Title I - State of Division

Division: Curriculum and Instruction
Department: Title I
Department Head: Marcia Nowlin

Staffing (08/09):
Cost Center Numbers for employees (list all that are applicable) ________________________________
Number of Employees
Total Department: 154*
Admin 5
Prof / Tech 5
Instructional 77
ESP 67

(Details – see page 5)
*Title I schools not included in total

Budget Summary (without personnel) (08/09):
General Revenue Budget: -0-
Federal Project Budget (specify) $4,729,921.68*
State Project Budget (specify) $64,519.30

(Details – see page 5)
*Title I schools not included in total

Department Summary:

Scope of Operations: To improve the teaching and learning of children in high-poverty schools with a continued focus on parental involvement, providing consultation, coordination, and high quality professional development in accordance with federal, state and district regulations including:

- Early Intervention: Provide technical assistance, training and education to teachers, childcare providers, parents and children, educational assessment for children to identify those at-risk and in need of additional services and empower parents to be their child’s first teacher. Enhance the instructional strategies implemented in the childcare programs.

- Prekindergarten School Readiness Programs: (Contracted with the Early Learning Coalition of Escambia)

- Family Resource Activity Model for early Education (FRAME): Family Resource Centers (FRC): Provide educational resources and training for parents and teachers at two locations to enhance the education of children

- Migrant-contracted with Panhandle Area Educational Consortium (PAEC) Identify, recruit and serve students and families who meet the federal definition of a migrant. Supplement services for the migrant students to enable success in school

- Technology: Provide supplemental technical support and instruction for Title I schools and programs. Maintain and track inventory of all Title I assets. Collaborate with district partner initiatives such as Project Based Learning, E2T2. Maintain title I technical systems (Safari Montage, FOCUS, McMillan Novell, SME WEB and backup systems Project Touch: Provide services to homeless students, remove barriers to education and ensure entitled services are delivered

- Private Schools: Ensure compliance with state/federal guidelines for non-public school recipients of Title I Part A funds via technical assistance and meaningful consultation

- Primary Education: Promote, mastery, increase rigor and minimize curriculum gaps in the K-2 program
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- **Supplementary Education:** Services (SES) Administer SES program to include registration, scheduling, advertising, monitoring, evaluation and financial management.

- **Continuous Improvement Model (CIM):** Provide technical assistants with on-going support for principals and teachers to effectively implement Continuous Improvement Model (CIM) and SuccessMaker with fidelity. Provide specifics / facts about department; major responsibilities.

**Recent Efficiency / Cost Reduction Initiatives (08/09)**

- Reduced several personnel position- technology high school student, pre-K art teacher, FRAME teacher and FRC teacher assistant positions.
- Reduced in-county travel through clustering school visits geographically and using technology, and reduced out of county travel.
- Upgraded and standardized office equipment.
- Implemented purchase cards to improve timeline for receiving orders.
- Used district’s internal printing service to provide large copy needs.
- Upgraded building security with ID entry badges and intercom system.
- Initiated the use of Survey Monkey for satisfaction surveys and data collection.
- Implemented recycle program.
- Reduced departmental budgets by 10 percent.
- Improved the referral process for Child Find.
- Secured funding with Immigrant Grant for migrant counselor position.
- Combined Even Start and FRAME program, for a reduction of 8 employees.
- Received additional grant funds (ECARE, Target, Rotary).
- Initiated FOCUS system to monitor SES activity.
- Improved backup system for Title I computers, servers.
- Employed high school student technical support program.

**Successes (last 4 years – 2004 – 2008)**

- Participated in development and on-going implementation of Every Child A Reader in Escambia (ECARE) project.
- Provided training for Title I staff as certified Bridges Out of Poverty trainers.
- Provided community based training for over 700 community members and leadership in Poverty Solutions Team activities.
- Initiated first Getting Ahead/ Bridges Out of Poverty groups.
- Trained principals and book keepers/secretaries to apply federal regulations to spending plans for better utilization of Title I funds.
- Presented at local and state conferences (involving seven staff members).
- Trained all Pre-K and elementary teachers on the new educational standards.
- Trained all VPK teachers in Emergent Literacy for VPK Instructors.
- Improved readiness rate for 100% of Wee Read centers on FLKRS, exceeding local and state average rates.
- Had an average attendance of over 200 Wee Read parents, staff and children in Family Nights.
- Identified and provide services to more homeless students than previous years.
- Developed benchmark assessment based for prek on VPK standards.
- Increased the number of successful referrals to Child Find and provided on-going support to parents throughout process.
- Developed Mastery Checklist for grades K, 1, 2 (Replaced SAT 9).
- Interim update to kindergarten report card to reflect changes in 2007 standards.
- Expanded kindergarten writing rubric from a 0-3 scale to a 0-6 scale.
- Established VPK benchmark to transition to kindergarten.
- Trained each principal on VPK and Head Start requirements.
- Assembled and distributed 2,000 Get Ready for Kindergarten bags to VPK children.
- Provided technical assistance to 100% of targeted childcare centers.
- Improved the communication and relationship between the ESCD and Early Education Community.
- Implemented the Safari Montage System.

