom of the template for accuracy.

Please review the information that is populated below the Tutor section to verify that it matches the building’s position inventory report. If a vacancy exists, a TBD will be displayed with an anticipated salary. Benefits are automatically calculated based upon the staff. Any payroll related purchased services (worker’s comp and unemployment) are also calculated.

If changes need to be made, please contact the Grant Budget Director in *I&I* as these cells are locked and unchangeable at the building level.

- B. **Tutor Dollars** and **Tutor Benefits**: Tutoring hours are based upon your entry in Section B Tutor Worksheet. Benefits are automatically calculated based upon the information entered in the Tutor Worksheet. Rec For Hire forms (RFH) will be entered at the building level with added Title I information included. Instructions for completing the RFH follow.
- C. **PD Dollars, PD Sub Dollars, PD In-service Benefits**: These three lines will auto populate dollars based on the hours and days entered in the Professional Development yellow box to the right of the budget form. These line items should reflect professional opportunities in your building. Using the District's PD Online system, pre-approval is required for any meeting or workshop which would require compensation for attendees. Using the District's Request for Leave system, pre-approval is required for any external workshop/conference which would require any expenses to be paid on behalf or reimbursed to an employee.

Hours for PD allocate hours needed to train your staff for allowable activities beyond their contractual day. Eligible teachers will be compensated through the District's PD system once you have completed the requirements with the Talent Development Department.

Sub Days - PD allocate days needed for substitute(s) who cover the eligible teacher's classroom. *Please note: Guidance from the Illinois State Board of Education restricts professional development to Title I eligible content area and buildings.*

- G. **Instructional Contracts** This line is a total of contracts budgeted on the SBB. They are listed to the right of the budget but are unchangeable at the building level. A contract will be taken to Board for all schools with services customized for each vendor/school and the amount adjusted for the actual contract.
- H. **SEL Contracts** This line is a total of contracts budgeted on the SBB. They are listed to the right of the budget but are unchangeable at the building level. A contract will be taken to Board for all schools with services customized for each vendor/school and the amount adjusted for the actual contract.
- I. **PD Requests - Training** This line is a total of contracts budgeted on the SBB. They are listed to the right of the budget but are unchangeable at the building level. A contract will be taken to Board for all schools with services customized for each vendor/school and the amount adjusted for the actual contract.
- J. **PD Requests - Out of State PD** ISBE requires the details of all out of state travel for professional development. Please complete the lines at the very bottom of the form. Please list the dates, name and location of conference, the expected benefit to your school, the number of attendees and the anticipated costs. This information will be included on the GATA reporting forms and outcomes will need to be reported. Please include any anticipated out of state travel through the end of July.
- K. AVAILABLE TO ALLOCATE IS THE AMOUNT LEFT TO ALLOCATE AFTER ALL OF THE PRESELECTED ITEMS HAVE BEEN COMPLETED.

Below the Available to Allocate line, please use the dropdown option to select the area in which you would like to budget funds. The selection will populate in the box and provide the state function-object and the District's account number. Please fill in the amount you would like to budget in Column E. The following is a description of each of the areas available to budget:

- a) **Instructional - Speakers for assemblies, admission fees for students, other purchased services:** Items in this line are to be used for purchased services used for the teaching of pupils or the interaction between teacher and pupils. The funds are for items such as - to bring an instructional speaker to your school, pay student entrance fees to allowable venues, contracted services not listed elsewhere. All expenditures for this line item must be pre-approved via BusinessPlus (PREQ). Please refer to the Title I Manual for purpose and sample rationales. Principals prepare rationales.
 - a. Any item requiring a contract must be approved through the established process.
 - b. Any speaker must also have a consultant agreement/exhibits executed. A consultant agreement may be found on the website under the Legal Department's section.
- b) **Instructional - Online Subscription:** Items in this line are for online subscriptions used for the teaching of pupils or the interaction between teacher and pupils – these require an annual renewal and typically require internet access in order for the program to work. All expenditures for this line item must be pre-approved via BusinessPlus (PREQ). Please refer to the Title I Manual for purpose and sample rationales. Principals prepare rationales.
 - a. Any item requiring a contract must be approved through the established process.
- c) **Instructional Software/licenses for technology:** Items in this line are for purchase of software/licenses used for the teaching of pupils or the interaction between teacher and pupils. Typically, these items do not need internet access in order to be used. All expenditures for this line item must be pre-approved via BusinessPlus (PREQ). Please refer to the Title I Manual for purpose and sample rationales. Principals prepare rationales.
 - a. Any item requiring a contract must be approved through the established process.
- d) **Instructional Supplies:** Items in this line are to be used for materials used for the teaching of pupils or the interaction between teacher and pupils. Classroom libraries would be included in this line item. All expenditures for this line item must be pre-approved via BusinessPlus (PREQ). Please refer to the Title I Manual for purpose and sample rationales. Principals prepare rationales.
- e) **Instructional Capital Outlay \$500 - \$4,999:** Items in this line are to be used for materials with a unit price of more than \$500 but less than \$4,999 used for the teaching of pupils or the interaction between teacher and pupils. Please include a detail of the item, unit price, number of units and the location that the items will be stored when submitting your budget in Basecamp. All expenditures for this line item must be pre-approved via BusinessPlus (PREQ). Please refer to the Title I Manual for purpose and sample rationales. Principals prepare rationales.
- f) **Instructional Capital Outlay \$5,000 - up:** Items in this line are to be used for materials with a unit price of more than \$5,000 used for the teaching of pupils or the interaction

