



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

Management Report

DATE: March 3, 2016

AGENDA TOPIC: 2015-16 CARS (Consolidated Application and Reporting System)*
Winter collection

PRESENTER: Ellen Hamilton, Director of State & Federal Programs

BACKGROUND INFORMATION:

The CARS (Consolidated Application and Reporting System) Winter collection is used by the California Department of Education (CDE) to distribute categorical funds from various State and Federal programs to Willows Unified School District.

In the spring, each local educational agency (LEA) will 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.

An additional report will be collected in the Fall, which collects information from the LEA on year-to-date expenditure reports for Title II and Title III.

**Due to the new reporting system (California Application and Reporting System - CARS), the submission of the reports will be in three parts: Fall, Winter, and Spring.*

RECOMMENDATION:

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

2015-16 Title I, Part A LEA Allocation

The purpose of this data collection is to calculate the full Title I Part A allocation available to the LEA.

CDE Program Contact:

Jane Liang, District Innovation and Improvement Office, jliang@cde.ca.gov, 916-319-0259

Jacqueline Matranga, District Innovation and Improvement Office, jmatranga@cde.ca.gov, 916-445-4905

2015-16 Title I, Part A entitlement	\$393,557
Transferred-in amount	\$0
Title I, Part A entitlement after transfers	\$393,557
Note: In order for the 2014-15 Allowable Carryover amount to be pre-populated, the 2014-15 Title I, Part A Carryover data collection should be completed and saved before beginning data entry on this data collection.	
2014-15 Allowable Carryover (Allowable values are the 12 month 2014-15 carryover amount or, whichever is less either the 15 month 2014-15 carryover amount or 15% of the 2014-15 entitlement plus transfers-in amount)	\$8,883
Repayment of funds	\$0
2015-16 Total allocation	\$402,440
Indirect cost reservation	\$25,300
Administrative reservation	\$0
2015-16 Title I, Part A adjusted allocation	\$377,140
Indirect Cost and Administration Calculation Tool To help determine allowable indirect cost and administration reserves, based on your Approved Indirect Cost Rate as defined on http://www.cde.ca.gov/fg/ac/ic/ , below are recommended values.	
2015-16 Approved indirect cost rate	7.02%
Maximum allowable indirect cost reservation	\$26,398
Recommended administration reservation	\$33,967

*****Warning*****

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2015-16 Title I, Part A Reservations, Required

To report LEA required reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956
 Sylvia Hanna, Title I Policy and Program Guidance Office, shanna@cde.ca.gov, 916-319-0948

Nonprofit Private School Equitable Services Percentage Calculation

Total participating nonprofit school low income students	
Total participating attendance area low income students	0
Percent of nonprofit private school low income students for equitable service calculations	0.00%

Required Reservations

Title I Part A adjusted allocation	\$377,140
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Parental Involvement

Parental involvement (1% of the entitlement plus transfers-in if greater than \$500,000.)	\$0
Supplemental parental involvement (Optional: Additional discretionary set-aside.)	\$0
Nonprofit private school parental involvement set-aside	\$0
Amount remaining	\$0
Public school parental involvement	\$0
Balance available for LEA parental involvement activities	\$0

Direct and Indirect Services

Direct or indirect services to homeless children, regardless of their school of attendance	\$1,001
Homeless services provided (Maximum 500 characters)	Glenn County Office of Education coordinates the Homeless Services for the County and Willows Unified School District supports their services with supplies and transportation when needed.
Local neglected institutions Does the LEA have local institutions for neglected children or children currently classified as neglected?	No
Direct or indirect services in local institutions for neglected children	\$0
Local delinquent institutions	No

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2015-16 Title I, Part A Reservations, Required

To report LEA required reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

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Does the LEA have local institutions for delinquent children?	
Other neglected or delinquent services	\$0

Program Improvement (PI)

The following reservations are required if the LEA is in Program Improvement, or has one or more schools in Program Improvement.

Public school choice transportation (Choice)	\$0
Supplemental educational services (SES)	\$78,712
Parent outreach and assistance for Choice and SES	\$0
2014-15 Unallocated Choice/SES	\$0
Program Improvement general comments (Maximum 500 characters)	\$40,000 is set aside for Title I SES Services, and the remaining amount allowed will be taken from general funds.

Program Improvement (PI) Professional Development

Professional development funds	Yes
Will the LEA use PI school-level professional development funds to help meet the LEA 10% minimum professional development requirement?	
PI professional development (Minimum 10% of the entitlement plus transfers in.)	\$39,356
2014-15 PI professional development carryover	\$0
Total PI professional development	\$39,356

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2015-16 Title I, Part A Reservations, Allowed

To report LEA allowable reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956
 Rina DeRose, Title I Policy and Program Guidance Office, RDerose@cde.ca.gov, 916-323-0472

Allowed Reservations

Professional Development for Highly Qualified Teachers and Paraprofessionals

Professional development for highly qualified teachers and paraprofessionals	\$0
Nonprofit private school equitable services	\$0
Professional development reserved for public schools	\$0

