

Principals Orientation  
Assistant Superintendent of Government Services and Special Projects  
August 2024

Build a Good Relationship with your Associated School Districts!

Title I – “AIS” support for struggling students paid for by Free/Reduced lunch students.

1. Request Title I funds from all districts with F/R kids. Even though you have students (and funds) from multiple school districts, try to work with the school district in which your school is located to arrange for Title I funding and services; ask if funds from other districts may be sent to them.
2. Start this process early (April to July) so your Title I program is funded and running at the start of the school year.
3. Be sure to send all necessary documentation to the school districts. This would include poverty info such as addresses and grade levels of students (as of October 2023) who qualify for Title I funding by receiving free or reduced lunch and names of students qualifying to receive Title I services with associated test scores used to show they qualify. Several districts have claimed problems getting this information from individual schools.
4. Focus your Title I funds in arranging for a teacher to provide academic intervention either during the school day or before or after school.
5. Using your allocation amount, staff development can be made available via Title I for all teachers who come in contact with Title I students.

Title IIa Teacher Professional Development – You have three choices regarding funding:

1. Arrange Title IIa services through your home school district.
2. Shared services using Erie 1 BOCES – send participation letter ASAP if planning to participate. The cost to join this year is \$2,700 or your full allocation if it is less than \$2,700.
  - a. If participating with BOCES this year – Possible development opportunities, free for all teachers at your school, are listed at <https://www.e1b.org/Training-Workshops/Curriculum-Instruction-Assessment/E1B-Title-II-Consortium> and [Workshops - Erie 1 BOCES](#)
  - b. Please go to the site and register for teachers to attend the sessions allowed by your membership.
  - c. As a Principal, be sure to attend the free Administrative Meetings if participating this year.
  - d. Arrange for one day of free professional development at your school or sign your teachers up for their online PD system.
    - i. There are limited staff at BOCES so be sure to schedule your one day PD day as soon as possible if you are using that option.
    - ii. Online courses are at <https://www.e1b.org/en/instructional-support/technology-integration.aspx>
3. Arrange Services through NYSCIRS. Contact Carol Hayes for info at [NYSCIRS338@gmail.com](mailto:NYSCIRS338@gmail.com), [csaanys@outlook.com](mailto:csaanys@outlook.com), or (518) 273-1205.
  - a. <https://www.nyscirs.org/get-involved>

Title III – Language Instruction for English Language Learners (ELL)/Limited English Proficient (LEP) and Immigrant Students

Title IVa – Your school’s Title IVa allocation is based on the prior-year’s K-12 BEDS enrollment. “Title IV, Part A authorizes activities in three broad areas: 1. Providing students with a well-rounded education including programs such as college and career counseling, STEM, arts, civics and International Baccalaureate/Advanced Placement. 2. Supporting safe and healthy students with comprehensive school mental health, drug and violence prevention, training on trauma-informed practices, and health and physical education. 3. Supporting the effective use of technology that is backed by professional development, blended learning and ed tech devices.” – from [essa-title-iv-factsheet-updated-04-03-18.pdf](https://www.iste.org/essa-title-iv-factsheet-updated-04-03-18.pdf) ([iste.org](https://www.iste.org))

AIS Funding (K-8 Schools Only) – Reimbursement is available for schools that administer the NYS Assessments for expenses related to Academic Intervention.

Asbestos – Make sure your Asbestos Abatement Binder is available in the Main Office.  
- Make sure you know where it is in case someone wishes to see it.

Attendance – Comprehensive Attendance Policy (CAP) is in place and the document is accessible. If a school is ever subjected to a random CAP audit and found to be out of compliance, the school will likely have to return their NYS CAP funds. Requirements are described in detail at:

<http://www.p12.nysed.gov/sss/pps/attendance/attendanceQ-A.html> - Q#25

BEDS Report - <http://www.p12.nysed.gov/irs/beds/IMF/home.html>

- BEDS Day is October 2, 2024 this year.
- Forms will come directly to your school and will be due back to the state using the NYSED business portal: <http://portal.nysed.gov/>.
- Be sure to send/email a copy of your BEDS report to my office at the Diocese.

Catholic Action Network/Advocacy

Please encourage your entire staff to join the Catholic Action Network and then write letters/email as the need arises.

- <http://www.nyscatholic.org/nys-catholic-conference-action-center/?vvsrsrc=%2fRegister>

Emergency Planning (School Safety Plan)

- A “School Safety Plan” template is posted on the [WNY Catholic Schools website](http://www.wny-catholic-schools.org) to help you update your plan this fall. This template includes all newly-required sections.
- Set up a time before the end of September to review and update your Emergency Plan/School Safety Plan and then notify the faculty and school community of any changes.