between teacher and pupils. Please include a detail of the item, unit price, number of units and the location that the items will be stored when submitting your budget in Basecamp. All expenditures for this line item must be pre-approved via BusinessPlus (PREQ). Please refer to the Title I Manual for purpose and sample rationales. Principals prepare rationales.

- g) **SEL - Speaker fees, admission fees, other purchased services:** Items in this line are to be used for purchased services used for the Social Emotional Learning of pupils or the interaction between teacher and pupils. The funds are for items such as - to bring a SEL speaker to your school, pay student entrance fees to allowable venues, contracted services not listed elsewhere. All expenditures for this line item must be pre-approved via BusinessPlus (PREQ). Please refer to the Title I Manual for purpose and sample rationales. Principals prepare rationales.
- a. Any item requiring a contract must be approved through the established process.
 - b. Any item requiring a contract must be approved through the established legal guidelines. Any speaker must also have a consultant agreement/exhibits executed. A consultant agreement may be found on the website under the Legal Department's section.
- h) **SEL - Online Subscription:** Items in this line are for online subscriptions used for the Social Emotional Learning of pupils or the interaction between teacher and pupils - these require an annual renewal and typically require internet access in order for the program to work. All expenditures for this line item must be pre-approved via BusinessPlus (PREQ). Please refer to the Title I Manual for purpose and sample rationales. Principals prepare rationales.
- a. Any item requiring a contract must be approved through the established process.
 - b. Any item requiring a contract must be approved through the established legal guidelines. Any speaker must also have a consultant agreement/exhibits executed. A consultant agreement may be found on the website under the Legal Department's section.
- i) **SEL Software/licenses** Items in this line are for purchases of software/licenses used for the Social Emotional Learning of pupils or the interaction between teacher and pupils. Typically, these items do not need internet access in order to be used.
- j) **SEL Supplies:** Items in this line are for the Social Emotional Learning of pupils or the interaction between teacher and pupils. All expenditures for this line item must be pre-approved via BusinessPlus (PREQ). Please refer to the Title I Manual for purpose and sample rationales. Principals prepare rationales.
- k) **PD Registration Fees, Speaker Fees:** This line item is used to pay for a consultant performing PD at your location or to send eligible faculty members to allowable external professional development activities. This line item includes registration or consultant fees. To qualify for grant funding, a Request for Leave (RFL) must be completed at the building level. If requesting prepayment for registration by the district, a PREQ will need to be entered ***after*** the RFL is approved. Allow a minimum of 30 days to complete this process. Please check with your building administration regarding procedures at your school. Expenses not indicated on the RFL will not be reimbursed. All expenses related to the event must be entered when the RFL is entered.

