

## Title I Planning 2017 - 2018

### General Information

1. Title I Plans are due to Tracy Davenport, Federal Programs Director, by October 16, 2017. When Title 1 Plans are turned in, it is assumed that they are the latest version and will replace any versions submitted prior to October 16, 2017. After the initial plan has been turned in, send only pages that have been revised and **highlight** the exact change(s). Please put the revision date in the top right corner on each page. **There should be no revisions after January 31, 2018.** The Title I plan, including your Title I budget, can be amended/changed/revised **TWO times**. All revised pages of your school plan/budget **must be dated with your school name on every page.** Title I money cannot be moved from one line item to another after March 1<sup>st</sup>. This can only be done with approval from Tracy Davenport, and the change must follow the Title I plan.
  
2. **All Title I Purchase Orders** should be sent to Tracy Davenport. **Please do not key anything into the system.**
  - **No purchase orders** that obligate Title I funds will be processed prior to receiving 78% of our funds (should be sometime late October) unless a request is made by the principal and approved by Tracy Davenport. **The only exception is: Title I funds needed to conduct the Fall 2017 Parent Meeting required by law.**
  - **No Title I parent activities** should be scheduled until after we receive 78% of our funds.
  - **No staff development activities or SD-1's requesting Title I funds** will be processed for payment until after the September teacher payday. Staff members may attend professional development but reimbursement will not take place until after September 30<sup>th</sup>.
  - **Title I Purchase Orders and SD-1's** must relate back to the school plan by having the **indicator/task number** (Ex. Indicator 1, Task 2) on the Title I Purchase Order Form and/or SD-1. **This indicator/task number needs to be written in the upper left-corner of the Title I Purchase Order Form and/or SD-1. **The School Contact Person for Title I should put their initials beside the indicator/task number on the Title I Purchase Order Form and SD-1. (By doing this, they are certifying that the indicator and task is indeed written in the school's plan.)** The person ordering the materials should have their name on the "ATTN" line on the Title I Purchase Order Form.**
  - When filling out a **Title I Purchase Order Form** – do not combine more than one indicator/task number on the Title I Purchase Order Form.
  - **Budget codes will be added once submitted for approval.**

3. If there is an activity in your school where you need to bring in an outside person make sure you fill out a contract to go along with the purchase order. The contract can be found on the ECPPS Website and there is a copy included in this packet.  
**NOTE: The contractor will have to submit Original receipts along with an invoice upon completion of services rendered.**
4. **All Title I Purchase Order Forms for the year** (except for parent meeting purchase orders) are due on or before **December 19, 2017**.
5. All **SD-1's** for the year are due on or before **March 31, 2018**.
6. **All parental involvement purchase orders must be submitted** on or before **March 31, 2018**. This includes all end of year meetings.
7. Any **equipment** purchased with Title I funds **must be labeled** with a permanent marker. (Title I – FY 2017 - 2018)
8. Inventory everything that has a life expectancy of more than one year. Provide the information to your school Technology Assistant.

### **Parent Involvement**

1. Parent Involvement documentation cards and percentages will be distributed to teachers in September.
2. Each school should keep their Parent Involvement Documentation on file. It will be reviewed by Tracy Davenport in December/January and May/June.

### **Procedures for completing SD-1 and SD-9 forms**

When planning to attend a workshop, meeting, or other function, a SD-1 should be completed. **SD-1's should be completed even if you do not get reimbursement or need a sub.** This documents your participation in a professional activity. A properly completed SD-1 should be submitted at least two (2) weeks prior to the function. A properly completed SD-1 should include the following:

- Your Name
- Your School Name
- Title of Activity
- Location of Activity (City, State)
- Dates of attendance
- Your signature, social security number and date signed
- Dollar amount of expenses being requested

Once you have completed your SD-1, it should be forwarded to your school bookkeeper. If you have any questions, your school bookkeeper should have the answers. Once your form is turned into the school bookkeeper, it will be forwarded to Tracy Davenport in the Title I office. **Make sure it is signed by the principal.**

If you are only requesting the cost of substitute, you will have no further paperwork to complete for that workshop or meeting once you have submitted the SD-1. If you are requesting reimbursement for expenses, complete the pink SD-9 form on back of the SD-1 and return it to Tracy Davenport in the Title I office. A properly completed SD-9 should include the following:

- Attach agenda, required receipts
- Time of departure/return
- Hotel information
- Date/meals
- Your signature
- Principal signature/fund administrator signature

Your SD-9 form must be returned to the finance department within thirty (30) days of your trip or the SD-1 will be cancelled and no reimbursement will be given.

**The following amounts are the allowable reimbursement rates used by the Elizabeth City-Pasquotank Public Schools.**

Transportation: Mileage rate of \$0.53 for the first 100 miles; \$0.17 each additional mile

(School bookkeepers have the approved round trip mileage chart for most locations in North Carolina)

Employees should check with the Transportation Department for use of a state vehicle, if no state vehicle is available then reimbursement will be given to the employee for use of their personal vehicle.

**State rates for subsistence (per day) for travel related expenses.**

Meals:

	<u>In-State</u>	<u>Out-of-State</u>
Breakfast	\$ 8.40	\$ 8.40
Lunch	\$11.00	\$ 11.00
Dinner	\$18.90	\$ 21.60

Room                      \$71.20 + tax              \$ 84.10 + tax

In order to receive reimbursement for meals, the following time guidelines are used.

One-Day Trips:

- Breakfast is received if departing on trip **before** 6:00 AM and the employee's normal workday is extended by 2 hours.
- Lunch is not received for one-day trips.
- Dinner is received if returning from a trip **after** 8:00 PM and the employee's normal workday is extended 3 hours.
- Breakfast and dinner may be received if departing **before** 6:00 AM, returning **after** 8:00 PM and the employee's normal workday is extended by 5 hours.

Overnight Trips:

- Breakfast is received if departing on trip **before** 6:00 AM and for each subsequent morning thereafter while on such trip.
- Lunch is received if departing on trip **before** 10:00 AM or returning **after** 2:00 PM and for each day while on such trip.
- Dinner is received if returning from trip **after** 8:00 PM and for each evening prior to the return from such trip.

NOTE: Do not turn in meal receipts.