

The background features a collage of two images. The top-left portion shows a line of yellow school buses, with the number '32' visible on the front of the lead bus. The bottom-left portion shows a classroom with blue walls, decorated with colorful balloons and framed pictures. Several desks and chairs are arranged in the room.

# Title I, Part A District Coordinator Webinar

Sept. 25, 2025

# Logistics

- Submit questions or comments in the chat or send an email to [erin.sudduth@education.ky.gov](mailto:erin.sudduth@education.ky.gov).
- The webinar will be recorded and posted on the Kentucky Department of Education's (KDE) [Title I Documents and Resources webpage](#).



# Recap from August Webinar

- Announcements
- Recurring reminders
  - Monthly spend-down reminders
  - In this month's Title I Newsletter
  - Suggested monthly tasks
- Carryover limitation and waiver
- FY2026 Grant Management Application and Planning system (GMAP) reminders
- Parent and Family Connection Hub – Marsha VanHook

# Agenda

- Announcements and reminders
- Recurring reminders
  - Monthly spend-down
  - In this month's Title I newsletter
  - Suggested monthly tasks
- Title I, Part A for Schools online course – New resource!
- Comparability Report

# Announcements and Reminders

- Any district wishing to request a carryover waiver for 2024-2025 funds may do so no later than Sept. 30, 2025, by emailing David Millanti. The carryover waiver request email must:
  - State that the district requests a waiver of the 15% carryover limitation for school year 2024-2025 funds;
  - Contain the reason for the excess carryover; and
  - Describe a plan for effectively using carryover funds.
  - Please see the [Title I Carryover Information](#) document for additional information on carryover.
- Districts interested in opting in to use the Title1Next platform for the first time must complete the [Title1Next Information form](#) by Oct. 1.

# Monitoring the Obligation of 310L Funds

Month	Total Approximate Percentage Obligated	Month	Total Approximate Percentage Obligated
July 2024	5.66%	March 2025	51%
August 2024	11.33%	April 2025	56.66%
September 2024	17%	May 2025	62.33%
October 2024	22.66%	June 2025	68%
November 2024	28.33%	July 2025	73.66%
December 2024	34%	August 2025	79.33%
January 2025	39.66%	September 2025	85%
February 2025	45.33%		



# Open Project Quick Reference Table

Year/Project	Period of Award	85% Obligation Deadline	All Funds Spent or Encumbered	Final Federal Cash Request Submission
<a href="#">Federal FY2023</a> GMAP: FY2024 Project 310K SY 2023-2024	July 1, 2023 – <del>Sept. 30, 2025</del> June 30, 2026	Sept. 30, 2024	<del>Sept. 30, 2025</del> June 30, 2026	<del>Nov. 14, 2025</del> Aug. 31, 2026
<a href="#">Federal FY2024</a> GMAP: FY2025 Project 310L SY 2024-2025	July 1, 2024 – Sept. 30, 2026	Sept. 30, 2025	Sept. 30, 2026	Nov. 13, 2026
Federal FY2025 GMAP: FY2026 Project 310M SY 2025-2026	July 1, 2025 – Sept. 30, 2027	Sept. 30, 2026	Sept. 30, 2027	Nov. 12, 2027

# In This Month's Title I Newsletter

- Make sure you didn't miss our [September Title I newsletter!](#)
  - 2025-2026 Comparability Report due Nov. 3
  - Reviewing Grant Management Application and Planning (GMAP) feedback
  - Communication Folders and Allowability in Kentucky
  - Family Friendly District Certification Opportunity
  - Title I, Part A Carryover Waiver
  - Principal's Perspective: Compacts at Conferences – Train Your Teachers
  - Accepting Applications for Diagnostic Review Team Members
  - Recurring articles
    - Open Title I, Part A projects and associated deadlines
    - Coordinator's year at a glance