- l) **PD-Online Subscriptions:** Items in this line are for online subscriptions used for Professional Development. All expenditures for this line item must be pre-approved via BusinessPlus (PREQ). Please refer to the Title I Manual for purpose and sample rationales. Principals prepare rationales.
- m) **PD – hotel, per diem, mileage, tolls, etc.:** Items in this line are for the cost of travel to PD events to be compliant with the district’s travel policy. To qualify for grant funding, a Request for Leave (RFL) must be completed at the building level. Allow a minimum of 30 days to complete this process. Please check with your building administration regarding procedures at your school. Expenses not indicated on the RFL will not be reimbursed. All expenses related to the event must be entered when the RFL is entered.
- n) **PD Supplies:** This line may be used to purchase supplies for professional development in your building. Some examples are books and chart paper. All expenditures for this line item must be pre-approved via BusinessPlus (PREQ). Please refer to the Title I Manual for purpose and sample rationales. Principals prepare rationales.
- o) **Library Online Subscriptions:** This line item is used to purchase allowable subscriptions such as LexisNexis. All expenditures for this line item must be pre-approved via BusinessPlus (PREQ). Please refer to the Title I Manual for purpose and sample rationales. Principals prepare rationales.
- p) **Library licensed software:** This line item is used to purchase allowable software for library computers and/or eBooks. All expenditures for this line item must be pre-approved via BusinessPlus (PREQ). Please refer to the Title I Manual for purpose and sample rationales. Principals prepare rationales.
- q) **Library Books:** This line item is used to purchase books that are housed in your school library. Processing from the book vendor may be included in this purchase. Supplies to label books, repair books, etc. are a local responsibility. All expenditures for this line item must be pre-approved via BusinessPlus (PREQ). Please refer to the Title I Manual for purpose and sample rationales. Principals prepare rationales.
- r) **Assessment/Testing Services:** This line item is used to pay for scoring services of supplemental assessments. All expenditures for this line item must be pre-approved via BusinessPlus (PREQ). Please refer to the Title I Manual for purpose and sample rationales. Principals prepare rationales.
- s) **Assessment/Testing Supplies:** The testing line item is used to purchase booklets and/or answer documents for supplemental assessments in eligible content area. All expenditures for this line item must be pre-approved via BusinessPlus (PREQ). Please refer to the Title I Manual for purpose and sample rationales. Principals prepare rationales.
- t) **Student Transportation:** The transportation line item may be used to fund busing for Title I after school programs or for eligible students to allowable experiential learning opportunities. Grant funding for transportation expenses must be pre-approved using the district’s transportation system: **Infofinder**. If **NOT** previously approved, the expenses will be charged to the building’s Fund 10 account.

- u) **FIT Supplies/materials:** This line item is used to purchase supplies for the FIT population at your school. Items can include uniforms, hygiene items, laundry soap, etc. All expenditures for this line item must be pre-approved via BusinessPlus (PREQ). Please refer to the Title I Manual for purpose and sample rationales. Principals prepare rationales.
- v) **Parent Community Service/Speaker fees, admission fee, all other purchased services:** This line item may be used to provide speakers, admission fees for parents or purchased services not listed below for use with parent engagement activities. All expenditures for this line item must be pre-approved via BusinessPlus (PREQ). Please refer to the Title I Manual for purpose and sample rationales. Principals prepare rationales.
 - a. Any item requiring a contract must be approved through the established process.
 - b. Any item requiring a contract must be approved through the established legal guidelines. Any speaker must also have a consultant agreement/exhibits executed. A consultant agreement may be found on the website under the Legal Department's section.
- w) **Parent Community Licensed Software:** This line item may be used to purchase of software used for parent engagement activities. All expenditures for this line item must be pre-approved via BusinessPlus (PREQ). Please refer to the Title I Manual for purpose and sample rationales. Principals prepare rationales.
- x) **Parent Community Room Rental:** This line item may be used to cover the cost of room rental used for parent engagement activities. All expenditures for this line item must be pre-approved via BusinessPlus (PREQ). Please refer to the Title I Manual for purpose and sample rationales. Principals prepare rationales.
- y) **Parent Liaison – mileage reimbursement:** This line item may be used to cover the mileage reimbursement for the Title I funded Parent Liaisons when they are traveling locally as part of their job.
- z) **Parent Community Postage:** This line item may be used for postage for parent engagement activities. All expenditures for this line item must be pre-approved via BusinessPlus (PREQ). Please refer to the Title I Manual for purpose and sample rationales. Principals prepare rationales.
- aa) **Parent/Community Services supplies & materials:** This line item may be used to provide supplies or materials for use with parent engagement activities. All expenditures for this line item must be pre-approved via BusinessPlus (PREQ). Please refer to the Title I Manual for purpose and sample rationales. Principals prepare rationales.
- bb) **Intergovernmental Purchased Services:** This line item may be used to purchase services from other taxing entities (i.e., Park District, Regional Office of Education, another school district, etc.) All expenditures for this line item must be pre-approved via BusinessPlus (PREQ). Please refer to the Title I Manual for purpose and sample rationales. Principals prepare rationales.
 - a. Any item requiring a contract must be approved through the established legal guidelines. Any speaker must also have a consultant agreement/exhibits

executed. A consultant agreement may be found on the website under the Legal Department's section.

Section B. Tutor Worksheet: This section is used to identify certified teachers who will provide supplemental tutoring in your building. There are two classifications which will affect benefit costs. (See Budget Form). Entering each individual in the proper category will result in correct data auto populating in the appropriate cells of Page 1 of your Title I budget. Tutors must be compliant with District HR process (fingerprinting, background check) and be approved by the Board of Education prior to service delivery.

