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DEPARTMENT OF EDUCATION

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May 27, 2011

TO: Chief School Administrator
Charter School Lead Person
State Agency Office of Education Director

FROM: Anne Corwell, Director
Office of Grants Management

SUBJECT: FY 2012 *NCLB* Application – Planning Information

I am pleased to inform you that the New Jersey Department of Education (NJDOE) preparation process is underway for development of the Fiscal Year (FY) 2012 *No Child Left Behind (NCLB)* Consolidated Formula Subgrant Application, as well as the development of the grant allocation notices. It is anticipated that the release of the FY 2012 *NCLB* allocation notices will occur during early June 2011.

In our continuing efforts to build consistency into the *NCLB* grant process, enhancements to the application were held to a minimum, with only a few items to note.

The FY 2012 *NCLB* consolidated application remains fully electronic and is submitted through the Electronic Web-Enabled Grant (EWEG) system. Access to the EWEG system is through the New Jersey Homeroom Page at: <http://homeroom.state.nj.us/>. Districts will submit completed applications as follows:

- The application will be submitted online through the EWEG system.
- If applicable, the Title I Unified Plan, DINI Plan, Excel Budget pages, and Title I, Part D Subpart 1 or Subpart 2 Plan will be uploaded as attachments to the application.
- Copies of the signed Affirmation of Consultation forms for nonpublic schools must be completed and kept on file in the district to be presented to the NJDOE upon request. **Note:** New this year is the Title I Nonpublic Assurance form, which also must be completed and kept on file. The Nonpublic School Participation Refusal forms must be submitted to the Office of Grants Management (OGM) as specified in the *NCLB* Reference Manual.

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In an effort to assist districts in developing well considered implementation plans, which support the Consolidated Formula Subgrant, program specific planning material is attached. This information should be taken into consideration as districts begin to plan for the implementation of the *NCLB* provisions, as well as the efficient management and timely expenditures of these federal appropriations. **Please note:** Funding for the Title II Part D program has been eliminated in the federal 2011 budget. Therefore, there will not be any formula funding allocations for the 2012 project period.

Updated *NCLB* Budget Detail Excel district planning worksheets, needs assessment and planning forms, the 2012 Title I Unified Plan template, the Title I Part D Subpart 1 and Subpart 2 plan templates, nonpublic school documentation forms and other pertinent worksheets and planning documents are now available at the following NJDOE Web site located at: <http://www.nj.gov/njded/grants/entitlement/nclb/>. The *NCLB* Reference Manual reflects all relevant information and guidance as this relates to the implementation of *NCLB* programs, services, and activities.

The NJDOE anticipates that the FY 2012 *NCLB* Consolidated Formula Subgrant Application will be available in late June 2011. As in prior years, the OGM will work directly with districts on submission of the applications through a series of technical assistance work sessions that will be held on a county-wide basis beginning in July 2011. Specific information regarding this training schedule and format, as well as the 2012 application, will be provided at a later date.

The NJDOE congratulates you on your ongoing efforts to effectively coordinate *NCLB* programs with other federal and state programs as you strive to improve the learning and achievement of all New Jersey students.

Thank you for your continued efforts as we work in collaboration to develop effective FY 2012 *NCLB* applications and programs.

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Attachment

c: Christopher D. Cerf
Senior Staff
David Corso
NCLB Directors
County Superintendents
NCLB Advisory Council
LEE Group
Garden State Coalition
New Jersey Public Charter Schools Association
Advisory Committee for Nonpublic Schools
Andrea Sunderville
File

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Budget Planning Information:

For budgeting purposes, calculations should be based on the following projected percentages of the district's FY 2011 allocation:

- Title I 85% (Newly ineligible districts have been notified)
- Title II-A 80%
- Title II-D **0%**
- Title III 85%
- Title III, Immigrant 85%

Program Planning Information Specific to Individual Titles:

Title I –

- **Comprehensive Needs Assessment and Planning –**
Under the federal *No Child Left Behind (NCLB)* legislation, Title I districts and schools are required to conduct a comprehensive needs assessment to identify student and staff needs and to determine appropriate programs, services and activities. This process includes assessing the effectiveness of programs that were implemented in the prior year and identifying scientifically based research programs and strategies to be used. Effectiveness is measured by student academic performance. This process needs to begin now for program implementation in the coming school year.

A critical component of the comprehensive needs assessment process is the collection of data. In addition to student academic performance outcomes, these data may include survey results or focus group comments, performance analyses and observations, and discussion group results. When completing the needs assessment and prioritizing problems, the district and schools should gather disaggregated assessment data and review AYP results, as applicable.

Programs, services and activities that are determined as a result of the needs assessment process culminate in a program plan. After completing the comprehensive needs assessment, Title I schools in need of improvement (SINI), and/or schools operating an approved Title I schoolwide program must begin the annual process of preparing or revising their Title I Unified Plan. The process for submitting the plan is attached to this letter (see Attachment A) and posted on the NJDOE Web site at: <http://www.nj.gov/njded/grants/entitlement/nclb/>. The USDE guidance on “Designing Schoolwide Programs” is a resource that describes a comprehensive planning process and can be found at: <http://www.ed.gov/policy/elsec/guid/designingswpguid.doc>. **Please Note:** Schools that submit plans for a School Improvement Grant (Title I [1003g] grant) do not need to submit separate Unified Plans.

