

Bureau of Federal Educational Programs

At-A-Glance Timeline



Florida Department of Education

August 2012-April 2013

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*Denotes Title Programs under the BFEP (Title I-A, Choice, Title I-C, Title I-D, Title VI, & Title X)

About this Timeline

The Bureau of Federal Educational Programs (BFEP) Year-at-a-Glance Timeline is intended to assist directors in managing their federal programs throughout the school year. The timeline does not include all required activities; it is meant as a resource for planning purposes only. Please use the Department's website, Non-Regulatory Guidance from the United States Department of Education (USED), and technical assistance sessions and conference calls as resources to complete your knowledge of the federal requirements and timelines.

BFEP Title Programs

Title I, Part A: Improving the Academic Achievement of the Disadvantaged
Title I, Part A: Public School Options (PSO)
Title I, Part C: Migrant Education Program (MEP)
Title I, Part D: Neglected, Delinquent, and At-Risk Education Program (N&D)
Title VI, Part B: Rural & Low Income Schools Program (RLIS)
Title X, Part C: Homeless Education Program (HEP)

Federal Program Updates

On a monthly or bi-monthly basis, the BFEP hosts conference calls aimed at LEA staff responsible for overseeing LEA federal programs. The goal of these updates is to provide you with both timely reminders of responsibilities and guidance to help you meet those responsibilities, all in an easily accessible format. Calls are generally hosted on the following schedule:

- Title I, Part A: Third Tuesday of each month;
- Title I, Part A: PSO: Third Tuesday of each month (combined with Title I, Part A)
- Title I, Part C: Fourth Wednesday on a bi-monthly basis
- Title I, Part D: Second Thursday on a bi-monthly basis
- Title VI, Part B: Third Tuesday of each month (combined with Title I, Part A)
- Title X, Part C: Second Thursday on a bi-monthly basis

The LEA must ensure that contact information is kept up-to-date on the Florida Department of Education (FDOE) LEA Program Contact Directory. This information is entered into a database at the FDOE that is used for various mailings. A directory of LEA contacts and coordinators is available at: <https://app1.fldoe.org/flbpso/nclbchoice/bpsDirectory/directory.aspx>.

**Denotes Title Programs under the BFEP (Title I-A, Choice, Title I-C, Title I-D, Title VI, & Title X)*

Monthly Timeline

August

Major Tasks to Accomplish:

***All Title Programs:**

- Update BFEP LEA Program Contact Directory with personnel changes
<https://app1.fl DOE.org/flbpso/nclbchoice/bpsoDirectory/directory.aspx>
- Continue preparations for the 2012-2013 NCLB Monitoring Cycle. Make the work papers (including the school-level questions) available to all Title I schools. Prepare documentation at the LEA and school sites to be available to the FDOE for monitoring reviews
- Meet with the LEA finance department to request monthly updates and budget/expenditure reports for Title I programs
- Release of 2012-2013 Monitoring Work Papers and Monitoring Toolkit
- Submit Survey 5 data to FDOE
[\[http://www.fl DOE.org/eias/dataweb/database_1112/120425.pdf\]](http://www.fl DOE.org/eias/dataweb/database_1112/120425.pdf)
- 2011-2012 Data Quality Assurance Process – Survey 5
 - Due date: August 3, 2012
 - State processing: July 30 – August 31, 2012
- Survey 5 takes a count of all students served with funds from the above federal programs at any time during the fiscal year (July 1, 2011 – June 30, 2012)
- Survey 6 Week: August 31 and September 14, 2012 with State Processing: August 31 – September 21, 2012
- FDOE will send Survey 5 data reports to ensure the accuracy of the data prior to FDOE's release of final counts to the USED

Title I, Part A: Improving the Academic Achievement of the Disadvantaged

- Notify parents at the beginning of the school year that they have the right to request specific information about the professional qualifications of their child's classroom teacher. Maintain documentation at the LEA and school to include the notice, the date the notice was provided to parents, and method of distribution (such as backpack, US Mail, in progress report envelope, etc.)
- Meet with the LEA technology/data department to request monthly reports for Highly Qualified Teachers (HQT) in Title I schools
- Verify student participation data with private schools, add any newly eligible students; verify service plan and begin serving students at the beginning of the school year

