Ohio Department of Education

CCIP Note # 116

Keywords: Parent, Community Schools, CSADM, Title I Comparability
Attention: Superintendents, Treasurers and Consolidated Application Contacts
Summary: Parent Involvement Coordinators' Meeting on Wednesday, October 17, 2007 and CSADM System will be used to provide data for allocating federal funds to community schools. Economically disadvantaged students enrolled in community schools will be identified directly from information in the CSADM system as of October 19, 2007. Comparability Report due Dec. 1.

FYI

Parent Involvement Coordinators' Meeting

Superintendents, Treasurers and Consolidated Application Contacts

You are invited to attend a meeting information-sharing meeting on Wednesday, Oct. 17, 2007 from 1-4 p.m., prior to the Ohio Association of Administrators of State and Federal Education Programs (OAASFEP) Fall statewide conference. There is no charge for this meeting, which will be held in the Harrison Room of the Hyatt Regency. Topics for discussion include *No Child Left Behind* (NCLB) requirements and new ideas on how to engage families and the community in the education of Ohio's students. Indicate your acceptance of this invitation on the *II. ADVANCED REGISTRATION FOR SESSIONS* section of the online registration form.

The OAASFEP conference will be held October 17-19, 2007, at the Hyatt Regency at the Greater Columbus Convention Center. See www.oaasfep.net for registration information.

FYI

CSADM System

Superintendents, Treasurers and Consolidated Application Contacts

The CSADM system will be used to provide data for allocating federal funds to community schools. Economically disadvantaged students enrolled in community schools will be identified directly from information in the CSADM system as of October 19, 2007. Additional data elements, including enrollment data and district of residence statuses from October 2006, will be used to determine adjustments to the FY2008 Title I-A allocations.

To ensure complete and accurate data, it is extremely important that community schools provide identification of economically disadvantaged students in the CSADM system no later than October 19, 2007. Reporting instructions can be found at the CSADM Web site at:

http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=998&ContentID=15442&Content=34960

Guidelines regarding the status of economically disadvantaged students can be found in the FY2008 EMIS Manual at:

http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?Page=3&TopicRelationID=1281&ContentID=25338&Content=35818

Title I-A re-allocations based on final extracted data for these students will be completed by early December.

Title I Comparability Reporting

Superintendents, Treasurers and Consolidated Application Contacts

FYI

The **2007-2008 school year** is the next reporting period for the Comparability Report to be submitted to ODE's Office of Federal Programs. The directions and forms are located in the Doc Library under *Financial Information, Comparability-Title I*. Be certain to select one of the FY08 forms. The Comparability Report is due on or before December 1, 2007.

Districts that receive Title I, Part A funds must demonstrate comparability under NCLB Sec. 1120A(c). In fact, a district is not entitled to receive Title I, Part A funds unless it can show that services provided with state and local funds at the Title I schools are at least comparable to those it provides at schools that don't receive Title I funds. If all of the district's schools within a particular grade span receive Title I funds, the district must show that it expends state and local funds that are substantially comparable in each school.

Districts receive Title I, Part A allocations every year. Therefore, they must demonstrate comparability every year. Although districts are required to report their comparability demonstrations to the Ohio Department of Education, Office of Federal Programs, every other year, districts must retain records showing that they demonstrated comparability annually.

Districts should make their comparability demonstrations as soon as practicable after the beginning of the school year, so students in non-comparable schools will suffer minimal disruption. Enrollment, expenditures and staff data must be based on the current school year in determining comparability. **If the LEA has no more than one school in a grade span, and there are no overlapping grade levels from one grade span to another, the report is not required (refer to the directions for further instructions). Since all existing community schools do not have more the one building in a grade span, community schools do not have to complete or submit the Comparability Report.**

The completed comparability report is to be e-mailed as an attachment to elena.sanders@ode.state.oh.us. Hard copies mailed under separate cover will not be accepted. If you have difficulty downloading the form, you can email edward.peltz@ode.state.oh.us or elena.sanders@ode.state.oh.us and the Excel form can be e-mailed to you as an attachment. If you have questions or need assistance, please contact either your federal program consultant or the core

team working with comparability this year: Ed Peltz, Elena Sanders, or Robert Tromp at 614-466-4161.

Documentation Retention: Records must be retained for three years, for audit purposes, including the source data for your calculations, the actual calculation, written comparability procedures, local definition of instructional staff, district organizational chart and proof of any actions you took in response. In addition, the district must maintain up-to-date records of having established and implemented an agency-wide salary schedule, a policy to ensure equivalence among schools in teachers, administrators, and other staff, and a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies.

There are two sessions on Comparability at this year's OASSFEP Fall Coordinators Conference at the Hyatt Regency in Columbus. The first is on Thursday, Oct. 18, from10:30 a.m.- noon, and a repeat session will be held on Friday, Oct. 19, from 8 - 9:30 a.m.

Interested conference participants can go to www.oaasfep.net for the *Conference Planner* to select their choices for the various breakout sessions. Participants may also register online (credit card only) at www.oaasfep.net, and complete the hotel registration online link at the Hyatt Regency.

If you have questions regarding CCIP Notes, please call (614) 466-4161 and ask to speak to the consultant for your school district.