# Year at a Glance: Suggested Tasks for September

- Collect school schedules of annual Title I meetings for parents. KDE recommends these meetings be conducted by the end of October.
- Distribute the district's written parent and family engagement policy to all participating parents and family members served by Title I.
- Ensure that each Title I school distributes its written parent and family engagement policy and compact to all participating parents and family members. The policy should be made available to the community. KDE recommends posting the documents on the school websites to ensure they can be accessed by parents and the community at any time.
- Prepare to pull the student enrollment summary report from Infinite Campus for attendance numbers by the last day of the second school month or a date between that day and Oct. 31 for the purpose of the comparability report.
- Prepare instructional staff listing and full-time equivalency (FTE) by location and funding source to use for the purpose of the comparability report.
- Determine that all applicable parent notifications (testing transparency, right to request teacher qualifications, etc.) have been provided to parents.
- Consult with participating facilities for neglected and delinquent youth to develop an evaluation of services.
- Ensure targeted assistance schools have notified parents and implemented services.

# Kentucky Learning Hub

- [Kentucky Learning Hub](#) is the new one-stop shop for high-quality professional learning opportunities for Kentucky educators.
- All educators have access to Kentucky Learning Hub.
  - Log in with your district email address and password.
- For additional information on the Kentucky Learning Hub:
  - [Kentucky Learning Hub Promotional Video](#)
  - [Aug. 12 Superintendents Webcast](#) (Kentucky Learning Hub information starts at 15:00 minute mark) and [Aug. 12 Webcast Presentation](#)


# Title I, Part A for Schools Online Course

- A new Title I, Part A for Schools course is now available in the Kentucky Learning Hub!
- Self-paced course designed to provide school staff working with Title I, Part A an overview of program basics as well as school requirements.
- Course contains five modules
  - Title I, Part A Basics
  - Needs Assessment
  - School Program Design and Effectiveness
  - Parent and Family Engagement
  - Effective Documentation


# Enrolling in the Title I, Part A for Schools Course


FREE

Kentucky Department of **EDUCATION** // **TITLE I PART A**

 Title I, Part A for Schools | OCIS

Principals and other administrators working in schools served by Title I, Part A will benefit from this course which provides an overview of program basics and school-level requirements. This course is provided by the Office of Continuous Improvement and Support (OCIS).




FREE 

the Kentucky Department of **EDUCATION** **KYLEARNING**hub

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Title I, Part A for Schools | OCIS

[Enroll](#) [Bulk Enrollment](#)

# Comparability Report

- Section 1118(c) of the Every Student Succeeds Act (ESSA) requires districts to demonstrate that the services provided in Title I-served schools are comparable to those provided in non-Title I schools prior to the expenditure of Title I funds.
  - Services funded through state and local funds should be comparable between Title I and non-Title I schools.
- Kentucky districts complete the comparability report workbook every October and upload it to the GMAP District Document Library for approval.
- The 2025-2026 Comparability Report is due **Nov. 3, 2025.**

# Calculating Comparability

- Options for calculating comparability
  - Student to staff ratios
  - School to school salary comparisons
- Exclusions
  - Districts with only one school per grade span
  - If no schools are served in a particular grade span, comparability does not have to be calculated for that grade span.
- Comparability report resources are available on the [Title I, Part A Documents and Resources webpage](#).

# Comparability Report Reminders

- The 2025-2026 Comparability Report template is available in the GMAP District Document Library.
  - Click “edit documents.”
  - Click the document template link.
  - The completed report will be uploaded here, as well.
- Save the file with the following naming convention:
  - 2025-2026 District Name CompRep
- Be sure to use the template for the current school year.
- Do not complete the checklist tab of the workbook.