Title I, Part A: Public School Options (PSO)

- Notify parents of the availability of Supplemental Educational Services (SES) prior to and after the start of school
- Develop streamlined parent enrollment and provider selection process
- Prepare parent notification letters for Public School Choice (PSC) and SES
- Initiate contract procedures with SES Providers

**Denotes Title Programs under the BFEP (Title I-A, Choice, Title I-C, Title I-D, Title VI, & Title X)*

- Post student eligibility and participation data for SES on LEA website

Title I School Improvement Funds Grant (SIG-G):

- SIG 1003(g): Implementation of School Improvement 1003(g) grant for Cohort I
- SIG 1003(g): Meet with Regional Executive Director to develop plans for the School Improvement Grant

Title I, Part C: Migrant Education Program (MEP)

- Upload migrant student educational records and/or updates related to new school enrollments to Migrant Student Information Exchange (MSIX) system through FASTER
- Submit Migrant Special Projects Outcome Form due August 16, 2012

Title I, Part D: Neglected, Delinquent, and At-Risk Education Program (N&D)

- LEA input for the 2010-2011 Title I, Part D Evaluation

Title VI, Part B: Rural & Low Income Schools Program (RLIS)

- Announcement of final Title VI, Part B allocations upon receipt of State Educational Agency (SEA) Final Award Notification

Title X, Part C: Homeless Education Program (HEP)

- Subgrants award notifications announced
- Last day to expend 2011-2012 subgrant funds – August 31, 2012
- America's Recovery & Reinvestment Act (ARRA) Subgrant End-of-Project Report due: August 31, 2012
- Competitive Subgrant – End-of-Year 2 Report due: August 31, 2012
- Division of Public Schools (DPS) Implementation Memorandum for CS/HB 1351 – Unaccompanied Youth

August	
3	2011 – 2012 Data Quality Assurance Process (Survey 5): Survey 5 Due Date: August 3, 2012 <ul style="list-style-type: none"> • Survey 5 takes a count of all students served with funds from the above federal programs at any time during the fiscal year (July 1, 2011 – June 30, 2012) • State Processing: July 30 – August 31, 2012 Final Update/Amendment Date: February 28, 2013 [http://www.fldoe.org/eias/dataweb/database_1112/120425.pdf]
3	National Center for Homeless Education (NCHE) State Coordinators Unaccompanied Youth Webinar (2:00-3:30 pm EST)
9	Florida Council on Homelessness Meeting (10:00–3:00 pm EST) Gainesville, FL
9	Title I, Part D – Conference call (2:00–3:00 pm EST)
9	Title X, Part C – McKinney-Vento 101 Presentation – Hamilton County Schools Professional Day

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August	
9	Title X, Part C – McKinney-Vento 101 Presentation – Jefferson County Schools Professional Day
15	Title X, Part C – McKinney-Vento 101 Webinar – Early Learning State Child Care Resource & Referral Network Coordinators
15	Title X, Part C – McKinney-Vento 101 Webinar – Florida Coalition Against Domestic Violence (FCADV)
16	Migrant Special Projects Outcome Form due
21	Title I, Part A, SES & Title VI Conference call (1:00–3:00 pm EST)
24	Deadline to register for Southeast Institute on Homelessness and Supportive Housing Conference: http://southeastinstitute.com/index.asp?page=home
25	Deadlines to register for hotel conference rate at Southeast Institute on Homelessness and Supportive Housing Conference: http://southeastinstitute.com/index.asp?page=home
30	Title X, Part C – Homeless Liaisons' Conference Call (2:00-3:30 pm EST)
31	2009-2011 Title X, Part C – Homeless Education ARRA Subgrant End-of-Project Report Due
31	2010-2011 Title X, Part C – Homeless Education Competitive Subgrant – End-of-Year 2 Report Due
31	Draft 2012-2013 School Improvement Plan for Targeted Schools submitted to Regional Executive Directors http://flbsi.org/pdf/2012-2013%20DA%20Reporting%20Timeline.pdf
31	2012-2013 Draft School Checklist of Compliance for Targeted Schools http://flbsi.org/pdf/2012-2013%20DA%20Reporting%20Timeline.pdf
31	2012-2013 Draft LEA Checklist of Compliance http://flbsi.org/pdf/2012-2013%20DA%20Reporting%20Timeline.pdf
31	Survey 6 Data due
31	2011-2012 Title X, Part C – Homeless Education Competitive Subgrant – last day to expend funds