Out of State Professional Development: This section is used to provide information for out of state PD. ISBE requires this information to be provided prior to approval of any travel. Please list the total number of staff, the total registration costs, and the total travel costs. The template will total the expenses and transfer it to the appropriate section of the template. There are times when registration is discounted depending on number of attendees, please list total attendees regardless of paid or free status.

GRANT FUNDING FOR TRANSPORTATION

The district is currently using Infofinder for all field trips.

<https://infofinderle.transfinder.com/rockfordsd205/login.aspx?timeout=T&frompage=%2frockfordsd205%2ffieldtripresults.aspx>

1. The school staff will enter a "New Field Trip" in Infofinder.
2. Enter all requested information. "Invoicing Information" tab has a drop down box which will include building account numbers for funding including grant account numbers. This must be complete in order to obtain grant fund approval.
3. Scroll back up to the three tabs and click on the "Notes" tab. Use this section to add the rationale for use of grant funds.
4. Transportation will notify the grant manager/designate who will approve, deny or request further information. Grant funds cannot be used without prior approval.
5. All transportation requests must follow District's curriculum Guidelines and Procedures

TITLE I TUTOR INFORMATION

All tutors are required to have an application on file in AppliTrack. By requiring an application, we will ensure we have the correct person being hired for each position, simplify the HR to Payroll element, and be able to make inquiries quickly of HR for potential Board date for any potential person. Recommendation for Hire – I & I (RFH) will be entered at the building level.

Hour allocations for tutors can be submitted and/or adjusted only during the budget amendment periods. Schools may need to submit an AIR form if more tutor allocations are needed. Minimum allocation of hours per tutor is 25 hours per amendment period, until the last amendment of the year to ensure efficient and timely services for students. Maximum overall allocation per tutor is 500 hours.

Teachers who are approved as tutors by the Board of Education cannot provide Title I funded tutoring services during their contractual day. *Note:* a retired person has no contracted day, so he/she may tutor any hour(s) that students are present.

1. All retired/non-bargaining tutors MUST swipe in/out at the timeclock for start/end times.

2. REA members must provide record of hours worked to School Office Professional (OP) EACH pay period they work.
3. OP will verify pay records in Kronos and also enter REA tutor in/out times each pay period. OP must enter the *I & I* Pay Code for every Title I Tutor's total hours each pay period. This *I & I* Pay Code is used to track total hours worked for each tutor. No Title I Tutor may exceed allocated hours. This is a grant requirement. Principals and OP's will use the allocation banks on Kronos to review hours remaining for tutors.
4. All Title I Tutors will complete, sign & date Title I Tutor Audit Form each pay period and submit it to his/her designated OP in the school's office. The form is available at: <http://www3.rps205.com/departments/Pages/Improvement-and-innovation.aspx>
5. Building administrator will sign Title I Tutor Audit Form. OP will email the form to: landl@rps205.com at the end of each pay period. The signed copies of the Tutor Audit Form should be kept with the payroll data from each school year. Because the forms are original documents, they follow the destruction schedule for grant material, which is now 10 years.
6. School must contact payroll directly in the event there are issues with Kronos.

Important items:

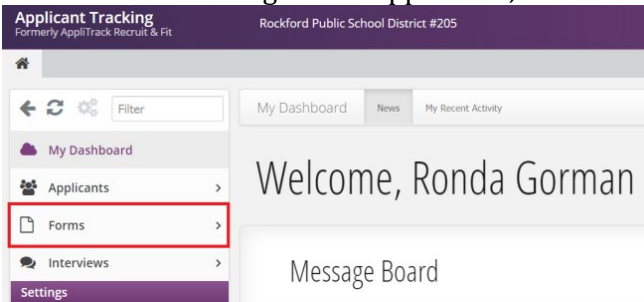
1. The Title I Tutor Audit Form enables RPS205 to meet requirements of 2 CFR Part 200 and allows all stakeholders to see the effects of the large investment made in tutoring services.
2. Building administrators will use Kronos to monitor each tutor's available hours. The system will not allow you to exceed the Board-approved number of hours for any tutor. It is incumbent upon the school administration to manage the use of the federal dollars as expressed in tutoring hours.

