



KEY DUE DATES and DEADLINES

TITLE I PROGRAM 2020-2021

Local District Northwest



DUE DATES ¹	ACTION ITEMS	RELEVANT LAW, DISTRICT POLICY, & GUIDANCE ²	FPM CE ITEM ³
September 11, 2020	CATEGORICAL EQUIPMENT INVENTORY (CEI) - RESOLUTION OF ISSUES <ul style="list-style-type: none"> Resolve any and all pending issues and make all necessary corrections to the school's CEI. (See related communications from Federal and State Education Programs (FSEP) office.) <i>NOTE:</i> After September 11, 2020, all Title I non-payroll expenditures and all Budget Adjustment Requests (BARs) will require prior resolution of any outstanding CEI issues. <i>NOTE:</i> Please ensure that the school's CEI is maintained at the school site and kept up-to-date at all times.	BUL-3508.7 (May 12, 2015)	CE 15
September 18, 2020 UPDATED!	PARENT NOTIFICATION LETTERS RE. TEACHERS WHO ARE NOT APPROPRIATELY ASSIGNED <ul style="list-style-type: none"> Send out any required parent letters (available on MiSiS under "Staff Information"). Submit "ESSA Principal Certification" via the Principal's Portal BY SEPTEMBER 18, 2020. 	MEM-076501.0 (August 20, 2019)	CE 08
September 25, 2020	ANNUAL SCHOOL SITE COUNCIL ORIENTATION AND ELECTION MEETINGS <ul style="list-style-type: none"> Hold required School Site Council (SSC) orientation and election meetings and processes. Submit/upload required certification and documentation. <i>NOTE:</i> The school must maintain separate election documentation for each stakeholder group (i.e., parents, teachers, other staff, and students (secondary)).	BUL-6745.2 (August 12, 2019) REF-6749.3 (September 25, 2019)	CE 05 CE 07
September 30, 2020 <i>(Recommended)</i>	ANNUAL TITLE I PARENT MEETING <ul style="list-style-type: none"> Hold required meeting "at the beginning of the school year." Submit/upload required documentation by January 29, 2021, via the Principal's Portal. 	REF-6749.3 (September 25, 2019)	CE 02
October 29, 2020	MORE THAN A MEAL CAMPAIGN <ul style="list-style-type: none"> Submit all completed applications/forms no later than the due date. 	REF-6569.3 (June 22, 2020)	CE 10
<u>October 31, 2020</u> UPDATED!	EVALUATION OF 2019-2020 SCHOOL PLAN FOR STUDENT ACHIEVEMENT (SPSA) <ul style="list-style-type: none"> Complete and submit the school's evaluation of its 2019-2020 SPSA and Title I Program via the Online SPSA platform: https://spsa.lausd.net 	Education Code 64001	CE 06 CE 19

¹ IMPORTANT NOTE: All due dates are based on currently available information and are subject to change at any time.

² All District policies and guidance materials are subject to change and may be updated on an annual or other basis. Please check District website for latest versions.

³ To assist with the organization and maintenance of Title I records at school sites in a manner that aligns with Federal Program Monitoring (FPM) documentation requirements, this column of the table identifies the current FPM Compensatory Education (CE) requirement(s) relevant to each action item.