District-wide Instructional Programs

District-wide instructional programs (Non-PI activities)	\$0
Nonprofit private school equitable services	\$0
District-wide instructional programs for Title I public schools	\$0

Other School Programs

Other school programs Including summer school or intersession programs or before and after school programs.	\$0
Nonprofit private school equitable services	\$0
Other school programs reserved for public schools	\$0

Other Allowable Reservations

Salary differentials	\$0
Preschool programs	\$0
Capital expenses for nonprofit private schools	\$0

Program Improvement Activities

Teacher incentives and rewards (Maximum 5% of entitlement after transfers.)	\$0
Professional development of highly qualified teachers	\$0
Technical assistance to schools	\$0
Summer school, intersession programs or before and after school programs	\$0

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2015-16 Title I, Part A Reservations, Allowed

To report LEA allowable reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956
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Reservation Summary

Adjusted Allocation	\$377,140
Total required reservations	\$119,069
Total allowed reservations	\$0
Allocations after reservations	\$258,071
Total nonprofit private school set-aside	\$0
Private nonprofit school Parental Involvement set-aside	\$0
Public school Parental Involvement set-aside	\$0
Amount available for Title I, Part A school allocations	\$258,071

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2015-16 Title I, Part A Program Improvement Midyear Activity and Expenditure Report

If one or more schools is in Program Improvement, the LEA is required to provide a mid-year status of activities related to Choice and or SES services.

CDE Program Contact:

Jacqueline Matranga, District Innovation and Improvement Office , jmatranga@cde.ca.gov, 916-445-4905
Jane Liang, District Innovation and Improvement Office, jliang@cde.ca.gov, 916-319-0259

Activities

Number of students who applied for Choice	0
Number of new and continuing students who transferred to attend a non-PI school under ESEA	0
Number of new and continuing students who transferred to attend a non-PI school under a local or state school choice program	0
Number of students who applied for SES	71
Number of students who received SES	55
Activities comment	
An explanation must be provided if all activities are zero.	

Expenditures and Encumbrances

Due to a federal audit comment received, LEAs are required to provide biannual year-to-date PI expenditures and encumbrances in support of Choice and SES activities.

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	\$40,000
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	\$40,000
Total expenditures and encumbrances using non-Title I Part A funds	\$0
Expenditure comment	
An explanation is required if no program improvement expenditures or encumbrances have occurred (maximum 500 characters).	

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2015-16 Title II, Part A LEA Allocations and Reservations

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title II Part A Teacher & Principal Training & Recruiting, and to report required reservations.

CDE Program Contact:

Melissa Flemmer, Educator Excellence Office, mflemmer@cde.ca.gov, 916-324-5689
 Juan J. Sanchez, Section 2141 Contact, jsanchez@cde.ca.gov, 916-323-5264

2015-16 Title II Part A entitlement	\$109,322
Total funds transferred out of Title II, Part A	\$0
Total entitlement after transfers	\$109,322
Repayment of funds	
Repayment comment	
Provide an explanation of why repayment dollars were added back to the allocation	
2015-16 Allocation	\$109,322
Administrative and indirect costs	\$4,615
2015-16 Title II, Part A adjusted allocation	\$104,707

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2015-16 Title III, Part A LEP LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title III Part A LEP, and to report required reservations.

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov, 916-323-5838

2015-16 Title III, Part A LEP entitlement	\$31,550
Repayment of funds	
2015-16 Allocation	\$31,550
Administrative and indirect costs	\$527
2015-16 Adjusted allocation	\$31,023

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2015-16 Title III, Part A LEP YTD Expenditure Report, 6 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2015 through December 30, 2015.

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov, 916-323-5838
 Geoffrey Ndirangu, Language Policy and 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.

2015-16 Title III, Part A LEP entitlement	\$31,550
Object Code - Activity	
1000-1999 Certificated personnel salaries	\$0
2000-2999 Classified personnel salaries	\$0
3000-3999 Employee benefits	\$0
4000-4999 Books and supplies	\$0
5000-5999 Services and other operating expenditures	\$0
Administrative and indirect costs	\$527
Total year-to-date expenditures	\$527
2015-16 Unspent funds	\$31,023
General comment (Maximum 500 characters)	

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2015-16 Consolidation of Administrative Funds

A request by the LEA to consolidate administrative funds for specific programs.

CDE Program Contact:

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

Title I, Part A (Basic) SACS Code 3010	No
Title I, Part C (Migrant Education) SACS Code 3060	No
Title I, Part D (Delinquent) SACS Code 3025	No
Title II, Part A (Teacher Quality) SACS Code 4035	No
Title III (Immigrant Students) SACS Code 4201	No
Title III (LEP Students) - 2% maximum SACS Code 4203	No
Title IV, Part B (21st Century Community Learning Centers) SACS Code 4124	No

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2015-16 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 and Info Srv Office, 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/>.