How to Submit *I & I* RFH for Title I Tutors

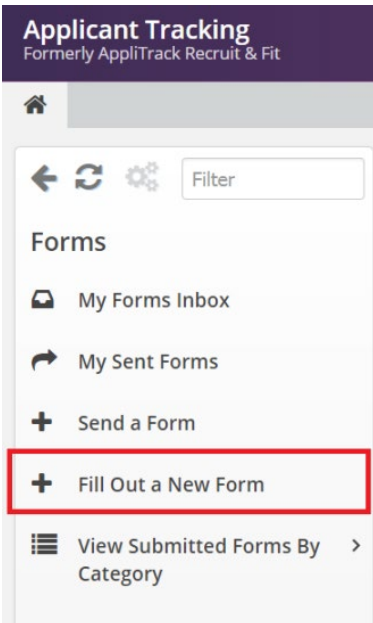
Before submitting RFH for Title I Tutors, you will need to know:

- Is tutor's certification current? If NO, applicant must complete ISBE requirements to update certification
- Correct spelling of Applicant Name
- Employee ID #
- Employment Status: Current or Retired
- Does applicant have application on file in AppliTrack? If NO, please ask tutor to complete an application in Applicant Tracking system
- School PCN & Budget Account Numbers
- School staff must verify board approval and start date of tutors by checking Board Docs. Please be aware that HR has a processing deadline generally a full week before Board Dates. RFH's that have not completed all Finance and HR processes will NOT make the deadline, thus delaying tutor start dates.

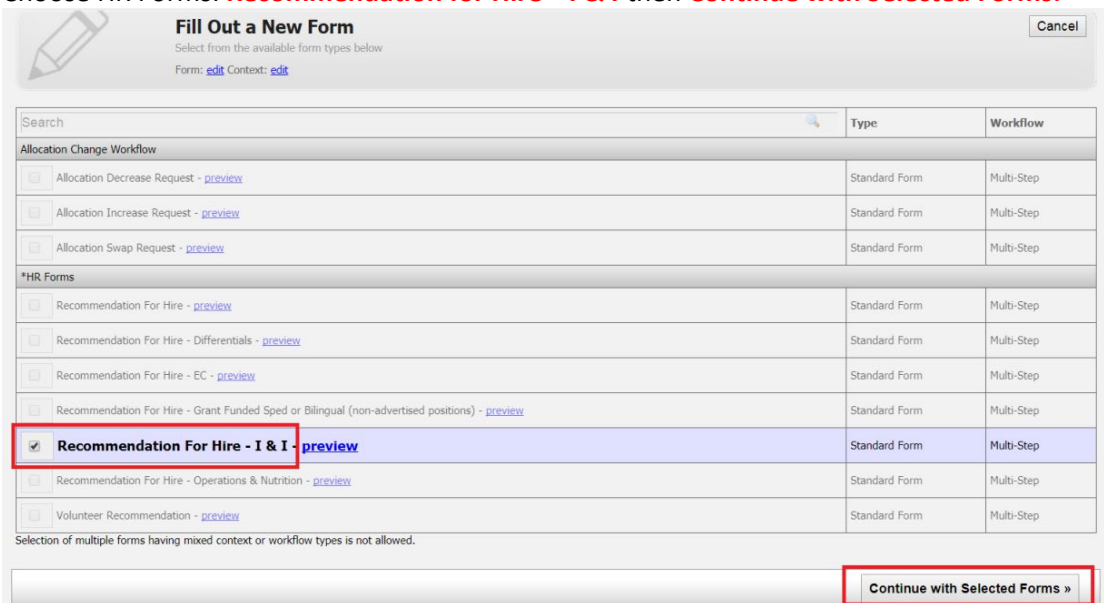
After accessing AppliTrack, select **Forms** from Dashboard:



Select **Fill Out a New Form**:



Choose HR Forms: **Recommendation for Hire – I & I** then **Continue with Selected Forms**:



Next, enter **applicant's name**:



Fill Out a New Form

Identify the applicants, postings, and users. A separate form instance will be generated for each context.
Form: [Recommendation For Hire - I & I](#) Context: [edit](#)

This form can be linked to other items. Required items are marked with an *.

*** Select associated applicant**


Enter last name, first name, or appno

Every applicant must have an application on file. Usually, by entering applicant's "last name, first name" you will find the applicant.

After finding the applicant, select **NEXT** at the lower right-hand part of screen. The blank RFH will open. You should see the applicant name listed.

Recommendation For Hire - I & I

Organization: **District 205** Applicant: [REDACTED]
Assigned To: ...
[Show History](#)

 Please answer the questions below.

* First and Last Name: (for non-applicants only)

* Employee ID:

* Action Code:

* Position Type:

* Retiree: Yes No

* Title:

* Location:

* Hours:

* PCN:

* Requested Start Date:

* Does this position have an END DATE? Yes No

If this position has an end date, PLEASE complete this field.