	<p><i>NOTE:</i> The school must maintain the relevant records at the school site, i.e., School Site Council (SSC) agenda, sign-ins, and minutes, documenting that the evaluation criteria were discussed, motion was made, and evaluation was approved.</p> <p><i>NOTE:</i> The school, through its SSC, needs to conduct an in-depth, meaningful evaluation of its Title I program to (1) identify whether and to what extent the school has achieved the objectives set forth in its 2019-2020 SPSA, (2) investigate and ascertain the root cause(s) for both the school’s successes and those areas still in need of improvement, and (3) determine the implications of the evaluation with respect to the current year’s SPSA (i.e., whether and how the school’s strategic plan and/or budget might need to be modified in order to maximize the beneficial impact of the school’s Title I resources on the academic achievement of its students).</p>		
January 29, 2021	<p>TITLE I PARENT AND FAMILY ENGAGEMENT</p> <ul style="list-style-type: none"> • Submit all required verifications and documentation, via the Principal’s Portal, that the school has met the following Title I requirements: <ul style="list-style-type: none"> ○ Annual Title I Parent Meeting ○ Distribution of LAUSD Title I Parent and Family Engagement Policy (aka Title I Parent Involvement Policy) ○ Staff Training on Partnering with Parents ○ Collaborative Development, SSC Approval, and Subsequent Distribution of the school’s Title I Parent and Family Engagement Policy ○ Collaborative Development, SSC Approval, and Subsequent Distribution of the school’s Title I School-Parent Compact 	<p>MEM-6750.3 (September 25, 2019)</p> <p>REF-6749.3 (September 25, 2019)</p>	<p>CE 01 CE 02 CE 07</p>
January 31, 2021	<p>TITLE I EQUIPMENT PURCHASES</p> <ul style="list-style-type: none"> • Submit any and all Shopping Cart orders for equipment purchases (including Non-Capitalized Equipment, Capitalized Equipment, and General Supplies - Technology) no later than January 31, 2021. <p><i>NOTE:</i> All equipment must be physically on the school site no later than May 5, 2021.</p>	<p>BUL-3508.7 (May 12, 2015)</p>	<p>CE 11 CE 15</p>
January 31, 2020	<p>TIME AND EFFORT REPORTING</p> <ul style="list-style-type: none"> • Collect and review required time and effort reporting certification/documentation (e.g., periodic certifications and multi-funded time reporting forms) for all school personnel serving in a position or providing services funded wholly or in part by Title I (including but not limited to Title I-funded positions, X time, & relief time). • Submit “Administrator Assurances” (Attachment F) certifying time and effort reporting documentation for school employees paid with Title I. 	<p>BUL-2643.10 (July 20, 2020)</p>	<p>CE 11 CE 14</p>
February 2, 2021	<p>TITLE I FUNDS IN “PENDING DISTRIBUTION”</p> <ul style="list-style-type: none"> • Budget all Title I funds still in “Pending Distribution” (via approved SPSA Modification(s) and BAR(s)) no later than February 2, 2021 (Ground Hog Day). <p><i>Note:</i> Any funds remaining in “Pending Distribution” after Ground Hog Day are subject to being “swept up” by the District.</p>		<p>CE 11</p>

February-April 2021 (Specific Dates TBD)	SPSA AND TITLE I BUDGETS 2021-2022 <ul style="list-style-type: none"> Prepare and submit a high quality and compliant School Plan for Student Achievement (SPSA) and corresponding Title I budgets, developed and approved by the school's School Site Council (SSC), prior to the school's School Budget Appointment scheduled within the annual Budget Development window set by the District. 	SPSA Program and Budget Handbook	CE 2 CE 5 CE 6 CE 11
May 5, 2021	TITLE I PURCHASES AND ACCOUNT RECONCILIATION <ul style="list-style-type: none"> Mark your calendar! The cut-off date for reconciling accounts (including Imprest and P-Card) and making purchases (via Shopping Cart orders) with Title I funds is May 5, 2020 - no exceptions!! Ensure that all equipment (including Non-Capitalized Equipment, Capitalized Equipment, and General Supplies - Technology) purchased all or in part with Title I funds has been delivered <u>physically to the school site</u> no later than May 5, 2021!! Please see the January 31, 2021 equipment ordering deadline above. 	MEM-6016.7(rev2) (April 27, 2020)	CE 11
June 11, 2021 <i>(recommended)</i> June 30, 2021	CATEGORICAL EQUIPMENT INVENTORY <ul style="list-style-type: none"> Submit current, complete, and accurate Categorical Equipment Inventory and supporting documentation (e.g., Disposal of Equipment Form for lost/stolen/salvaged equipment) to FSEP@lausd.net as soon as it is complete, and, in any event, <u>no later than June 30, 2021</u>. If applicable, conduct and complete the certification (in the CEI) of the school's physical check of all equipment purchased with Title I funds, which must be completed every two years. 	BUL-3508.7 (May 12, 2015)	CE 15
June 11, 2021 <i>(recommended)</i>	TIME AND EFFORT REPORTING <ul style="list-style-type: none"> Collect and review required time and effort reporting certification/documentation (e.g., periodic certifications and multi-funded time reporting forms) for all school personnel serving in a position or providing services funded wholly or in part by Title I (including but not limited to Title I-funded positions, X time, & relief time). CAUTION: <u>Be sure</u> to gather and complete all time reporting documentation by the last day of instruction/service, while school staff are still available!! 	BUL-2643.10 (July 20, 2020)	CE 11 CE 14
June 19, 2021	PARENT ACADEMIC WORKSHOPS <ul style="list-style-type: none"> Submit verification, via the Principal's Portal, for a minimum of four parent workshops on academic topics per District requirements. 	REF-6749.3 (September 25, 2019)	CE 02
July 31, 2021	TIME AND EFFORT REPORTING <ul style="list-style-type: none"> Review required time and effort reporting certification/documentation (e.g., periodic certifications and multi-funded time reporting forms) for all school personnel serving in a position or providing services funded wholly or in part by Title I (including but not limited to Title I-funded positions, X time, & relief time). Submit "Administrator Assurances" (Attachment F) certifying time and effort reporting documentation for school employees paid with Title I funds. 	BUL-2643.10 (July 20, 2020)	CE 11 CE 14