September

Major Tasks to Accomplish:

***All Title Programs:**

- Survey 6 Week: September 3 & 17 with FDOE processing: September 3-24
- Request expenditure reports to monitor Title I, SIG, Title VI, to ensure that LEAs expenditures are tracked

Title I, Part A: Improving the Academic Achievement of the Disadvantaged

**Denotes Title Programs under the BFEP (Title I-A, Choice, Title I-C, Title I-D, Title VI, & Title X)*

- Host Annual Title I Parent Meeting. Maintain documentation of parent participation. <http://www.fldoe.org/flbpso/pi.asp>
- Run class lists to determine highly qualified status of all teachers assigned to teach core courses in Title I schools and prepare first four week notification. Notify principals which students' parents should receive the notices. Maintain documentation at the LEA and school to include the notice, a list of the specific students and teachers, the date the notice was provided to parents, and method of distribution (such as backpack, US Mail, in progress report envelope, etc)
- Maintain documentation of time and effort from all employees paid with Title I funds at the LEA office
- Continue working with Title I schools to collect documentation for the FDOE monitoring review

Title I, Part A: Public School Options (PSO)

- Meet with SES providers to review LEA policies and procedures
- Complete contract procedures with SES Providers
- Host SES provider fairs for parents, if feasible
- Complete SES Contract Assignment Form
- Enroll students in SES
- Provide SES providers student lists for services to begin by October 15
- Develop process for SES Student Learning Plans development and approval

Title I, Part C: Migrant Education Program (MEP)

- Florida Migrant Parent Advisory Council (FMPAC) Meeting- September 14-15, 2012- Orlando, FL
- New MEP Coordinators' Meeting – September 26, 2012-Tampa, FL
- Submit Migrant Education Program (MEP) Summer Program Outcome Evaluation Reports due September 28, 2012
- Gather data in preparation for reporting MEP annual self-evaluation results by October 31, 2012

Title I, Part D: Neglected, Delinquent, and At-Risk Education Program (N&D)

- Request for Formal Agreements with Delinquent Programs – September 21

Title X, Part C: Homeless Education Program (HEP)

- Florida Council on Homelessness, Children's Committee conference call, Thursday, September 20, 2012, 2:00–3:00 pm EST

Conferences and Events:

- FASFEPA Fall Technical Assistance Forum: September 10-12, 2012; Presentations will be available regarding Title I; Rosen Centre Hotel, Orlando, FL <http://www.fasfepa.org/>
- Southeast Institute on Homelessness and Supportive Housing Conference: September 27-28, 2012. FDOE Homeless Education Program is sponsoring a two-day homeless education track at the Institute (<http://southeastinstitute.com/index.asp?page=home>)

**Denotes Title Programs under the BFEP (Title I-A, Choice, Title I-C, Title I-D, Title VI, & Title X)*

- Solutions for Out-of-School Youth (SOSY) Dissemination Event, September 12-13, 2012, Clearwater, FL

September	
3 and 17	Survey 6 Dates
12-13	Solutions for Out-of-School Youth (SOSY) Dissemination Event, September 12-13, 2012, Clearwater, FL
13	Homeless Liaisons' bimonthly conference call (2:00–3:30 pm EST)
14-15	Florida Migrant Parent Advisory Council (FMPAC) Meeting
20	Florida Council on Homelessness, Children's Committee conference call, Thursday, 2:00–3:00 pm EST
18	Title I, Title VI, and SES Conference Call (1:00-3:00 pm EST)
20	Florida Coalition for the Homeless Conference Call
25	Supply enrollment lists to SES Providers for services to begin by October 15 (20 calendar days prior to October 15, 2012)
26	New MEP Coordinators Meeting, Tampa, FL
26	MEP Coordinator Conference call (1:00–3:00 pm EST)
27-28	Southeast Institute on Homelessness and Supportive Housing Conference. (http://southeastinstitute.com/index.asp?page=home)
28	Migrant Education Program (MEP) Summer Program Outcome Evaluation Reports due
30	Deadline for Early Bird Registration for the 2012 National Association for the Education of Homeless Children and Youth Conference, October 27-30, 2012, Albuquerque, New Mexico [http://naehcy.org/conf/regis_2012.html]
31	National Association of State Directors of Migrant Education (NASDME) Planning Committee Conference Call (10:00-11:00 am EST)

