



GREENE COUNTY SCHOOL SYSTEM

TIMELINE CHECK LIST - FY 2017

TITLE I, TITLE II, & SITE-BASED ACTION PLAN FOR CONTINUOUS IMPROVEMENT

*All "due" items are required to be submitted to the Title Coordinator unless otherwise specified. A copy of this sheet, along with the items due, should be submitted each month.
(Please turn in at the monthly Principal's Meeting.)*

July 2016

Initial Here As Addressed	Date Due	Description
	Jul 19	(HR) Submit SMART goals for each critical issue to the Directors of Title I, Human Resources, and School Imp.
	Jul 29	(GaDOE) CLIP Plans due to GaDOE
	Jul 29	Parent notification of school status <i>(Multiple ways for Priority or Focus schools)</i>

August 2016

Initial Here As Addressed	Date Due	Description
	Aug 05	July Time Logs for Split-Funded Personnel due
	Aug 05	Occupational Surveys Go Out
	Aug 08	<i>FLP Plans due to GCSS Title I Director.</i>
	Aug 12	Notification of current FY allocations
	Aug 12	Begin implementing FLP plan
	Aug 29	Copy of Compact due (Signed)
	Aug 29	Daily schedules for all personnel paid with Title I funds due
	Aug 29	Parent Involvement Policy and Plans due
	Aug 29	Parent Right to Know Letters (Handbooks) <i>(A few examples/copies of where parents have signed in handbook.)</i>
	Aug 29	Spending Plans due
	Aug 31	SWP/SIP Plans Due
	Aug 31	Parent notification (in multiple ways) of FLP services

September 2016

Initial Here As Addressed	Date Due	Description
	Sep 01	<i>(GaDOE) Deadline to sign-off on original Title I, Part C Budgets</i>
	Sep 02	Principal's Attestation, Data Review and Assurances due
	Sep 02	(HR) Submit three action plans to HR. (Action Plan Template)
	Sep 06	August Time Logs for Split-Funded Personnel due
	Sep 30	(HR) Central office personnel travel to each school for Critical Issues Visit #1, a presentation of action plans and planned strategies (30-40 minutes).

October 2016

Initial Here As Addressed	Date Due	Description
	Oct 03	<i>(GaDOE) Deadline to sign-off on original Title I, Part A; Title II, Part A; IDEA budget</i>
	Oct 05	September Time Logs for Split-Funded Personnel due
	Oct 21	Deadline for Annual Parent Meeting
	Oct 28	District & School Parent Involvement Policies & compact revisions finalized.

November 2016

Initial Here As Addressed	Date Due	Description
	Nov 04	October Time Logs for Split-Funded Personnel due
November is Parent Involvement Month Plan targeted activities and submit documentation by end of month.		

December 2016

Initial Here As Addressed	Date Due	Description
	Dec 05	November Time Logs for Split-Funded Personnel due
	Dec 16	Periodic Certification for all Personnel Fully Funded by Title I due
	Dec 16	Midterm progress report to Superintendent and Title I Director

January 2017

Initial Here As Addressed	Date Due	Description
	Jan 02	2nd Parent notification (in multiple ways) of FLP services
	Jan 05	December Time Logs for Split-Funded Personnel due
	Jan 05	Recheck HiQ status for new hires
	Jan 31	Inventories due
	Jan 31	(HR) Central office personnel travel to each school for Critical Issues Visit #2, an update on strategies and effectiveness using leading indicator data (30-40 minutes)

February/March 2017

Initial Here As Addressed	Date Due	Description
	Feb 03	January Time Logs for Split-Funded Personnel due
	Mar 03	February Time Logs for Split-Funded Personnel due
	Mar 10	ESOL Presentation to Staff

April 2017

Initial Here As Addressed	Date Due	Description
	Apr 05	March Time Logs for Split-Funded Personnel due
	Apr 07	Begin Needs Assessment
	Apr 28	Deadline for LEAs to send draft of schoolwide plan to Title I Program Specialist for Next FY
	Apr 28	Annual Parent Surveys Open

May/June 2017

Initial Here As Addressed	Date Due	Description
	May 02	Parent Compacts Due
	May 05	April Time Logs for Split-Funded Personnel due
	May 05	Needs Assessment Survey Deadline
	May 12	Annual Parent Surveys Close
	May 12	Teacher Survey due
	May 23	Principals' HiQ Sign-off
	May 26	May Time Logs for Split-Funded Personnel due
	May 29	Names and Positions (anticipated) of Title I Personnel for next FY due
	May 29	Periodic Certification for all Personnel Fully Funded by Title I due
	Jun 01	Next FY SWP/SIP Due
	Jun 09	(HR) Central office personnel travel to each school for Critical Issues Visit #3 to determine if action plan goals were met using lagging indicator data (30-40 minutes).