

**WILLOWS UNIFIED SCHOOL DISTRICT
Office of the Superintendent**

Management Report

DATE: June 26, 2014

AGENDA TOPIC: 2014 CARS (Consolidated Application and Reporting System)* Spring collection

PRESENTER: Janet Perez, Director of Categorical Programs

BACKGROUND INFORMATION:

In the spring, each Local Educational Agency (LEA) must submit a CARS Spring collection to document participation in specified programs and provide assurances that the district will comply with the legal requirements of each program. Program entitlements are determined by formulas contained in the laws that created the programs. The documents included: 2012-13 Obligation Reporting; 2013-14 End of Year Reporting; and 2014-15 Application for Funding.

**The new reporting system (Consolidated Application and Reporting System – CARS....formerly the ConApp), includes the submission of the reports in three parts: Fall, Winter, and Spring.*

RECOMMENDATION:

Approval of the CARS Spring collection assures funding to the district and schools for supplemental programs/services to staff and students. Approval is recommended.

2014-15 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/aa/co/ca14asstoc.asp>

CDE Program Contact:

Anne Daniels, Education Data Office, adaniels@cde.ca.gov, 916-319-0640

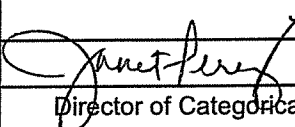
LEA Plan

An LEA that receives Title III funds, or any LEA that receives Title I funds and is in Program Improvement corrective action must certify that its LEA Plan, including any Addenda to the Plan, is current and provide the local online web address for their LEA Plan. An LEA that receives Title III funds and is in Title III Improvement status must post their Improvement Plan in the California Accountability and Improvement System (CAIS) at <http://www.cde.ca.gov/ta/ac/ca/>.

State Board of Education approval date	9/11/2003
LEA Plan Web page	www.willowsunified.org

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to have the use of these funds reviewed and/or audited according to the standards and criteria set forth in the California Department of Education's Categorical Program Monitoring (CPM) Manual. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this page are on file.

Authorized Representative's Full Name	Janet Perez
Authorized Representative's Signature	
Authorized Representative's Title	Director of Categorical Programs
Authorized Representative Signature Date	06/26/2014

2014-15 Protected Prayer Certification

ESEA Section 9524(b) specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Franco Rozic, Title I Monitoring & Support, frozic@cde.ca.gov, 916-319-0269
 Mary Payne, District Improvement Office, MPayne@cde.ca.gov, 916-319-0379

Protected Prayer Certification Statement

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Janet Perez
Authorized Representative Title	Director of Categorical Programs
Authorized Representative Signature Date	06/26/2014
Comment If the LEA is not able to certify at this time an explanation must be provided in the Comment field.	

2014-15 Application for Funding

CDE Program Contact:

Anne Daniels, Education Data Office, adaniels@cde.ca.gov, 916-319-0640

Local Governing Board Approval

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	06/26/2014
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District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	Janet Perez
DELAC review date	06/02/2014
Meeting minutes web address Please enter the Web address of DELAC review meeting minutes. If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	jperez@willowsunified.org
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment.	

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Economic Impact Aid EC 54000 SACS 7090, 7091 With continued participation in the Economic Impact Aid program the LEA is agreeing to comply with the assurance posted at http://www.cde.ca.gov/fg/aa/co/ca13asstoc.asp .	Yes
Title I Part A (Basic Grant) ESEA Sec. 1111 et seq. SACS 3010	Yes
Title I Part D (Delinquent) ESEA Sec. 1401 SACS 3025	No
Title II Part A (Teacher Quality)	Yes

2014-15 Application for Funding

CDE Program Contact:

Anne Daniels, Education Data Office, adaniels@cde.ca.gov, 916-319-0640

ESEA Sec. 2101 SACS 4035	
Title III Part A Immigrant	Yes
ESEA Sec. 3102 SACS 4201	
Title III Part A LEP	Yes
ESEA Sec. 3102 SACS 4203	
Title VI, Part B Subpart 2 Rural and Low-Income Grant	Yes
ESEA Sec. 6221 SACS 4126	

2014-15 Substitute System for Time Accounting

This certification may be used by auditors and by CDE oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the LEA submits and certifies this data collection.