# GMAP District Document Library

## District Document Library

Test (Test) Public District - FY 2026

### LEA Document Library Search

Enter Search Text:

**Root Folders:** General ▲  
2026  
2025  
2024  
2023 ▼

### District Document Library [\[Expand All\]](#) [\[Collapse All\]](#)

[-] 2026

**Folders**

- + CDIP/CSIP documents
- + Equitable Services
- + Grant Funding Application Documents
- [-] Title I Comparability Report

**Documents**

- + 2025-2026 Title I Comparability Report [\[Edit Documents\]](#)

## Update Documents And Links

Test (Test) Public District - FY 2026

Document Information	
<b>Document Name</b>	2025-2026 Title I Comparability Report
<b>Folder Hierarchy</b>	2026 Title I Comparability Report
<b>Upload Begin Date</b> ⓘ	9/12/2025
<b>Upload End Date</b> ⓘ	
<b>Minimum Required Count</b>	1
<b>Maximum Allowed Count</b>	
<b>Document Template</b>	<a href="#">2025-2026 Title I Comparability Report</a>



# Common Comparability Report Reminders

## [Comparability Report Guide](#)

- Click to enable macros upon opening the file. (See p. 2)
- Don't start on the report too early. (See p. 5)
  - Comparability window: Last day of the second month of school through Oct. 31 of the current school year. Typically, 9/30 – 10/31.
- Group schools correctly by grade level and size. (See p. 4-5)
  - A “large” school should have roughly two times the enrollment of a “small” school.
- Be sure to include the correct staff. (See p. 9)
  - Instructional staff paid with state and local funds.
- Reference the GMAP School Eligibility page to determine the poverty ranking of schools. (See p. 12)
- Avoid copying and pasting into cells as this can impact the functionality of the workbook.

# What if a School isn't Comparable?

## Do

- Double check your numbers!
- Try using data from another date within the window.
- Calculate comparability using the school-to-school salary comparison rather than student to staff ratio.
- Contact your KDE consultant for assistance.

## Don't

- Put the school in a different (inaccurate) grade level and/or size group.
- Don't change which staff are excluded at various schools.

# Documentation to Save

- [2 CFR 200.334](#) requires records pertaining to a federal award be saved for three years.
  - KDE recommends retaining records for five years.
- Infinite Campus Enrollment Summary reports for all schools
  - The date on the reports must match the date used to determine comparability.
  - The school enrollment numbers on the reports must match the numbers on the comparability report.
    - Be sure to print/save the reports used in creating the report.
- Staffing lists for all schools
  - The lists should clearly document the full-time equivalency (FTE) of state and locally funded instructional staff at each school.
  - In the event the district is selected for monitoring, KDE staff should be able to easily locate the staffing data which aligns with the data on the comparability report.
  - Remove personally identifiable information (PII).
  - The Comparability Report Instructional FTE Documentation resource is available in the Sample Documents folder on the [Title I, Part A Documents and Resources webpage](#)

# Example Staffing Documentation #1

Position	State and local FTE	Federal FTE
1 Principal	1.0	
23 Classroom teachers	20.0	3.0
1 Instructional coach	0	1.0
1 Music teacher (itinerant)	0.33	
1 Art teacher (itinerant)	0.5	
1 Librarian	0.6	0.4
1 Guidance counselor	1.0	
3 Paraeducators	2.0	1.0
<b>TOTAL</b>	<b>25.43</b>	<b>5.4</b>

# Example Staffing Documentation #2

Instructional Staff	Position	State and local FTE	Federal FTE	Other Non-federal Grant
Smith, J.	Principal	1.0		
Jones, M.	Media Librarian	0.75	0.25	
Lee, L.	Teacher	1.0		
Taylor, B.	Teacher	1.0		
Adkins, S.	Instructional Aide		1.0	
Grant, R.	Teacher	1.0		
Simmons, E.	Teacher	1.0		
Banks, G.	Math Interventionist	0.5	0.5	
Wolfe, T.	Reading Interventionist			1.0
Robinson, K.	Teacher	1.0		
Green, R.	Teacher		1.0	
Fox, D.	Guidance Counselor	0.9	0.1	
	<b>TOTAL</b>	<b>8.15</b>	<b>2.85</b>	<b>1.0</b>

# Upcoming Webinar Dates

Mark your calendars for the next  
Title I, Part A webinar:

**Thursday, Oct. 30**  
**10-11 a.m. ET**

Submit feedback and topic requests  
through the anonymous [Title I Monthly  
Webinar Feedback Survey](#)

## 2025 Webinar Schedule

Nov. 20

Dec. 18



Kentucky Department of  
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