October

Major Tasks to Accomplish:

***All BFEP Title Programs:**

- Monitoring by FDOE begins; Self-Monitoring and all work papers due to FDOE: November 2, 2012 [<https://app1.fldoe.org/bsa/grantsmonitoring/login.aspx>]
- Survey 2 Week: October 8-12, 2012; Due Date: October 26, 2012; State Processing: October 15-November 19, 2012. Program staff should review and ensure the accuracy of the data prior to submission [<http://www.fldoe.org/febp/pdf/ftesurveydates.pdf>]

Title I, Part A: Improving the Academic Achievement of the Disadvantaged

- Continue working with Title I schools to collect documentation for the FDOE monitoring review
- Submit data to FDOE: verify the HQ-status of paraprofessionals and teachers serving Title I schools

**Denotes Title Programs under the BFEP (Title I-A, Choice, Title I-C, Title I-D, Title VI, & Title X)*

- Prepare for submission of the comparability report: gather data, meet with finance department, and human resources [<https://app1.fldoe.org/bsa/TitleIComparability/>]
- Prepare for initial meeting with private schools for the 2013-2014 year [see <http://www.ed.gov/programs/titleiparta/ps/titleitoolkit.pdf>. Consultation should begin between October 2012 and March, 2013.]
- Request expenditure reports to monitor Title I, SIG, Title VI expenditures to ensure that LEAs are track with expenditures
- Maintain documentation of time and effort from all employees paid with Title I funds at the LEA office
- Prepare second 4-weeks notices: Run HQT report and verify the list of students whose teachers are not HQT and whose parents were not previously notified
- Notify principals of the students who need to receive the NHQT notice. Principals send 4-week notices as needed; maintain documentation at the LEA and school to include the notice, a list of the specific students and teachers, date, and method of distribution (such as backpack, US Mail, in progress card envelope, etc)

Title I, Part A: Public School Options (PSO)

- Begin serving students in SES not later than October 15, 2012
- Report providers which have withdrawn or had its contract terminated

Title I, Part C: Migrant Education Program (MEP)

- Conduct evaluation activities and submit the MEP Annual District Self-Evaluation Report due October 31, 2012
- Send migrant student record updates to MSIX based on end of first 9-week grade reporting period
- NASDME Planning Committee Conference Call, October 31, 2012, 10:00-11:00 am EST

Conferences and Events:

- 2012 National Association for the Education of Homeless Children and Youth Conference, October 27-30, 2012, Albuquerque, New Mexico [http://naehcy.org/conf/regis_2012.html]
- 2012 National Dropout Prevention Conference, October 14 – 17, 2012, Orlando, FL [<http://www.dropoutprevention.org/conferences/24th-annual-national-dropout-prevention-network-conference>]

October	
5	Monitoring memo disseminated via paperless communication http://info.fldoe.org/docushare/dsweb/Get/Document-6527/dps-2012-144.pdf
5	Submissions for the Federal Collaborator newsletter to BFEP. Email all articles and photo files (e.g. .jpg) to bfep@fldoe.org
8-12	Survey 2 Week, verify accuracy of data submitted http://www.fldoe.org/febp/pdf/fesurveydates.pdf
9	McKinney-Vento 101 for Pre-service Education Students (Flagler)
11	Title I, Part D – Conference call (2:00–3:00pm EST)
12	District Improvement and Assistance Plans (DIAP)