CDE Program Contact:

Julie Brucklacher, Financial Accountability & Info Srv, jbruckla@cde.ca.gov, 916-327-0858

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate. Additional information on the predetermined schedule substitute system of time accounting can be found at <http://www.cde.ca.gov/fg/ac/co/timeaccounting2013.asp>. Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the Web at <http://www.cde.ca.gov/fg/ac/sa/>.

2014-15 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

California Department of Education

Willows Unified (11 62661 0000000)

Consolidated Application

Status: Certified
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Date: 6/9/2014 5:06 PM

2014-15 Other ESEA Nonprofit Private School Participation

The LEA must offer to provide equitable services that address the needs of nonprofit private school students, teachers and other educational personnel under the programs listed below.

CDE Program Contact:

Laura Nelson, Private School List, lnelson@cde.ca.gov, 916-319-0229
Patty Stevens, Title III Language Policy & Leadership Office, pstevens@cde.ca.gov, 916-323-5838

Title II, Part A Improving Teacher and Principal Quality

The LEA must offer to provide Title II, Part A equitable services that address the needs of nonprofit private school students, teachers and other educational personnel. The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information filed in the Private School Affidavit is not verified and the CDE takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify nonprofit status and the accuracy of student enrollment data if it is being used for the purpose of providing equitable services.

Note: Non-unified elementary and/or high school districts that have applied for Title II, Part A funds have the option to add a shared attendance area nonprofit private school if they wish to share responsibility for that school's Title II equitable services.

Title III, Part A Limited English Proficient Student Subgrant Program

On an annual basis, the LEA must consult with all private schools within its boundaries, as to whether the private school students and teachers will participate in the Title III, Part A English Language Acquisition, Language Enhancement, and Academic Achievement Program. Consultation must be done during the design and development of programs and before decisions are made that affect the opportunities of students and teachers to participate. LEAs may not require documentation that poses an administrative barrier that is inconsistent to their responsibility to ensure equitable participation of private school students and teachers.

School Name	School Code	Enrollment	Consultation Occurred?	Title II, Part A Participation	Title III, Part A LEP Participation	School Added	Comment
River Valley Christian	6900922	104	N	N	N	N	Contact for Private School was notified of meeting date and time, but no one attended the meeting.

2014-15 Economic Impact Aid School Funding Plan

Based on information provided in the School Student Counts Projected data collection, the table below provides eligibility and ranking information.

CDE Program Contact:

Gustavo Gonzalez, EIA / LEP, ggonzalez@cde.ca.gov, 916-319-0420
Mark Klinesteker, EIA / SCE, mklinesteker@cde.ca.gov, 916-319-0256

Group schools by grade span

Yes

Funding method

LEP Only

NOTE: If the LEA has selected to fund LEP Only, no additional action or data entry is required for the Economic Impact Aid School Funding Plan. The Plan should be saved in order to certify the data collection.

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Projected LEP Students	LEP %
Murdock Elementary	6007603	1	635	478	75.28	255	40.16
Willows Intermediate	6007611	2	347	228	65.71	70	20.17
Willows Community High	1130038	3	23	18	78.26	2	8.70
Willows High	1132851	3	431	257	59.63	35	8.12

2014-15 Economic Impact Aid School Funding Plan

Based on information provided in the School Student Counts Projected data collection, the table below provides eligibility and ranking information.

CDE Program Contact:

Gustavo Gonzalez, EIA / LEP, ggonzalez@cde.ca.gov, 916-319-0420
 Mark Klinesteker, EIA / SCE, mklinesteker@cde.ca.gov, 916-319-0256

Group schools by grade span

Yes

Funding method

LEP Only

NOTE: If the LEA has selected to fund LEP Only, no additional action or data entry is required for the Economic Impact Aid School Funding Plan. The Plan should be saved in order to certify the data collection.

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Projected LEP Students	LEP %
Murdock Elementary	6007603	1	635	478	75.28	255	40.16
Willows Intermediate	6007611	2	347	228	65.71	70	20.17
Willows Community High	1130038	3	23	18	78.26	2	8.70
Willows High	1132851	3	431	257	59.63	35	8.12

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2014-15 Title I, Part A Nonprofit Private School Participation

The LEA shall provide, on an equitable basis, special educational services or other benefits to nonprofit private school eligible children.

CDE Program Contact:

Jyoti Singh, Title I Policy & Program Guidance, jysingh@cde.ca.gov, 916-319-0372
Rina DeRose-Swinscoe, Title I Policy & Program Guidance, RDeroseswinscoe@cde.ca.gov, 916-323-0472

The LEA must offer to provide equitable services that address the needs of nonprofit private school students and staff under the programs listed below. The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information filed in the Private School Affidavit is not verified, and the CDE takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify nonprofit status and the accuracy of student enrollment data if it is being used for the purpose of providing equitable services.

