**Title II-A Coordinators Calendar for the Academic Year: 2021-2022**

| ***Month*** | ***Planning*** | ***Monitoring*** | ***Fiscal*** | ***Other*** |
| --- | --- | --- | --- | --- |
| JULY | Ensure that staff responsible for IIA submission are signed up on the [Title IIA listserv](https://public.govdelivery.com/accounts/ORED/subscriber/new?topic_id=ORED_132) |  | Start working on CIP Budget Narrative prerequisites for the upcoming year   * Submit ESEA Statement of Assurances, School Prayer Certificate for CIP Budget Narrative to ODE. * Review district Contact List, update and submit Contacts and Private Schools in CIP Budget Narrative. * Work with business office on receiving an approved indirect rate from ODE’s finance office. (Critical piece for submitting CIP Budget narratives) |  |
| AUG | Finalize district strategies/professional learning opportunities based on the district needs assessment planned for with IIA funds including:   * Identifying outcomes for participants * Assigning responsibility for completion/implementation and timeline for each strategy * Creating a plan for evaluating effectiveness including how you will know whether professional learning was implemented outcomes were met   [Click here to access a form to assist districts with developing a plan for professional learning](http://www.oregon.gov/ode/schools-and-districts/grants/ESEA/IIA/Pages/Title-IIA-Professional-Learning.aspx) | Check to see if ODE is [monitoring your district this year](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Pages/ESEA-Monitoring.aspx) (Official letters are sent from ODE to the Superintendent) | Review Final Allocations.  CIP Budget Narrative opens.  **If district is declining funds,** check the box in Consolidated Spending of the CIP Budget Narrative. | Private Schools:   * Finalize agreements for private school participation in federal programs. * Within the CIP Budget Narrative, ensure that participating private schools receive equitable services in eligible federal programs   + Title IA   + Title IIA   + Title III   [A sample form to assist districts in planning](http://www.oregon.gov/ode/schools-and-districts/grants/ESEA/IIA/Documents/ps-planning-template.docx) with participating private schools is available. **Please note: This document is provided as a resource only. Districts cannot require private schools to use it.** |
| SEPT |  |  | Obligate any remaining funds for the previous fiscal year. (Have you spent all your money?) |  |
| OCT | If funds remain unclaimed from previous fiscal year (carryover funds), identify proposed activities aligned to current district needs | [If the district is being monitored, download the ESEA Guide to Monitoring and the Monitoring Organizational Tool](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Pages/ESEA-Monitoring.aspx) |  |  |
| NOV |  | [District data for the Principal and Teacher Evaluation data collection due to ODE](https://district.ode.state.or.us/apps/info/docs/PrincipalTeacherEvalUserGuide.docx)  Attend monitoring training (if applicable) | Complete Title IIA Budget Narratives that are due November 1st  Final requests in EGMS due for expenses from previous year’s subgrants (November 14)  Carryover opens in CIP Budget Narrative for district submissions. |  |
| DEC |  |  |  |  |
| JAN |  | Districts Identified for Winter Desk Monitoring [submit evidence through OneDrive](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Documents/Submission%20of%20Monitoring%20Materials.pdf) (due Jan 19) |  |  |
| FEB | Deadline for submission of Title IIA narratives (February 1) | Winter Desk Monitoring (January 31 – Feb 4) | Funds will be frozen for any district that has not submitted its CIP Budget Narrative |  |
| MARCH |  | Districts Identified for Spring Desk Monitoring [submit evidence through OneDrive](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Documents/Submission%20of%20Monitoring%20Materials.pdf) (due March 16) |  | Begin Consultation with Private Schools for next year. Consultation includes the review of the following:   * District’s Complaint Policy & Procedure * Review of private school’s needs   All private schools must acknowledge/sign whether or not they are participating in equitable services of federal programs. [Submit Affirmation of Consultation form to ODE](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Documents/Affirmation%20of%20Consultation.docx)  [More information regarding consultation checklist](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Pages/Private-Schools.aspx) |
| APRIL |  | Spring Desk Monitoring (April 4-8) |  | Complete consultation with Private Schools.  For participating private schools, begin working on contracts for third party contractors. Contracts will need to be in place for the start of the upcoming academic year. |
| MAY | Begin review of district data in preparation for Title IA needs assessment.  Draft proposed strategies/professional learning opportunities to be completed with Title IIA funds |  |  | Complete the LEA Use of Funds Survey from USED if selected for participation. |
| JUNE |  |  |  |  |