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October	
12	Final 2012-2013 District Checklist of Compliance for all DA Schools http://flbsi.org/pdf/2012-2013%20DA%20Reporting%20Timeline.pdf
14	McKinney-Vento 101 Pre-Conference Session (9:00 am-12:00 pm EST)
14-17	2012 National Dropout Prevention Conference, October 14-17, 2012, Orlando, FL http://www.dropoutprevention.org/conferences/24th-annual-national-dropout-prevention-network-conference
15	SES Providers must begin services by today (unless stated otherwise in contract with LEA) [Section 1008.331, F.S.]
16	Title I, Title VI, and SES Conference Call (1:00– 3:00 pm EST)
16-17	Florida Interagency Coordinating Council for Infants and Toddlers (FICCIT) with Disabilities Meeting, Sarasota, Florida (8:30 am–2:00 pm EST)
17	Florida Council on Homelessness Meeting (10:00 am–3:00 pm EST) Tallahassee, Florida
19	Final 2012-2013 School Checklist of Compliance for all DA Schools http://flbsi.org/pdf/2012-2013%20DA%20Reporting%20Timeline.pdf
19	School Improvement Plans (SIP) – All schools
22	Title X, Part C Monitoring Technical Assistance Conference Call for Desktop and Onsite Monitored LEAs (2:00– 3:30 pm EST)
26	Survey 2 data Due
26	School Baseline Data Report
27-28	2012 National Association for the Education of Homeless Children and Youth Conference, Albuquerque, New Mexico http://naehcy.org/conf/regis_2012.html
31	MEP Annual District Self-Evaluation Report due

November

Major Tasks to Accomplish:

***All BFEP Title Programs:**

- Self monitored LEAs must submit the certification to the Office of Federal Programs.
- LEAs selected for onsite and desktop monitoring must submit the workpapers and the documentation by November 2, 2012
- LEAs selected for self enhanced monitoring must complete the requirements communicated by the Office of Federal Programs for specific programs

Title I, Part A: Improving the Academic Achievement of the Disadvantaged

- For LEAs selected for Self Monitoring, the LEA must complete the workpapers by indicating their compliance status (in compliance, further action required, or not applicable) and submit the required documents for DIA-1, DIA-3, DIA-8, MIA-1 and MIA-2

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- Continue working with Title I schools to collect and finalize documentation for the FDOE monitoring review
- Obtain complete list of private schools to invite consultation for 2013-2014
<http://www.floridaschoolchoice.org/Information/PrivateSchoolDirectory/>.
- Conduct initial meeting with private school officials for the 2013-2014 school year; distribute poverty surveys, obtain intent to participate forms. See samples at this link:
<http://www.ed.gov/programs/titleiparta/ps/titleitoolkit.pdf>.
- Complete first quarter LEA review of start-up/completion/progress on the implementation of the Title I program, including implementation of the program with private schools (How are we doing so far? Are adjustments needed? Are the funds allocated properly?).
- All schools coded a “K” on the Public School Eligibility Survey (PSES) should be resolved. A formal amendment should be sent to the FDOE Office of Grants Management (OGM). Review and update Parental Involvement Plan
<https://app1.fldoe.org/bsa/ParentInvolvementPlan/Default.aspx>.
- Request expenditure reports to monitor Title I, SIG, Title VI, e to ensure that LEAs expenditures are tracked
- Maintain documentation of time and effort from all employees paid with Title I funds at the LEA office
- Run HQT report and verify the list of students whose teachers are not HQT and whose parents were not previously notified
- Notify principals of the students who need to receive the NHQT notice. Principals send 4-week notices as needed; maintain documentation at the LEA and school to include the notice, a list of the specific students and teachers, date, and method of distribution (such as backpack, US Mail, in progress card envelope, etc)

Conferences and Events:

- USED Office of Migrant Education (OME) Annual Conference, November 13-14, 2012, South Padre Island, TX
<http://www.regonline.com/Register/Checkin.aspx?EventID=1130494>
- Florida Charter School Conference, November 14-16, 2012, Orlando, FL
<http://charterschoolconference.com/>
- National Literacy Month
<http://www.digitalliteracy.gov/content/september-national-literacy-month>

Special Resources in recognition of National Parental Involvement Month “November”:

- Parental Involvement in Education Month in Florida
<http://www.fldoe.org/family/pdf/calendar.pdf>
- Florida Parent Teacher Association Convention
- <http://floridapta.org/events/leadership-convention>

Conferences and Events:

- Coordinated School Health Partners meeting – November 8-9, 2012, Tampa, FL
- National Hunger and Homeless Awareness Week – November 10-18, 2012

**Denotes Title Programs under the BFEP (Title I-A, Choice, Title I-C, Title I-D, Title VI, & Title X)*

November	
2	Monitoring Work Papers and Self-Certifications due
8	Bimonthly Homeless Education Liaison conference call, 2:00–3:30 pm EST
9	2012-2013 Comparability Online Report Released via Paperless Communication
9	Title I, Part A, amendments due if your school district had a code “K” on the submitted Public School Eligibility Survey
11	Fall Florida Coordinated School Health Partnership Meeting, Tampa, FL (10:00–3:00 pm EST)
13-14	OME Annual Conference, South Padre Island, TX http://www.regonline.com/Register/Checkin.aspx?EventID=1130494
15	Florida Council on Homelessness, Children’s Committee conference call, Thursday, 2:00–3:00 pm EST
20	The regularly scheduled conference call for Title I, Title VI, and SES is canceled for the month of November. However, any important information will be shared via email to the coordinators.
28	MEP Coordinator Conference call (1:00–3:00 pm EST)
30	2012-2013 Comparability Online Report Due to FDOE

December

Major Tasks to Accomplish:

***All BFEP Title Programs:**

- Survey 9 Week: Survey 9 due date: December 12, 2012, with FDOE processing: December 3, 2012 - January 11, 2013; Final Update/Amendment Date: February 28, 2013
- 2011-2012 Consolidated State Performance Report (CSPR)

Title I, Part A: Improving the Academic Achievement of the Disadvantaged

- Begin individual meetings with private school principals to design the Title I plan for the 2013-2014 school year
- Gather poverty data from private schools for 2013-2014 school year
- Request expenditure reports to monitor Title I, SIG, Title VI expenditures to ensure that LEAs are track with expenditures
- Maintain documentation of time and effort from all employees paid with Title I funds at the LEA office
- Run HQT report and verify the list of students whose teachers are not HQT and whose parents were not previously notified
- Notify principals of the students who need to receive the NHQT notice. Principals send 4-week notices as needed; maintain documentation at the LEA and school to include the

**Denotes Title Programs under the BFEP (Title I-A, Choice, Title I-C, Title I-D, Title VI, & Title X)*

notice, a list of the specific students and teachers, date, and method of distribution (such as backpack, US Mail, in progress card envelope, etc)

Title I, Part A: Public School Options (PSO)

- Review SES expenditures and prepare for reallocation if necessary

Title I, Part C: Migrant Education Program (MEP)

- MEP Migrant Implementation Strategies Meeting, Date: TBD
- Send migrant student record updates to MSIX based on end of second 9-week grade reporting period

Title VI, Part B: Rural Low-Income Schools Program (RLIS)

LEAs - Adhere to Section 6231 regarding Average Daily Attendance (ADA) Data Collection Requirement

December	
6	Semi-annual meeting of the Homeless Education Program State Advisory Council, 9:30 am-3:00 pm EST, Tallahassee, FL
13	Title I, Part D – Conference call (2:00–3:00 pm EST)
14	2012-2013 Comparability Reports due
18	Title I, Title VI, and SES Conference Call (1:00–3:00 pm EST)
TBD	MEP Migrant Implementation Strategies Meeting

January

Major Tasks to Accomplish:

***All BFEP Title Programs:**

- Survey 9 Week: Survey 9 due date: December 12, 2012, with FDOE processing: December 3, 2012 - January 11, 2013; Final Update/Amendment Date: February 28, 2013
- 2011-2012 Consolidated State Performance Report (CSPR)