Note:

The LEA of residence is responsible for providing Title I Part A services to all eligible students who reside in the LEA's Title I attendance area but attend a private nonprofit school. This includes students who attend nonprofit private schools outside the LEA's boundaries.

School Name	School Code	Enrollment	Participating	Affirmation On File	Low Income Student Count	Direct Services	Contract Services	School Added
River Valley Christian	6900922	104	N	N		N	N	N

California Department of Education

Willows Unified (11 62661 0000000)

Consolidated Application

Status: Certified
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 Date: 6/9/2014 5:06 PM

2014-15 Title I, Part A Planned School Allocations

Based on information provided in the School Student Counts data collection, the table below provides eligibility and ranking information. For school allocation planning, the LEA has indicated which schools it intended to allocate Title I Part A funds to by entering a check in the Fund column.

CDE Program Contact:

Nancy Bodenhausen, Title I Policy & Program Guidance, NBodenhausen@cde.ca.gov, 916-445-4904
 Lana Zhou, Title I Policy & Program Guidance, lzhou@cde.ca.gov, 916-319-0956

If an exception to funding is needed, enter an Exception Reason. Use lower case only.

- Allowable Exception Reasons**
 a - Meets 35% Low Income Requirement
 c - Funded by Other Allowable Sources
 d - Desegregation Waiver on File
 e - Grandfather Provision
 f - Feeder Pattern
 g - Local Funded Charter Opted Out
 h - Local Funded Charter Opt In

Low income measure	FRPM
Group Schools by Grade Span	Yes
District-wide Low Income %	68.31%
Grade Span 1 Low Income %	75.28%
Grade Span 2 Low Income %	65.71%
Grade Span 3 Low Income %	60.57%

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Eligible	Funding Required	Ranking	Fund Flag	Exception Reason	Comment
Murdock Elementary	6007603	1	635	478	75.28	Y	Y	1	Y		
Willows Intermediate	6007611	2	347	228	65.71	N	N	1	Y	f	The District is one school per grade span.

2014-15 Title I, Part A Planned School Allocations

Based on information provided in the School Student Counts data collection, the table below provides eligibility and ranking information. For school allocation planning, the LEA has indicated which schools it intended to allocate Title I Part A funds to by entering a check in the Fund column.

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Eligible	Funding Required	Ranking	Fund Flag	Exception Reason	Comment
Willows Community High	1130038	3	23	18	78.26	Y	Y	1	N	c	This school is being funded by other allowable funding sources from the General Fund.
Willows High	1132851	3	431	257	59.63	N	N	2	Y	f	The District is one school per grade span.

2013-14 Title I, Part A Program Improvement Expenditures and Reallocation Criteria

Report of end-of-year expenditures for Title I, Part A Program Improvement funds and LEA reallocation criteria.

CDE Program Contact:

Stephanie Smith, Title I Policy & Program Guidance, SSmith@cde.ca.gov, 916-319-0948
 Lana Zhou, Title I Policy & Program Guidance, lzhou@cde.ca.gov, 916-319-0956

Entitlement after transfers (Per certified 2013-14 Title I Part A LEA Allocations and entitlements as of 05/15/14)	\$469,417
Program Improvement set aside (Amount equivalent to 20% of 2013-14 Title I, Part A entitlement plus transfers in.)	\$93,883
Maximum allowable Parent Outreach (Amount equivalent to .2% of 2013-14 Title I, Part A entitlement plus transfers in or 1% of the 20% Program Improvement set aside.)	\$939

Expenditures and Encumbrances

Choice transportation using Title I Part A funds	\$0
Choice transportation using non-Title I Part A funds	\$0
SES using Title I Part A funds	\$35,421
SES using non-Title I Part A funds	\$0
Parent Outreach using Title I Part A funds	\$0
Parent Outreach using non-Title I Part A funds	\$0
Total expenditures and encumbrances using Title I Part A funds	\$35,421
Total expenditures and encumbrances using non-Title I Part A funds	\$0
Amount of Program Improvement set aside unspent	\$58,462
Expenditure comment An explanation is required if no program improvement expenditures or encumbrances have occurred. (Maximum 500 characters)	
General comments (Maximum 500 characters)	

Reallocation Exemption

The exemptions below are only applicable if the LEA did not meet it's 20% Program Improvement obligation (the amount of Program Improvement set aside unspent is greater than zero).