The Title I Unified Plan is developed with input from all stakeholders. Schools that need to complete the plan should begin setting the agenda for their respective planning committees.

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Meetings should focus on the development of Title I programs, setting targets for student achievement and identifying methods to measure progress. If applicable, the committee should incorporate CAPA recommendations into the Title I Unified Plan. A template of the Title I Unified Plan is available with the required school level forms on the NJDOE Web site at: <http://www.nj.gov/njded/grants/entitlement/nclb/>. Districts are required to annually upload the Title I Unified Plan for their schools to the *NCLB* application, as well as the Excel budget pages for SINIs operating targeted assistance programs and schools operating schoolwide programs. The Excel templates also are available at: <http://www.nj.gov/njded/grants/entitlement/nclb/>.

Prior to developing the FY 2012 *NCLB* Consolidated Application, districts that serve eligible low-performing nonpublic school children and local Neglected & Delinquent facilities, must begin the consultation process. Before decisions are made that impact the participation of students in these populations, the district must consult with the appropriate officials to ensure that the programs and services offered are adequate to meet the needs of these students. Nonpublic school documentation forms, updated income eligibility guidelines and sample letters and surveys may be found on the NJDOE Web site at: <http://www.nj.gov/njded/grants/entitlement/nclb/>.

New this year, districts must complete and keep on file the Title I Nonpublic Assurance form, which substantiates the identification of nonpublic student enrollment and low-income counts, among other collected data. The form is attached and also posted on the NJDOE Web site with the other planning documents.

- Resource Allocation –

Districts allocate Title I funds to schools based on poverty, which is calculated using the EWEG system. Schools may or may not be eligible for funding and the funding may change from the prior year. Districts must adjust the federal portion of their school budgets to reflect the actual Title I funds specified in the *NCLB* application. Districts are not permitted to reduce the amount of state and local funds to Title I schools during this adjustment process. Failure to budget and expend the accurate Title I amounts in eligible schools may be an audit exception and such funds are subject to a corrective action and possible recovery to the state.

Programs selected for implementation at the school and district level depend on the resources. In Title I districts and schools, these Title I resources are used to fund additional programs that would not have been available using state and local funds. The federal supplement not supplant provision requires that federal funds be used to augment, or supplement, the regular educational program. The district cannot use these federal funds to supplant funds that would, in the absence of Title I funds, be spent on Title I students [Title I, Part A, Section 1120A (b)]. More information on the fiscal rules that apply to schools operating Title I schoolwide programs is available at: <http://www.nj.gov/njded/grants/entitlement/nclb/>.

- Program Implementation –

Title I districts must develop and mail the various parental notifications prior to the beginning of the school year, as appropriate (e.g., notification of school in need of improvement status, school choice, supplemental educational services). In addition, the district must develop and

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distribute the annual Parents' Right-to-Know letter regarding highly qualified teacher (HQT) requirements and update district and school parent involvement policies. The district is encouraged to view the parent templates in the *NCLB* Reference Manual. Districts must enter dates for specific parent letters and documents in the FY 2012 *NCLB* application. The actual letters and documents must be posted on the specific parent resource page on the district's Web site.

Title II Part A –

- Section 2141(a): If the district has failed to make progress toward meeting the annual measurable objective of 100% highly qualified teachers for 2 consecutive years, such district must develop an improvement plan that will enable the agency to meet the annual measurable objective and that specifically addresses issues that prevented the agency from meeting it.
- Section 2141(c): If the district does not make its annual measurable objective of 100% highly qualified teachers and does not make AYP (adequate yearly progress) for three consecutive years, the SEA and district must enter into an *agreement* on the use of Title II Part A funds.
- Develop and distribute the annual Parent's Right-to-Know letter regarding highly qualified teacher (HQT) requirements.
- Determine whether highly qualified and experienced teachers are equitably distributed in schools across the district. If there are inequities, the district must implement strategies to achieve an equitable distribution of both highly qualified and experienced teachers.
- **Please note:** The federal fiscal year 2012 budget estimate (state fiscal year 2013) eliminates Title II, Part A funding entirely. Some of the Title II, Part A goals will remain in a new program entitled "Effective Teachers and Leaders State Grant;" however, it is possible that this will not include formula funds for LEAs.

Title II Part D –

- Funding for the Title II-D program has been eliminated in the federal 2011 budget (SFY 2012). Therefore, there will not be any formula funding allocations for SFY 2012. **Please note:** Title II-D requirements will remain in effect until districts expend all SFY 2011 carryover funds they elected to carry forward into the SFY 2012 grant period.
- All SFY 2011 Title II-D carryover funds must be encumbered by August 31, 2012 and liquidated by November 30, 2012. To carry over funds, the FY 2011 *NCLB* Final Report must be approved by the NJDOE. Carryover funds not encumbered by the district at the end of the project period for which funds were allocated or approved for carryover by the NJDOE will need to be released or returned to the NJDOE.
- Assess the professional development needs of school principals regarding their technology literacy skills.
- Schedule and conduct consultations with all nonpublic schools.
- Collect student data on technological proficiency as related to the 8.1 Computer and Information Literacy Standards.
- **Please Note:** Further technical assistance will be provided to school districts to answer questions and provide resources to assist with the integration of technology into the curriculum.