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- Planned and implemented the PBL project
- Set up backup system for Title I computers/servers
- Implemented the FOCUS management system for SES
- SME WEB system implementation and support
- Implementation/development of high school student technical support program
- Implemented and supported movement of student data throughout the district in SME
- Developed an on-line resource tool for focus lessons in Moodle for Title I schools
- Assisted teachers to integrate focus lessons into the curriculum
- Improved continuity throughout the school district about the CIM pro
- Recognized migrant staff and students for achievements by FL DOE
- Had a 70% parent participation rate for Migrant Pre-k Family Night
- Demonstrated exceptional gains on the DIAL-3 by 3- and 4-year-old migrant pre-k students
- Reduced truancy and discipline referrals for our Asian students through services of Title I/Migrant/ESOL guidance counselor
- Contracted with PAEC to deliver a summer program for pre-k, elementary and high school migrant students.

Department Short Term Goals (to be accomplished by the end of 2008 – 2009)

- Have all department leaders round with direct reports once each month
- Round with Principals once each month
- Increase reward and recognition of staff contributions
- Write thank you notes to those going above and beyond required activity
- Update of Safari Montage system, Resources
- Provide School Technical Support Plan
- Improve efficiency of work with Travel Accounting
- Fulfill deliverables for all contracted services
- Complete Time for Twos/Ready for Kindergarten Parent Involvement Training
- Build dashboards on Title I file server
- Provide Access shared files
- Follow up with Parent Workshops
- Establish checks and balances for non-public participants
- Provide Tech training for web design, creating on-line training
- Fulfill workshop commitments at schools
- Revise K report card based on results from teacher survey (submit to May Board) Quality
- Complete K-2 item bank for Performance Pathway (if continued) Resources
- Complete core map for language arts using Tech Paths by end of April Quality
- Develop and publish DVD for Kindergarten parents to explain K expectations and how they may assist their child’s learning
- Facilitate K-2 Escambia Writes process (Assist with writing, copying and dissemination of prompts, train teachers in use of new rubric by April Service
- Revise K-2 Mastery Checklists based on teacher input – May Quality
- Create district writing plan to increase rigor and establish consistency
- Train all teacher assistants in the strategies for emergent literacy
- Train new staff on administration of DIAL-3
- Select and implement literacy assessment for progress monitoring in prek
- Provide intense support and technical assistance to those schools identified as low performing
- Provide summer institute for pre k teachers and teacher assistants on emergent literacy and one on math strategies
- Complete the training of one Getting Ahead in a Just Getting By World group
- The CIM Specialist will meet at least one additional time with the administration, leadership team, or grade levels of the Title I schools prior to the end of the school year to provide any needed assistance SERVICE
Department Long Range Goals (specify time line)

- Provide instructional resources, staff development and support for schools
- Hardwire (create a culture of) reward and recognition of employees by both management staff
- Reduce turnover
- Provide support for schools in professional development and instructional resources
- Improve Readiness scores of all district VPK programs
- Reduce the turnover in prek classes and programs screen for VPK children before entering school with DiAL-3
- Provide on going training for parents on their role as their child’s first teacher, focusing on ways to promote early literacy
- Use technology to assist teachers and parents on strategies for getting children ready for kindergarten
- Improve use of technology for prek teachers and students
- Ready access to budget information
- Develop “At School” field trip guide for schools (in response to budget cuts impacting traditional field trips)
- Explore ideas for sharing successes in K-2 with community
- Collaborate with UWF to ensure that teacher graduates are better prepared to differentiate instruction and manage classroom behavior more effectively
- Reserve one day each month for staff meetings
- Increase access of FRC during nontraditional hours
- Utilize Destiny software for checkout
- More use of online resources
- Increased collaboration with district
- Meet/inform executive leadership in diocese
- Review/ reinforce Parent Involvement staff development
- Maintain services at present level to migrant students with slated funding cuts and apply for grants to supplement migrant funding
- Provide on-line training for parents and staff
- Begin Technology Learning Group at Title I staff

Major Challenges for Department

- Shortage of personnel
- Uncertainty of funding
- Shortage of space for both training and storage
- Ability to provide high quality staff development, time for follow-up, Protocol
- Insufficient designated training space
- On-site monitoring 2011
- Limited time available to present extended training to teachers in compliance with Protocol
- Finding additional community resources to assist homeless and other families in need at the time when there are fewer resources and greater needs.
## Title I - State of Division

### Staffing & Budget Summary

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<thead>
<tr>
<th>Staffing (08/09):</th>
<th>General Revenue (Number)</th>
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<th>Federal Projects (Number)</th>
<th>($$)</th>
<th>State Projects (Number)</th>
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*Total includes personnel on PPD and various grids.

### Budget Summary (without personnel) (08/09):

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Total of Federal Projects $4,740,395.68

Total of State Projects $64,519.30

Total of Federal & State Projects $4,804,914.98