Title I, Part A Comparability

INSTRUCTIONS

Opens for viewing: October 15^{th} – October 31^{st} , Save & Submit Button enabled: November 1^{st}

DUE DATE: On or Before Tuesday, November 15th

*** Reminder – Buildings with enrollment less than 100 are not included in Comparability. ***

DIRECTIONS FOR COMPLETING THE ONLINE SUBMISSION

- 1. Log in from the Portal Data Collections Title I Comparability Report
- 2. Instructions can be downloaded on this page
- 3. Click continue button to launch the report
- 4. Use pull-down menu to select your district click **next** button
- 5. Use pull-down menu to select either:

"Include all" students and instructional staff,

- "Exclude SPED" staff (all students counted),
- "Exclude EL" staff (all students counted),
- "Exclude SPED & EL" staff (all students counted).
- 6. Click the "Update/Next" button and continue to the Choose Grade Range section.
- 7. Use pull-down menu to select the grade range, and then press the "Next" button.

Both Title I and Non-Title I buildings in Grade Range

Title I buildings will be listed on *Part A* and non-Title I buildings will be listed on *Part B*. The Part B building(s) will be compared to the Part A buildings. On the bottom left-hand side locate the *Calculated Student Staff Ratio* section for Part B. The number in the *Comparison Rate* box (blue) is what will be used to determine comparability (this is the student/staff ration x 1.1 the variance allowed). Locate the *Student Staff Ratio* column in Part A (either green or red). Compare each of the numbers in that column to the *Comparison Rate* for Part B.

If the numbers in Part A are lower than the numbers in Part B the grade level is comparable and will show in **green**. After November 1st, click the "**Save Data**" button. Then either select the "**Back to Grade Range Page**" if applicable to complete other grade ranges or if no other grade ranges in district are included in comparability. Continue onto the FINAL STEP – SUBMITTING TO NDE. (*The submission to NDE by the authorized agent needs to be done the same day the data was saved, or data will need to be saved a second time before submitting to NDE – the two dates need to match as data can change daily.*). <u>Reminder- The LEA is responsible for maintaining copies of documentation to support how calculations were determined and used for reporting</u>

If the numbers in *Part A* are not lower than the numbers in *Part B* the grade level is not comparable and will show in *red*. Further action must be taken, choose from the options below:

- Check to see and validate that the staff is coded correctly with correct FTE for the school that is not comparable. To do this, click on the hyperlink number in the *Instructional FTE All* column. This will show the staff page where FTE and position codes can be checked. Staff excluded due to Federal funding will show at the bottom. (Codes: R, 2, F, I & E). Do the same for the Instructional FTE All Para column. Mistakes must be corrected through NSSRS corrections will not show until next working day. If all information is correct continue to next option.
 - Staff members who provide, support, and/or supervise the instruction of students are considered *instructional staff*. This includes teachers, principals, consultants, supervisors, and/or coordinators of instruction, librarians, nurses, guidance counselors, and psychological personnel. It also includes staff such as aides and other paraprofessional staff who assist instructional staff members in providing instructional services.
- Click the "**Back to Exclusion Page**" button and in the pull-down menu choose another option. Repeat the steps above.
- If still not comparable Contact Beth Wooster for further options at 402-310-1390.

<u>All buildings in Grade Range are Title I</u>

Click the "**Move Lowest Low Income PCT School to Part B**" button to move a school into *Part B*. The Part B building will be compared to the Part A buildings. On the bottom right-hand side locate the *Calculated Student Teacher Ratio* section for Part B. The number in the *Comparison Rate* box (blue) is what will be used to determine comparability (this is the student/staff ration x 1.1 the variance allowed). Locate the *Student Staff Ratio* column in Part A (either green or red). Compare each of the numbers in that column to the *Comparison Rate* for Part B.