* Account Information:

Characters Available: **250**

* IEIN:

* Supervisor:

* Should This Job Posting Be Closed?

* Job Posting ID Number:

Please enter the fields as below:

1. Employee Last Name, First Name. This should not be left blank for tracking purposes.
2. Employee ID Number (if new hire, leave blank)
3. Action Code = Correct Routing for HR Processes. Select from drop-down menu:
 - New Hire
 - Rehire for previous RPS205 tutors **within** the last 90 days. NOTE: Summer Break counts as 1 day
 - Additional position for current RPS205 employees
4. Position Type. Select **Hourly-Certified** from drop-down menu for Title I Tutors
5. Retiree = yes or no
6. Title = Title 1 Tutor
7. Location = Select your school from drop-down menu
8. Hours = Enter Total Number of Hours allocated to tutor
9. PCN = XXXCHR9604 XXX = Your School 3 Digit Code
10. Requested Start Date is the day after anticipated board approval. DO NOT assume that the RFH was approved.
The actual start date is the day after board approval.
11. Position End Date = yes
12. End date = Last date for Title I Tutors as provided in current year Title I Manual
13. Account information/percentage = school Title I Tutor account number provided on budget worksheet area. For Title I Tutors, the percent is 100%.
14. IEIN may be left blank. HR will verify current teacher license.
15. Supervisor = Principal
16. Should this job posting be closed = no
17. Job Posting ID Number = Provided by your HRG
18. Comments - Initial RFH: "Tutor allocated XXX total hours. Per grant regulations, Title I Tutor may not begin until day after board approved date." Comments - Amendment: "Tutor Allocation is XXX hours. This is a revised RFH to **increase or decrease** original allocation of XXX hours to XXX hours. Per grant regulations, Title I Tutor may not begin added hours until day after board date."
19. Signature = Enter your name then click button to digitally sign.
20. Select the Submit Form button to begin I&I/HR and Payroll Processes for applicant.

I & I will receive your completed RFH for the applicant. Any mistakes will result in rejection of RFH. Please watch your email/inbox for rejections. If rejected, you are responsible for entering a new RFH for the applicant.

NOTE: You are able to check AppliTrack to see the applicant's file processing status.

Charter Schools

Important Dates for Charter School reimbursement:

All reimbursement requests must be posted to Basecamp by the 5th of the month following the quarter end (posted Oct 5th, Jan 5th, Apr 5th and July 5th with final request due Nov 5th) to ensure timely reimbursement to your school.

Reimbursement requests must include the following:

1. Copies of the PO (with rationale on the PO).
2. The invoice and payment showing that it cleared the bank. If an item is paid by credit card, the credit card statement and payment for the credit card must also be included.
3. Payroll check register must be accompanied by Time & Effort that meets the requirements listed.

Charter School Strategies:

1. Begin with your Schoolwide Title I Plan and School Improvement Plan. As you design your SIP activities, enter the projected costs in the appropriate categories and you will have designed your Title I spending plan for the year.
2. Because Title I dollars are more restricted in their use by federal regulations, design your overall spending plan by allocating these dollars first.
3. Be flexible. The federal government issues guidance to ISBE, who issues guidance to the District, and we then issue guidance to schools. If we are told to reduce certain expenditures by ISBE, then we must comply. When we must re-allocate dollars, we need to think through how we can flexibly meet our overall improvement strategy by a different spending plan.

In this Manual:

Several forms assist us in managing budgets, requests, etc. for the more than 50 schools we serve in Title I. A master copy of each is included in this Manual for your convenience. The forms are:

1. Budget form (federal codes). Your budget form can be found in Basecamp.
2. Capital Equipment/Technology form (only required if you allocate dollars to Object 500/700 categories). Located near the bottom of the Budget form.
3. GATA Worksheet Form

Rationales:

A rationale that passes the auditor's test will include the following:

1. Schoolwide Title I plan component(s) must address the desired purchases/services.
2. Include the component(s) # to support the purchase/service, and location.
3. SMART (Specific, Measurable, Achievable, Reasonable, Time-bound) statement for results when a like item or service has previously been paid for with Title I funds. This meets part of the federal financial regulations.
4. New Purchase-Results Based: Address research upon which you are basing your expectation for improvement. (When, where, how this will help student achievement.)

A rationale should only be three or four sentences long. Please include the rationale on your purchase orders. Sentence stems for rationales . . .