Provided Choice and or SES to all eligible students using less than the 20% obligation	Yes
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2013-14 Title I, Part A Program Improvement Expenditures and Reallocation Criteria

Report of end-of-year expenditures for Title I, Part A Program Improvement funds and LEA reallocation criteria.

CDE Program Contact:

Stephanie Smith, Title I Policy & Program Guidance, SSmith@cde.ca.gov, 916-319-0948
Lana Zhou, Title I Policy & Program Guidance, lzhou@cde.ca.gov, 916-319-0956

The LEA has not been able to establish interdistrict transfer agreements, and the LEA could not offer SES because it was not served by any approved providers including online providers	
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2013-14 Title II, Part A Fiscal Year Expenditure Report, 12 Months

A report of year-to-date expenditures and encumbrances by activity. A report of year-to-date expenditures and encumbrances by activity from July 1, 2013 through June 30, 2014.

CDE Program Contact:

Jackie Rose, Title II Leadership, jrose@cde.ca.gov, 916-322-9503

2013-14 Title II, Part A entitlement	\$110,793
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Professional Development Expenditures

Professional development for teachers	\$0
Professional development for administrators	\$0
Subject matter project	\$0
Other professional development expenditures	\$0

Exams and Test Preparation Expenditures

Exam fees, reimbursement	\$0
Test preparation training and or materials	\$0
Other exam and test preparation expenditures	\$0

Recruitment, Training, and Retaining Expenditures

Recruitment activities	\$0
Hiring incentive and or relocation allotment	\$0
National Board Certification and or stipend	\$0
Verification process for special settings (VPSS)	\$0
University course work	\$0
Other recruitment training and retaining expenditures	\$0

Miscellaneous Expenditures

Class size reduction	\$84,500
Administrative and indirect costs	\$0
Other allowable expenditures or encumbrances	\$0
Total expenditures and encumbrances	\$84,500
General Comment (Maximum 500 characters)	

2013-14 Title III, Part A LEP YTD Obligations Report, 12 Months

A report of year-to-date obligations by activity. Activity period covered is July 1, 2013 through June 30, 2014.

CDE Program Contact:

Patty Stevens, Title III Language Policy & Leadership Office, pstevens@cde.ca.gov, 916-323-5838
 Geoffrey Ndirangu, Language Policy & Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Required and Authorized LEP Sub-grantee Activities

Required

Section 3115 (c)(1) To increase the English Proficiency by providing high-quality language instruction educational programs that are based on scientifically based research demonstrating the effectiveness of the programs.

Section 3115 (c)(2) To provide high quality professional development to classroom teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), principals, administrators, and other school or community-based organizational personnel.

Authorized

- (1) Upgrading program objectives and effective instruction strategies.
- (2) Improving the instruction program for limited English proficient children by identifying acquiring and upgrading curricula, instruction materials, educational software, and assessment procedures.
- (3) Providing tutorials and academic or vocational education for limited English proficient children and intensified instruction.
- (4) Developing and implementing elementary school or secondary school language instruction educational programs that are coordinated with other relevant programs and services.
- (5) Improving the English proficiency and academic achievement of limited English proficient children.
- (6) Providing community participation programs, family literacy services and parent outreach and training activities to limited English proficient children and their families.

2013-14 Title III, Part A LEP entitlement	\$31,076
Object Code - Activity	
1000-1999 Certificated personnel salaries	\$100
2000-2999 Classified personnel salaries	\$0
3000-3999 Employee benefits	\$0
4000-4999 Books and supplies	\$5,560
5000-5999 Services and other operating expenditures	\$78
Administrative and indirect costs (Amount cannot exceed 2% of the entitlement.)	\$115
Total year-to-date obligations	\$5,853
General comment (Maximum 500 characters)	
2013-14 Unspent funds	\$25,223

2013-14 Title VI, Part B, Subpart 2 RLIS Activity Report

Identify how Title VI, Part B, Subpart 2 RLIS grant funds were used by the LEA.

CDE Program Contact:

Bria Miller, School Turnaround Support Office, brmiller@cde.ca.gov, 916-327-9692

RLIS funds expended	Yes
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Allowable Activities

Check all boxes that apply to the LEA's participation in the RLIS program.

