

Oklahoma State Department of Education
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105
Oliver Hodge Building
Title I Videoconference Room
Meeting of the Title I Committee of Practitioners
June 29, 2009

Minutes

Dr. Cindy Koss called the meeting to order at 10:05 a.m.

Attending: Ms. Trudy Green, Mr. Tim Green, Mr. Tom Sipe, Dr. Rick Bishop, Ms. Debbie Quadracchi, Ms. Jackie White, Mr. Mike Anderson, Ms. Jacqueline Woodard, Ms. Jennifer Mankins, Ms. Vivian Bunch, Dr. Brenda Burkett, Dr. Pam Deering, Ms. Kathy Dunn, Mr. Kevin Walker, Mr. Danny Jacobs, Ms. Carol Wood, Dr. Carol Cawyer, Dr. Cindy Koss, Ms. Mary Pearson, Mr. Daniel Fryar, Ms. Gayle Castle, Ms. Jill Hendricks, Ms. Jackie Mania, Mr. Gary Hurst, Ms. Amber Polach, Ms. Leslie Hobson, Ms. Erin Clapper, Ms. Kerri White, Ms. Ramona Coats, Dr. Gloria Bayouth, and Mr. Dan Carier (via phone)

1) On agenda item number 1, Welcome and Introductions

Dr. Cindy Koss, Assistant State Superintendent, Oklahoma State Department of Education, started the meeting by introducing Mr. Dan Carier with MTW Solutions. Dr. Koss reminded the committee that the purpose of the committee is to advise the State Department of Education (SDE) staff in the management of Title I programs including the administration of the recent stimulus money through the American Recovery and Reinvestment Act (ARRA) of 2009.

2) On agenda item number 2, American Recovery and Reinvestment Act (ARRA) of 2009 – Application and Reporting Processes

Dr. Koss stated the Oklahoma State Department of Education (OSDE) has accepted a proposal from MTW Solutions for a new online system for reporting the districts' use of Title I, Part A, ARRA funds and would like for members to provide feedback regarding the demonstration. The MTW system would accept online submission of the monthly Summary Expenditure Reports. Application budgets for the Title I, Part A, ARRA funds will be under project code 516. Mr. Carier discussed the process along with providing a visual aid using the videoconference equipment.

- A) The 516 application budgets will be submitted through the School District Reporting Site (SDRS).
- B) Once approved, the budgets will be entered into the Tandem system at OSDE. Currently, the Expenditure Summary Reports are entered into Tandem to indicate the district has expended funds from the initial 516 deposit last spring.
- C) Once the MTW System is in place at the end of August, district representatives will logon to the system and enter the 516 expenditures. Documents supporting the claims will need to be scanned and uploaded to the system.

D) Once the Expenditure Summary Report along with supporting documentation is submitted on the system, it is now up to staff members at OSDE to review and approve.

3) On agenda item number 3, Discussion and Comments – Application and Reporting Processes

Dr. Koss shared some of Florida’s template for reporting of 516 funds and asked the committee members for feedback. Committee members suggested asking for jobs saved and jobs created since jobs continued is the same as saved. Dr. Koss stated that the United States Department of Education is in the process of creating more specific guidance for reporting on the use of Title I, Part A, ARRA funds.

Mary Pearson, Executive Director, provided the committee members present with a draft copy of the proposed 516 application budget and asked the committee members for feedback.

Dr. Koss stated that waiver guidance has not been released by USDE at this time.

Committee members asked the following questions -

Question	Answer
Will the budget contain 100% of the funds?	Yes.
What is the IDC rate?	District should use the FY2010 rate at this point.
What is the timeline for the new system?	The system should be online by August 31, 2009.
Is the application for 516 similar to 511?	Yes.
Would a district need to set aside 1% on 511 and 1% on 516 for parental involvement?	No the 1% would be on the combined total.
Would a district need to submit supporting documents on system and by mail?	No, the supporting documents would only need to be submitted on the system.
Can the term encumbrance on the system be changed to expenditure?	Yes.
When will the second 50% of the funds be available?	All states have to amend their state plan first before receiving the second 50%. We are still waiting on guidance from USDE on the amendment requirements.
What low-income data should be used on the application?	October 2008 should be used for both 511 and both parts of 516.
Is the application for 516 like a multi-year application?	Yes.
Are allowable expenditures for 511 the same for 516?	Yes.
May other sites not traditionally served by 511 be served with 516?	It depends. The site must be eligible. Please talk to Jackie Mania, Program

	Specialist.
Does any equipment purchased with 516 funds have to be moved to another site supported with Title I funds if the site for which it was originally purchased is no longer served?	Yes.
Would the District Consolidated Application Plan workbook be approved for 516 funds as well?	Yes. All needs should be identified in the workbook.
Do the principals have to be brought in to complete the 516 application budget?	Yes. The tentative due date is Friday, August 28, 2009. To allow consultation with stakeholders regarding the application.
Will revisions be allowed for personnel changes?	Yes.
Can I save a state-funded position with 516 funds?	It depends, the position must be allowable in Title I, Part A, and there must be documentation reflecting the elimination of the position (e.g., board minutes).
Can OSDE add a column to the proposed program personnel page to indicate how many years the position will be funded?	Yes.
Do districts have to provide equitable services to private schools with 516 funds?	Yes.
May something be added to the application to determine if a set-aside is necessary?	Yes, OSDE will consider adding a table.
Why is the district level justification page necessary if reporting is by site?	The district level justification page is necessary for mandatory set-asides.

4) On agenda item number 4, Summary of Proposed Next Steps

Dr. Koss stated that committee members might be asked to perform another review of the following -

- A) MTW System prior to the expected production date of August 31, 2009.
- B) Draft Title I, Part A ARRA application and budget.

Dr. Koss encouraged any feedback to be sent to OSDE team members by e-mail. Dr. Koss also thanked the committee members for their time.

Meeting adjourned at noon.

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