Title I, Part A: Improving the Academic Achievement of the Disadvantaged

- Match addresses for private school students with public school attendance areas for the 2013-2014 school year
- Request expenditure reports to monitor Title I, SIG, Title VI expenditures to ensure that LEAs are track with expenditures
- Maintain documentation of time and effort from all employees paid with Title I funds at the LEA office
- Run HQT report and verify the list of students whose teachers are not HQT and whose parents were not previously notified
- Notify principals of the students who need to receive the NHQT notice. Principals send 4-week notices as needed; maintain documentation at the LEA and school to include the notice, a list of the specific students and teachers, date, and method of distribution (such as backpack, US Mail, in progress card envelope, etc)

**Denotes Title Programs under the BFEP (Title I-A, Choice, Title I-C, Title I-D, Title VI, & Title X)*

Title I, Part A: Public School Options (PSO)

- Submit request to reallocate unexpended SES funds as necessary

Title I, Part C: Migrant Education Program (MEP)

- MEP Mid-Year Evaluation Report due: January 31, 2013

Conferences and Events:

- **National Title I Conference, January 21-24, 2013, Nashville, TN**
<http://www.nationaltitleiassociation.org/page/T13Conference/>

January	
4	Submissions for the Federal Collaborator newsletter to BFEP. Email all articles and photo files (e.g., .jpg) to bfep@fldoe.org
10	Bimonthly Homeless Education Liaison conference call(2:00–3:30 pm EST
15	Title I, Title VI, and SES Conference Call (1:00–3:00 pm EST)
31	2011-2012 Title X, Part C Subgrant End-of-Year 3 Report
31	MEP Mid-Year Evaluation Report due

February**Major Tasks to Accomplish:*****All Title Programs:**

- Submit roll-forward amendments
- Survey 3 Week: February 11-15, 2013; Submit and verify data to FDOE
 - Student participation for targeted assistance, local neglected and delinquent, and private schools
 - HQ-status of paraprofessionals and teachers serving Title I schools
 - Poverty data that will be used to pre-populate the 2013-2014 Title I application

Title I, Part A:**Private Schools:**

- Match addresses of private school students from low-income families to participating public school attendance areas, collect poverty data from the private schools, estimate funds for private schools and consult with private school officials to begin the development of the service plan, including multiple educationally related eligibility criteria.
- Keep documentation of which private schools elect and decline to participate in Title I services.

Conferences and Events:

**Denotes Title Programs under the BFEP (Title I-A, Choice, Title I-C, Title I-D, Title VI, & Title X)*

- February 28, 2013- Regional Meeting, Florida Department of Education, 325 West Gaines Street, Tallahassee, FL 32399
- March 5, 2013- Regional Meeting, Sam Horton Instructional Services Center (ISC), 2920 N. 40th Street Tampa, FL 33605
- April 28- March 1, 2013-National Association of State Directors of Migrant Education Conference, 3705 Spectrum Blvd., Tampa, FL 33612
- May 6-10, 2013- Spring FASFEPA/ECTAC Forum, Grand Hyatt Tampa Bay, 2900 Bayport Drive Tampa, FL 33607

February	
1	Time and Effort logs from January due from all employees paid with Title I funds*
1	Begin Preparation for the development of the Parental Involvement Plan
11-15	Survey 3 Week [www.fldoe.org/eias/dataweb/surveydate1213.pdf]
11	End of Sixth 4-weeks: Run class lists to determine highly qualified status of all teachers assigned to teacher core courses in Title I schools whose parents were not previously notified
11-15	Desktop Monitoring-Title I Part A Duval County
11-15	Onsite Monitoring-Title I Part A Wakulla County
12	Desktop Monitoring – Jefferson Homeless Education Program, 10:00 am –11:30 am, Conference Call
12	Desktop Monitoring – Bradford Homeless Education Program, 2:00 pm – 3:00 pm, Conference Call
14	Title I, Part D, Conference Call, 2:00PM-3:00PM (ET)
14	Notify principals which students should receive the four week notice. Maintain documentation at the LEA and school to include the notice, a list of the specific students and teachers, date, and method of distribution (such as backpack, US Mail, in progress report envelope, etc).
14-18	Send non-highly qualified teacher notice (see sample). Notices must be sent home by the end of
19	National Center for Homeless Education Webinar: Determining Eligibility for McKinney-Vento Rights and Services (Register for the webinar), 2:00 pm -3:30 pm
19	National Center for Homeless Education Webinar: McKinney-Vento 101: Knowing and Applying the Law (Register for the webinar), 2:00 pm – 3:30 pm
20-21	New Migrant Education Program Coordinator Meeting
21	Principals send documentation of NHQT notification to LEA Title I office
25-March 1	Desktop Monitoring-Title I Part A FAU and St. Lucie
25-26	Onsite Monitoring – Martin Homeless Education Program