Fire Safety

- Of the Twelve drills to be held this year, four must be lockdown drills and eight are to be evacuation drills.
  - o Each school must hold eight drills before December 31<sup>st</sup>.
  - o Another four drills must take place after January 1<sup>st</sup>.
  - o Also arrange for alternate-site evacuation drills.
- Arrange for a fire safety inspection with your school district of location from July 1 and Nov 15.

<https://www.nysed.gov/sites/default/files/programs/facilities-planning/nonpublic-fire-building-safety-inspection-report.pdf>

Library Funding – Order books through the public school district as soon as you can.

#### Mandated Services Reimbursement from NYSED

- Fill out and submit forms online.
- Use the forms I distribute to help stay organized prior to going online.

MST Grant – Reimbursement for salaries paid to Math, Science, and Technology teachers who only provide secular instruction. Deadline to apply is 8/1/2024.

NCEA Report – Forms will be sent out in September and will be due back to my office by September 30<sup>th</sup>.

Nursing/Immunizations - If you have students who have specific nursing needs, be sure to notify the school district of location as soon as possible, preferably before April 15<sup>th</sup>. When registering new students with specific nursing needs, notify the school district by April so they can plan for appropriate nursing for the following year.

- The nurse assigned to your school by the local public school district must submit immunization reports on behalf of your school. For City of Buffalo Schools, this may mean that you require a NYS Health Commerce System (HCS) username and password. If this applies to you, be sure to contact me for assistance.
- Parents may no longer request a “Religious Exemption to Immunizations”. Call me if you need assistance arranging to “exclude” non-immunized students.

School Breakfast and Lunch Program – If you run a federal breakfast or lunch program, be sure your cafeteria manager stays up to date by attending all meetings recommended by my office. See my checklist for specific dates.

#### School Safety Funds

Funds may be available for your school to participate in these programs.

School Safety: <http://www.p12.nysed.gov/nonpub/schoolsafety/home.html>

#### Special Education Services

- Arrange Special Ed. Services through the school district of school location.
- Districts will not provide Sp. Ed. Services to students registered after June 1.

#### Textbook Ordering

- Use all of your available textbook money from BOCES and non-BOCES districts (Buffalo, Niagara Falls, etc.).
  - Call the Sales Representatives to arrange for delivery of free materials after your district or BOCES has placed your order.
- Be sure to add students who join your school and have just moved into the area up until January and spend that money.

#### Transportation –

1. Make sure you have submitted your school calendar and bell schedule to any school district providing busing to your students each March.
2. Be sure to notify all districts of any changes to the calendar that affect busing at least one month prior to the change.
3. Make sure you have the phone number of your busing contact for each school district and that you provide a person to contact within the school.
4. Be sure to leave each school district a phone number they can call after hours if there is a busing emergency (unable to drop a child off; accident).

Other Programs: Pre-K (UPK).

If you have any questions, please call me at 716-847-5511.

## **Government Services and Catholic School Advocacy August 2024**

### **Government Services Updates:**

**CAP (Comprehensive Attendance Policy)** – Make sure your plan is updated and covers all NYS regulations.

**Consultation** – I would appreciate a copy of your “Written Affirmation of LEA Consultation with Private School Officials” form from each district by the end of August so I can check to make sure districts are not “hiding” funds from us.

**NCEA Forms** coming soon – Due September 30; **BEDS form** will come separately. We are always trying to make our forms more useful for you.

**Mandated Services** – Forms still not finalized by NYSED. I will send something to you as soon as they are ready. Review official payroll and benefits reports to Verify 2023-24 salaries and benefits on the Excel spreadsheets while waiting for forms.

### **Advocacy:**

**Voter Registration Drive (for High Schools)** – Please consider hosting a voter registration drive at your school and your associated parishes. I can assist you with the planning for this. Drives should take place in September since the registration deadline is October 28<sup>th</sup>.

**Get to know your Legislators** – Schedule an office visit or send an email. To find your NYS Assembly member, go to <http://assembly.state.ny.us/mem/?sh=search> or to find your NYS Senator go to <https://www.nysenate.gov/find-my-senator>. Once you know who your legislators are, you can click on the “Contact” link to find out their phone number, email address and office location.

If you wish to arrange a visit to your legislator’s office, I would be glad to meet with you to discuss the issues at hand, attend an advocacy session for staff and/or parents at your school, or accompany you on the visit, if you wish.

Please Join the NYS Catholic Conference “Catholic Action Network” (CAN) at [www.nyscatholic.org](http://www.nyscatholic.org)