Teacher recruitment and retention Including the use of signing bonuses and other financial incentives.	No
Teacher professional development Including programs that train teachers to utilize technology to improve teaching and to train special needs teachers.	No
Educational Technology Including software and hardware as described in Title II, Part D.	No
Parental involvement activities	Yes
Activities authorized under Title I Part A	Yes
Activities authorized under Title III Language instruction for LEP and Immigrant students.	No

2013-14 Homeless Education Policy, Requirements and Implementation

The purpose of this data collection is to meet federal requirements specified in ESEA Section 722. This collection includes 1) monitoring LEAs and their compliance with key provisions of the Education for Homeless Children and Youths Act and 2) collecting contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Improvement & Accountability Division, lwheeler@cde.ca.gov, 916-319-0383
 Mary Donnelly-Ortega, Improvement & Accountability Division, MDonnellyortega@cde.ca.gov, 916-323-5113

Homeless Education Certification

The LEA hereby assures and certifies to the California State Board of Education that the LEA has met the following requirements:

1. Designated a staff person as the liaison for homeless children and youths

2. Developed a written policy that supports the enrollment and retention of homeless children and youths in schools of the LEA which:
 - a) Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless
 - b) Includes a dispute resolution process
 - c) Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison

3. Disseminated public notice of the educational rights of homeless children and youths where such children and youths receive services under the provisions of the Education for Homeless Children and Youths Act.

Homeless Liaison Contact Information

Contact first name	Janet
Contact last name	Perez
Contact title	Director of Categorical Programs
Contact email address (format: abc@xyz)	jperez@willowsunified.org
Contact telephone number (format: 999-999-9999)	530-934-6600

Homeless Education Policy and Requirements

Does the LEA have a written homeless education policy	Yes
No policy comment	

2013-14 Homeless Education Policy, Requirements and Implementation

The purpose of this data collection is to meet federal requirements specified in ESEA Section 722. This collection includes 1) monitoring LEAs and their compliance with key provisions of the Education for Homeless Children and Youths Act and 2) collecting contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Improvement & Accountability Division, lwheeler@cde.ca.gov, 916-319-0383
 Mary Donnelly-Ortega, Improvement & Accountability Division, MDonnellyortega@cde.ca.gov, 916-323-5113

Provide an explanation why the LEA does not have a homeless education policy. (Maximum 500 characters)	
Date LEA's board approved the homeless education policy	04/01/2010
Does the LEA meet the above federal requirements	Yes
Compliance comment	
Provide an explanation why the LEA does not comply with federal requirements. (Maximum 500 characters)	

Title I, Part A Homeless Expenditures

2013-14 Title I, Part A Entitlement	\$469,417
2013-14 Title I, Part A direct or indirect services to homeless children reservation	\$1,003
Amount of 2013-14 Title I, Part A funds expended or encumbered for direct or indirect services to homeless children	\$0
No expenditures or encumbrances comment	Glenn County Office of Education oversees the Homeless Program for Willows Unified and no funds were requested.
Provide an explanation why there is no Title I, Part A expenditures or encumbrances for homeless services. (Maximum 500 characters)	

2012-13 Title II, Part A Fiscal Year Expenditure Report, 24 Months

A report of year-to-date expenditures and encumbrances by activity. A report of year-to-date expenditures and encumbrances by activity from July 1, 2012 through June 30, 2014.

CDE Program Contact:

Jackie Rose, Title II Leadership, jrose@cde.ca.gov, 916-322-9503

2012-13 Title II, Part A entitlement	\$114,963
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Professional Development Expenditures

Professional development for teachers	\$25,974
Professional development for administrators	
Subject matter project	\$0
Other professional development expenditures	\$0

Exams and Test Preparation Expenditures

Exam fees, reimbursement	\$0
Test preparation training and or materials	\$138
Other exam and test preparation expenditures	\$0

Recruitment, Training, and Retaining Expenditures

Recruitment activities	\$0
Hiring incentive and or relocation allotment	\$0
National Board Certification and or stipend	\$0
Verification process for special settings (VPSS)	\$0
University course work	\$0
Other recruitment training and retaining expenditures	\$0

Miscellaneous Expenditures

Class size reduction	\$84,500
Administrative and indirect costs	\$4,351
Other allowable expenditures or encumbrances	\$0
Total expenditures and encumbrances	\$114,963

General Comment (Maximum 500 characters)	
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