*Denotes Title Programs under the BFEP (Title I-A, Choice, Title I-C, Title I-D, Title VI, & Title X)

February	
26	Onsite Monitoring – FAU Developmental Research Schools - Homeless Education Program
28	Title I Part A Regional Meeting at the Florida Department of Education

March

Major Tasks to Accomplish:

*All Title Programs:

Title I, Part A:

Private Schools:

- Finalize service delivery plans with private schools, basing the plans on the needs of the participating private schools and using the estimated funds generated and reserved.
- Assess the achievement of current year's program using the standards previously agreed upon last year and make modifications to next year's Title I program, if needed. Determine how the program will be evaluated and how annual progress will be measured.

Conferences and Events:

- February 28, 2013- Regional Meeting, Florida Department of Education, 325 West Gaines Street, Tallahassee, FL 32399
- March 5, 2013- Regional Meeting, Sam Horton Instructional Services Center (ISC), 2920 N. 40th Street Tampa, FL 33605
- April 28- March 1, 2013-National Association of State Directors of Migrant Education Conference, 3705 Spectrum Blvd., Tampa, FL 33612
- May 6-10, 2013- Spring FASFEPA/ECTAC Forum, Grand Hyatt Tampa Bay, 2900 Bayport Drive Tampa, FL 33607

March	
1	Survey 3 Data Due
1	Time and Effort logs from February due from all employees paid with Title I funds
1	Wells Fargo Homeless Unaccompanied Youth Education Fund Mini-Grant Deadline (limited to certain districts)
4	2011-2012 Title X, Part C - EHCY Project End-of-Year Report-Year 3 Due*
	Title I Part A Regional Meeting in Tampa, FL
14	Bimonthly Homeless Education Liaison Conference Call, 2:00–3:30 pm
19	Title I, Part A Conference Call 10:00AM-12:00PM- Canceled
21	Florida Council on Homelessness – Children's Committee Conference Call, 2:00-3:00 pm

*Denotes Title Programs under the BFEP (Title I-A, Choice, Title I-C, Title I-D, Title VI, & Title X)

March	
27	Migrant Education Program Coordinators Call, 1:00PM-3:00PM(ET)
29	2012-2013 Title X, Part C - EHCY Project Mid-Year Progress Report-Year 1 Due**
	Spring Break (Varies by districts). See http://www.fldoe.org/eias/eiaspubs/pdf/calendar.pdf for more information.

April

Major Tasks to Accomplish:

*All BFEP Title Programs:

Title I, Part A:

Private Schools:

- Determine professional development and parental involvement needs of the private schools
- Inform private school officials of tentative program designs, service delivery models, number of Title I participants, allocations, location of services, and estimated costs.
- Update private school officials if there are any changes. Generate a list of students who will receive Title I services beginning in September.
- Obtain written affirmation from private school officials that timely and meaningful consultation has occurred.

Conferences and Events:

- May 6-10, 2013- Spring FASFEP/ECTAC Forum, Grand Hyatt Tampa Bay, 2900 Bayport Drive Tampa, FL 33607

April	
11	Title I, Part D, Conference Call, 2:00PM-3:00PM (ET)
16-17	Florida Interagency Coordinating Council for Infants and Toddlers with Disabilities, 9:00 am – 1:00 pm, St. Augustine, FL
28-May 1	National Association of State Directors of Migrant Education Conference (Tampa, FL)
30	2013-2014 Title X, Part C – EHCY-Year 2 Grant Application Due**

*Denotes Title Programs under the BFEP (Title I-A, Choice, Title I-C, Title I-D, Title VI, & Title X)