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Title III –

Nonpublic Schools

- In order to comply with federal guidance for Title III funding, the Office of Student Achievement and Accountability has changed the way data are collected on the number of LEP students enrolled in the nonpublic schools for the purpose of allocating Title III nonpublic school services. In FY 2011, Title III nonpublic school allocations were based on the count of LEP students in the 2009-2010 Report of Nonpublic Auxiliary and Handicapped Service, which documented the prior year's number of nonpublic school students eligible for Chapter 192 ESL Services (N.J.S.A. 18A:46-19.1 et. seq. Chapter 192 Laws of 1977). **For the 2011 -2012 school year (FY 2012)**, nonpublic schools will be allocated Title III services based on the *current year's* number of LEP students who have been identified for and are receiving English as a second language instruction under the Chapter 192 program. This information has been reported by nonpublic schools for the 2010-2011 school year in the 2011 Nonpublic School Enrollment Data Collection and subsequently verified by the public school.
- Public schools must ensure that the nonpublic schools within their jurisdiction use Title III funds in accordance with the federal regulations.

Supplement Not Supplant

- The “Supplement, not Supplant” provision of Title III of the *No Child Left Behind Act* (Section 3115[g]) stipulates that recipients may not use those funds to pay for services that, in the absence of Title III funds, would be necessary to be provided by other federal, state, or local funds.

Use of Title III Funds to Pay for the ACCESS for ELLs Test

- Districts that receive Title III funds are required to annually order and administer the ACCESS for ELLs test to all LEP students in grades K-12. Such districts may use Title III funds to pay for the portion of the ACCESS for ELLs test that is above and beyond the cost of state approved language proficiency tests that would have been used to satisfy state and Title I requirements if the district were not required to administer the ACCESS for ELLs test. **In 2011-2012, districts that receive Title III funds may use these funds to pay up to \$12.00 per student for the ACCESS for ELLs test.**

Title III Consortia

- Districts that enter into a consortium must develop a Memorandum of Understanding (sample provided on the NJDOE Web site at: <http://www.nj.gov/education/grants/entitlement/nclb/>) or alternative arrangement that outlines how the consortium will meet Title III requirements, including:
 - Title III Annual Measurable Achievement Objectives (AMAOs);
 - Parental notification to parents of participating LEP students; and
 - Participation in an improvement plan if the consortium as a whole, or individual districts within the consortium, fail to meet Title III AMAOs for two consecutive years.

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- The fiscal agent of the consortium is responsible for ensuring that consortium members fulfill their fiscal and programmatic responsibilities as subgrantees under Title III.

Title III Immigrant –

- Title III Immigrant funds may be available to a district even if the district has less than a \$10,000 Title III allocation and declines Title III funds. This funding is contingent upon the New Jersey Department of Education (NJDOE) receiving the federal *No Child Left Behind (NCLB)* Title III Immigrant funds.

Process for Submitting the Title I Unified Plan 2011-2012

Who Must Submit

The Title I Unified Plan must be completed and submitted annually to the NJDOE for each Title I school operating an approved schoolwide program (SW), schools newly applying for schoolwide status, and schools in need of improvement (SINIs).

- Submission of all Title I Unified Plans (or revisions to existing plans) is required for the Title I portion of the 2011-2012 *NCLB* Consolidated Application to be considered in substantially approvable form.
- Plans must be uploaded in the *NCLB* application via the EWEG system. Each plan file must be named using the school's CDS code and submission date.
- Plans must be amended for schools that receive an SIA Part A grant, which is awarded later in the school year.
- Excel budget pages must be submitted for SINIs operating targeted assistance programs and all schools operating schoolwide programs.

Title I Funding

- The NJDOE will verify receipt of the plans before Title I, Part A funds are released to districts.
- Deficiencies noted at subsequent monitoring and/or review of the plans must be corrected or may be cause for recovery of funds.

Submission Dates

Submission dates vary depending on the status of the school—whether the school has a previous plan on record or is newly designated as SW or SINI.

- **For schools with a prior year plan or a new schoolwide:**
Title I Unified Plans are due at the time of the *NCLB* Consolidated Application submission.
- **For schools newly identified as in need of improvement:**
Title Unified Plans due within 90 days of SINI notification.
- **For Title I SW schools that submitted a Unified Plan and are newly designated as SINIs:**
Additional district plan elements of the Unified Plan that pertain to SINIs must be incorporated within 90 days.

Note: Districts in need of improvement (DINIs) must submit a separate district improvement plan and upload this document to the FY 2012 *NCLB* application. Schools going into restructuring also must submit a *School Restructuring Plan* to the NJDOE Office of Student Achievement and Accountability.