Example: (if repeat of similar service or purchase)

This purchase/service will be used to (specific task) and supports Component(s) # ____. When Purchase /service was previously used/implemented our results in (MAP, IAR ACCESS, 5Essentials Survey) showed an increase in achievement/participation/interest from (score) to (score) over the time period of (start) to (finish) and will be used/stored in (Location).

Example: (if new service or purchase)

This purchase/service will be used to (specific task) and supports Component(s) # ____. (Research based recommendation, i.e., Purchase /service is recommended by “The Value and Effects of Outdoor Education,” page 24-36, by Travis Woulfe). The items will be stored in room(s) XXX. We expect our (list testing) scores to improve from (current scores) to (expected scores) based on this purchase/service from (start date) to (end date).

Federal Requirements concerning “Time and Effort” and Inventory Requirements:

1. Time and Effort Reports: A building principal must certify to the federal government that the amount of time a person is paid for that is allocated to a federal grant is in line with the grant. This is done via the *Time and Effort* report.
 - a. All work paid for with Title I funds is supplemental, not required.
 - b. Reports must mirror pay periods, showing total hours worked with grant funded hours separated by funding source and are based on actual pay.
 - c. Signed and dated reports will be posted to Basecamp.
 - d. A staff member who is fully funded by Title I funds cannot be compensated for “extra” work on a planning period, etc.
 - e. An employee may only be paid a stipend beyond their regular contract day (lunch and planning period(s) are considered part of the contract day).
 - f. The signed copies of the Time and Effort reports should be kept with the financial data from each school year. Because they are original documents, they follow the destruction schedule which for grant material is 10 years.

2. An accurate inventory of items purchased with Title I funds must be maintained for a minimum of three years.
 - a. Items must be labeled. The label must include an explicit statement that federal Title I funds purchased the item and the fiscal year of purchase. This requirement is also true for computers, devices, and other like items.
 - b. Books purchased must be labeled in like manner. You are free to order replacements and/or additional stamps with Title I funds.
 - c. Capital equipment/computers/devices are to be located in the area originally designated in the purchase order, unless a written request has been sent to the I&I department.

Budget Form – Descriptions and Actions

Initial allocations and additional allocations (if any) are listed at the top of the budget form.

- A. **STAFF NAME** - This category is used to display the information for staff - Title I teacher or Parent Liaison. Please include the salary amount and FTE. Please add any benefits that will be covered by Title I dollars. Please include any expenses for Workman's Comp and Unemployment that will be covered by Title I dollars. Documentation to support these charges will be required for reimbursement.
- B. **Tutor Dollars** and **Tutor Benefits**: Please complete Section B Tutor Worksheet with the names and hours budgeted for each tutor. Please list any benefits that will be covered by Title I funds.
- C. **Instructional Non - Capital Outlay**: Please list the items that are over \$500 and under your capitalization policy in the purple box near the bottom of the form. Please include the cost/unit, quantity, location and purpose for each item.
- D. **Instructional Capital Outlay**: Please list the items that are over \$5,000 or over your capitalization policy (whichever is less) in the purple box near the bottom of the form. Please include the cost/unit, quantity, location, and purpose for each item.

It is advisable to discuss any technology purchase prior to the submission of the budget. Please note that desktop computers, projectors, and SMART Boards are not eligible for purchase with Title I Funds

- E. **PD Dollars, PD Sub Dollars, and PD In-service Benefits**: These line items should reflect professional opportunities in your building.

PD Dollars: This is the amount of stipend that that will be paid to teachers for attending PD.

PD Benefits: This is the benefits paid on the stipends.

PD Sub Dollars This is the cost of subs for teachers that are attending PD. *Please note: Guidance from the Illinois State Board of Education restricts professional development to Title I eligible content area and buildings.*

- E. **PD Requests – Out of State PD**: ISBE requires the details of all out of state travel for professional development. Please complete the lines at the very bottom of the form. Please list the dates, name and location of conference, the expected benefit to your school, the number of attendees and the anticipated costs. This information will be included on the GATA reporting forms and outcomes will need to be reported. Please include any anticipated out of state travel through the end of July.
- F. AVAILABLE TO ALLOCATE IS THE AMOUNT LEFT TO ALLOCATE AFTER ALL OF THE PRESELECTED ITEMS HAVE BEEN COMPLETED.
- G. Below the Available to Allocate line, please use the dropdown option to select the area in which you would like to budget funds. The selection will populate in the box and also provide the state function-object. Please fill in the amount you would like to budget in Column E. The following is a description of each of the areas available to budget:

- a) **Instructional - Speakers for assemblies, admission fees for students, and other purchased services:** Items in this line are to be used for purchased services used for the teaching of pupils or the interaction between teacher and pupils. The funds are for items such as - to bring an instructional speaker to your school, pay student entrance fees to allowable venues, contracted services not listed elsewhere. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.
- b) **Instructional - Online Subscription:** Items in this line are for online subscriptions used for the teaching of pupils or the interaction between teacher and pupils – these require an annual renewal and typically require internet access in order for the program to work. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.
- c) **Instructional Software/licenses for technology:** Items in this line are for purchase of software/licenses used for the teaching of pupils or the interaction between teacher and pupils. Typically, these items do not need internet access in order to be used. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.
- d) **Instructional Supplies:** Items in this line are to be used for materials used for the teaching of pupils or the interaction between teacher and pupils. Classroom libraries would be included in this line item. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.
- e) **SEL - Speaker fees, admission fees, other purchased services** Items in this line are to be used for purchased services used for the Social Emotional Learning of pupils or the interaction between teacher and pupils. The funds are for items such as - to bring a SEL speaker to your school, pay student entrance fees to allowable venues, contracted services not listed elsewhere. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.
- f) **SEL - Online Subscription:** Items in this line are for online subscriptions used for the Social Emotional Learning of pupils or the interaction between teacher and pupils – these require an annual renewal and typically require internet access in order for the program to work. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.
- g) **SEL Software/licenses:** Items in this line are for purchases of software/licenses used for the Social Emotional Learning of pupils or the interaction between teacher and pupils. Typically, these items do not need internet access in order to be used. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.
- h) **SEL Supplies:** Items in this line are for the Social Emotional Learning of pupils or the interaction between teacher and pupils. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.

- i) **PD Registration Fees, Speaker Fees:** This line item is used to pay for a consultant performing PD at your location or to send eligible faculty members to allowable external professional development activities. This line item includes registration or consultant fees. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.
- j) **PD-Online Subscriptions:** Items in this line are for online subscriptions used for Professional Development. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.
- k) **PD – hotel, per diem, mileage, tolls, etc.:** Items in this line are for the cost of travel to PD events to be compliant with the district’s travel policy. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.
- l) **PD Supplies:** This line may be used to purchase supplies for professional development in your building. Some examples are books and chart paper. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.
- m) **Library Online Subscriptions:** This line item is used to purchase allowable subscriptions. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.
- n) **Library licensed software:** This line item is used to purchase allowable software for library computers and/or eBooks. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.
- o) **Library Books:** This line item is used to purchase books that are housed in your school library. Processing from the book vendor may be included in this purchase. Supplies to label books, repair books, etc. are a local responsibility. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.
- p) **Assessment/Testing Services:** This line item is used to pay for scoring services of supplemental assessments. All expenditures for this line item must be pre-approved via a purchase order. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.
- q) **Assessment/Testing Supplies:** The testing line item is used to purchase booklets and/or answer documents for supplemental assessments in eligible content area. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.
- r) **Student Transportation:** The transportation line item may be used to fund busing for Title I after school programs or for eligible students to allowable experiential learning opportunities. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.

- s) **Homeless Supplies/materials:** This line item is used to purchase supplies for the homeless population (as defined by McKinney Vento Act) at your school. Items can include uniforms, hygiene items, laundry soap, etc. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.
- t) **Parent Community Service/Speaker fees, admission fee, all other purchased services:** This line item may be used to provide speakers, admission fees for parents or purchased services not listed below for use with parent engagement activities. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.
- u) **Parent Community Licensed Software:** This line item may be used to purchase of software used for parent engagement activities. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.
- v) **Parent Community Room Rental:** This line item may be used to cover the cost of room rental used for parent engagement activities. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.
- w) **Parent Liaison – mileage reimbursement:** This line item may be used to cover the mileage reimbursement for the Title I funded Parent Liaisons when they are traveling locally as part of their job.
- x) **Parent Community Postage:** This line item may be used for postage for parent engagement activities. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.
- y) **Parent/Community Services supplies & materials:** This line item may be used to provide supplies or materials for use with parent engagement activities. All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.
- z) **Intergovernmental Purchased Services:** This line item may be used to purchase services from other taxing entities (i.e., Park District, Regional Office of Education, another school district, etc.) All expenditures for this line item must be pre-approved via a purchase order. Please refer to the Title I Manual for purpose and sample rationales.

Section B. Tutor Worksheet: This section is used to identify ***certified*** teachers who will provide supplemental tutoring in your building. Tutors must be compliant with District HR process (fingerprinting, background check). Time and Effort requirements apply to tutors also.