2015-16 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)	

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California Department of Education

Willows Unified (11 62661 0000000)

Consolidated Application

Status: Certified
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 Date: 6/10/2015 8:44 PM

2015-16 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:

Anie Wilson, Title II Leadership Office, awilson@cde.ca.gov, 916-445-5669
 Patty Stevens, Language Policy and 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 nonprofit 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 with appropriate nonprofit private school officials 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 (Max 250 char)
River Valley Christian	6900922	105	Y	N	N	N	

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California Department of Education

Willows Unified (11 62661 0000000)

Consolidated Application

Status: Certified
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2015-16 Title I, Part A Notification of Authorization of Schoolwide Program

This report provides notification to the California Department of Education of a school's eligibility and local board approval to operate under and report as Schoolwide Program

CDE Program Contact:

Franco Rozic, Title I Monitoring and Support Office, frozic@cde.ca.gov, 916-319-0269

Note:

In order for CDE program staff to have visibility to all SWP authorized schools, it is important to have an Authorized Representative certify this Notification of Authorization data collection after a change is made.

School Name	School Code	Authorized	Local Board Approval Date (ex. 04/30/2015)	SIG Approval Date (ex. 04/30/2015)	Poverty Level %
Murdock Elementary	6007603	Y	06/14/2001		75.00%
Willows Community High	1130038	Y	06/14/2001		78.00%
Willows High	1132851	Y	03/05/2003		60.00%
Willows Intermediate	6007611	Y	03/05/2003		66.00%

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Consolidated Application

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2015-16 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:

Rina DeRose, Title I Policy and Program Guidance Office, RDeRose@cde.ca.gov, 916-323-0472
Mindi Yates, Title I Policy and Program Guidance Office, myates@cde.ca.gov, 916-319-0789

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	105	N	Y		N	N	N

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California Department of Education

Willows Unified (11 62661 0000000)

Consolidated Application

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2015-16 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 and Program Guidance Office, NBodenhausen@cde.ca.gov, 916-445-4904
 Lana Zhou, Title I Policy and Program Guidance Office, 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 % 64.93%

Grade Span 1 Low Income % 74.18%

Grade Span 2 Low Income % 60.12%

Grade Span 3 Low Income % 55.68%

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Eligible	Funding Required	Ranking	Fund Flag	Exception Reason	Comment (Max 500 char)
Murdock Elementary	6007603	1	639	474	74.18	Y	N	1	Y		
Willows Intermediate	6007611	2	346	208	60.12	N	N	1	Y	f	The District is one school per grade span.

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2015-16 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 (Max 500 char)
Willows Community High	1130038	3	24	16	66.67	Y	N	1	N	c	This school is being funded by other allowable funding sources from the General Fund.
Willows High	1132851	3	434	239	55.07	N	N	2	Y	f	The District is one school per grade span.

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Consolidated Application

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2015-16 Title I, Part A School Allocations

This identifies the amount of Title I, Part A funds to be allocated to eligible public schools and equitable services to students in nonprofit private schools.

CDE Program Contact:

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

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 Opted In
- i - CORE Waiver Eligible High School

Low income measure	FRPM
Group Schools by Grade Span	Yes
District-wide low income %	65.16%
Available Title I, Part A school allocation	\$258,071
Available public school parental involvement reservation	\$0
Available nonprofit private school set-asides	\$0
Available nonprofit private school parental involvement reservation	\$0

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2015-16 Title I, Part A School Allocations

This identifies the amount of Title I, Part A funds to be allocated to eligible public schools and equitable services to students in nonprofit private schools.

School Name	School Code	Grade Span Group	Student Enrollment	Low Income Students	Low Income Student %	\$ Per Low Income Student (0.00)	Carryover	Public School Parental Involvement	Nonprofit Private Parental Involvement	Nonprofit Private Set Aside	Total School Allocation	Exception Reason	EIA Funded	Other Program Funds	Exception Comment
Murdock Elementary	6007603	1	637	469	73.63	282.35	\$0	\$0			132422.15		N	N	WUSD is a one school per grade span district with the elementary school feeding into the middle school and the middle school feeding into the high school.
Willows Intermediate	6007611	2	330	193	58.48	282.35	\$0	\$0			54493.55	f	N	N	WUSD is a one school per grade span district with the elementary school feeding into the middle school and the middle school feeding into the high school.
Willows Community High	1130038	3	25	21	84.00	0.00	\$0	\$0			0.00	c	N	Y	Students eligible for Title I are receiving funds in an amount equal to or greater than the amount that it would receive under title I and they receive services of the same type as schools funded with Title I through the General Fund.

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2015-16 Title I, Part A School Allocations

This identifies the amount of Title I, Part A funds to be allocated to eligible public schools and equitable services to students in nonprofit private schools.

School Name	School Code	Grade Span Group	Student Enrollment	Low Income Students	Low Income Student %	\$ Per Low Income Student (0.00)	Carryover	Public School Parental Involvement	Nonprofit Private Parental Involvement	Nonprofit Private Set Aside	Total School Allocation	Exception Reason	EIA Funded	Other Program Funds	Exception Comment
Willows High	1132851	3	443	252	56.88	282.36	\$0	\$0			71154.72	f	N	N	WUSD is a one school per grade span district with the elementary school feeding into the middle school and the middle school feeding into the high school.

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