

## Ongoing Activities

**Program Development and Coordination, K-12**--Supporting District/School Program Plan Progress Targets for Academic Improvement and Professional Development with Funding Resources Allocated from ESEA -Title IA, Title IIA, Title III/Immigrant; Perkins Act; and other grants and funded programs as appropriate and identified

DATE	TARGET AUDIENCE	TOPIC (S) and DOCUMENTATION	FORMAT
Ongoing	All Principals, Administrators, & Teachers salaried and/or managing ESEA funded programs and activities	Grants/Funded Program Accountability Requirements <u>Documentation:</u> Trenton Board of Education Meeting Minutes, District Policies/Regulations, District Procedures & Resources, ESEA Consolidated Application, School Improvement Plans (SIPs), School-wide Plans (SWPs)	Email Communication, District Webpage Postings
August CSB & Grant School Parking Lots and Ongoing	District wide and School Level Parent Involvement	District Title I Parent Involvement Policy and General Information; Meeting Notices, Agendas, Sign-In Sheets, school parent plans with calendar of activities and meetings	District Back to School Extravaganza presentation and exhibit, Office of Student and School Support
Ongoing	School and District Level Program Principals and Administrators	Regular Meetings including CIA Department, School Support Sessions, ESEA Advisory Council <u>Documentation:</u> Meeting notice, agenda, meeting minutes, sign-in sheets, handouts—coordination efforts among consolidated programs, Time-Effort reports	Face-to-Face Sessions, Email Communications, Superintendent's Weekly Update
Ongoing	Nonpublic participant (s) consultation	Grants/Funded Program Accountability Requirements <u>Documentation:</u> Meeting notice, agenda, meeting minutes, sign-in sheets, handouts, affirmation of consultation form; non-public student rosters, student and fiscal accounting records	Face-to-Face Sessions, Documents/Forms, Third-Party Provider Contract
Ongoing	Trenton Institutions for Neglected Students	Title I Parent Involvement Policy and School Title I Parent Compact; Right-to-Know Letter <u>Documentation:</u> Visitations, Reports, Accounting Records	Individual Sites (2)
Ongoing	School Level Title I Parents	Title I Parent Involvement Policy and School Title I Parent Compact; Right-to-Know Letter <u>Documentation:</u> Meeting notices, agendas, , sign-in sheets, handouts-Right-to-Know Letter	Individual School Sites (20)

DATE	TARGET AUDIENCE	TOPIC (S) and DOCUMENTATION	FORMAT
Ongoing	District Data Staff/Consultants, School and District Level Program Managers, Parents and Community	Stakeholder Review of Consolidated ESEA Program Priority Needs, Performance Targets, and Measurement Tools <u>Documentation:</u> Meeting notice, agenda, meeting minutes, sign-in sheets, handouts-surveys/program evaluation report, report on mechanism to track performance (report on performance by measurement tool), demographic data to provide evidence of equitable access, transition plan to assist preschool to kindergarten	Face-to-Face Meeting
Ongoing	School and District Level Administrators	Impact of Program Implementation; Data and Evidence-Based Adjustments <u>Documentation:</u> : Meeting notice, agenda, meeting minutes, sign-in sheets, handouts-surveys/program evaluation report, report on mechanism to track performance (report on performance by measurement tool), data to provide evidence of Title IX access by military recruiters (notices sent to parents and adult students, including "opt-out "forms; school parent handbooks, course catalog, Right-to-Know Follow up Letter	Face-to-Face Meeting
Fall, Winter, Spring	School and District Administrators, Nonpublic Program Principals	District/School Planning and Consultation <u>Documentation:</u> Process for identification of comprehensive needs (needs assessment survey, schools' stakeholder committee documents including meeting schedules, notification flyer, agenda, sign-in sheets, meeting minutes	Face-to-Face Meeting



## Ongoing Reporting

DATE	EVIDENCE DOCUMENTATION	RATIONALE	RESPONSIBLE STAFF
Ongoing	Monthly Time-Effort Reports with Payroll Voucher/Form Provided	ESEA Program Compliance Activity for Part-time ESEA funded employees	Individual Staff with verification by Principal/Administrator Signature
Ongoing As Per District Standard Operating Procedures	Approvals of Proposals and Resolutions, Staffing, Payroll, Purchasing, Contracts/Bids, Asset Inventory and Tagging, Accounting controls, Procedures, and Practices for Federal Funding	NJ School Law, ESEA Program Compliance/ Federal Grant Guidance/Uniform Grant Guidance, TBOE Policy and Regulation	Chief Academic Officer, School Principals, District Administrators responsible for ESEA funded activities/programs and fiscal activities
July/August	Summer School/Professional Development Program Accountability Reports	ESEA Program Compliance	Chief Academic Officer, School Principal, District Administrators responsible for ESEA funded activities/programs
January and June	Semi-Annual Program Activities Accountability Reports as scheduled	Title IA, Title IIA, Title III, Title III Immigrant, Perkins Act, Other Federal Grants	School Principal, Administrator, Teacher when responsible for federal funded activities/programs
January and June	Semi-Annual Time-Effort Certification	ESEA Program Compliance Activity for Full-time federal funded employees	Individual Staff with verification by Administrator Signature
March/April 2016	Summer Program Proposals AND Professional Development Plan DRAFT, (School & District Level) Title II A, III A, Title III Immigrant Plan DRAFT, SIP/SWP Planning	Review for funding and submission for TBOE approval	Chief Academic Officer, School Principal, Administrator responsible for ESEA funded activities/programs
Winter/Spring Budget Calendar	Professional Development Plan FINAL, with budget detail (School & District Level)  DRAFT TITLE I SCHOOL-WIDE PLAN (swp) AND SCHOOL IMPROVEMENT PLAN (SIP)	ESEA/NJDOE Program Compliance for Application Process Preparation	Chief Academic Officer, School Principal, Administrator responsible for ESEA funded activities/programs
June 1	SIP/SWP with budget detail	ESEA/NJDOE Program Compliance for Application Process	Chief Academic Officer, School Principal, Administrator responsible for ESEA funded activities/programs
June 30	ESEA CONSOLIDATED APPLICATION SUBMISSION DEADLINE	NJDOE DUE DATE	Administrator responsible for ESEA funded activities/programs Assistant Comptroller, Grants