If the numbers in *Part A* are lower than the numbers in *Part B* the grade level is comparable and will show in **green**. After November 1st, click the "**Save Data**" button. Then either select the "**Back to Grade Range Page**" if applicable to complete other grade ranges or if no other grade ranges in district included in comparability continue onto the FINAL STEP – SUBMITTING TO NDE. (*The submission to NDE by the authorized agent needs to be done the same day the data was saved, or data will need to be saved a second time before submitting to NDE – the two dates need to match as data can change daily.)*

If the numbers in Part A are not lower than the numbers in Part B the grade level is not comparable and will show in **red**. Further action must be taken, choose from the options below:

- If more than three buildings in the grade range Click the "Move Lowest Low Income PCT School to Part B" button again to move another school to part B and compare numbers. If this causes the *Total Comparison Rate* to decrease, click the "Move Highest Low Income PCT School to Part A" button to move the school back to Part A.
- Check to see if staff is coded correctly with correct FTE for the school that is not comparable. To do this, click on their **hyperlink number** in the *Instructional FTE All*

column. This will show the staff page where FTE and position codes can be checked. Staff excluded due to Federal funding will show at the bottom. (*Codes: R, 2, F, I & E*). Do the same for the *Instructional FTE All Para* column. Mistakes must be corrected through NSSRS – corrections will not show until next working day. If all information is correct continue to next option.

- Staff members who provide, support, and/or supervise the instruction of students are considered *instructional staff*. This includes teachers, principals, consultants, supervisors, and/or coordinators of instruction, librarians, nurses, guidance counselors, and psychological personnel. It also includes staff such as aides and other paraprofessional staff who assist instructional staff members in providing instructional services.
- Click the "**Back to Exclusion Page**" button and choose the other option. Repeat the steps above.
- If still not comparable Contact Beth Wooster for further options at 402-310-1390.

FINAL STEP- SUBMITTING TO NDE (this step must be done by the authorized agent for the *district*)

If this step is being done on a different day than the day all pages were saved, the pages need to be saved again (data save date and submission date need to be the same.) The authorized agent for the district must click the "**Ready to Approve**" button after the data from all grade ranges has been saved. It will then move to the Assurances page. Click the "**radio button**" in front of the **Yes** button to agree to the Assurances. Then click the "**Approve**/**Submit**" button to submit the Comparability Report to NDE. Reminder to keep a copy of the report and approval email for auditing purposes. Logout when finished.

NOTE:

Paraprofessional Information

For comparability purposes, only instructional staff for the building is to be counted. Do **NOT** include paraprofessionals whose *only* responsibilities are:

- Assisting with the lunchroom
- Transportation
- Working in the Office
- Working in the Health Office
- Computer technicians
- Family service coordination
- Serving as a translator
- Security / Entrance Monitor

Only the instructional FTE for a Paraprofessional should be entered on NSSRS.

Early Childhood Staff

All early childhood staff are excluded from the Comparability Report. Early childhood staff should be coded as "P" if district funded, "T" if Title I funded or "7" if SPED funded and will not show up on this report.

Alternative Method Comparability using Salary

The date for meeting comparability for schools not in compliance on November 15, 2023 is December 30, 2023.

The LEA gathers enrollment data and staff salary information to complete the required calculations.

- Use each grade span enrollment group along with the average of Non-Title I schools in the same group.
- Enter the Salaries for each Title I and Non-Title I school.

Salaries-

When calculating staff salaries, the LEA must consistently apply steps or procedures from school-to-school and from Title I schools to non-Title I schools. The LEA must prorate salaries when necessary (according to the amount of time staff work in the building). Salaries used for comparability purposes exclude longevity (i.e., length of service), and therefore, base salaries are established for job classifications and used rather than the actual or current salary. The LEA must distinguish various levels of base salary (e.g., teachers with a bachelor's degree; teachers with a master's degree).

Staff included in the Salaries Report-

Staff members who provide instruction to children, who assist, or supervise staff members who provide instruction, are defined as instructional staff. This includes teachers, principals, supervisors of instruction, librarians, nurses, guidance counselors, and psychological personnel.

Staff Excluded in the Salaries Report-

Staff members funded through federal programs (e.g., Title I staff) are *not* included in the comparability report. The LEA *can exclude* that proportion of staff salaries paid through State and/or local funds and used to provide services exclusively for the following special programs:

- English learner programs for children of limited proficiency, or
- Special education programs for students with disabilities, or
- English learner programs **and** Special education programs

The LEA is responsible for maintaining copies of documentation to support how calculations were determined and used for reporting.

A revised comparability report must be completed and submitted to the SEA along with evidence of how comparability has been met (i.e., contract) as documentation.