



Local District Northwest Title I Office 2022-2023



Scope & Sequence Time-Task Calendar (Updated 08/31/22)

Check ✓	Level	22/23 YEAR AT A GLANCE (First Semester)	Due Dates Actions Meetings
		July	
<input type="checkbox"/>	All	DUE: 21-22 Time and Effort Certification	09/23/22
		August	
<input type="checkbox"/>	All	DUE: Categorical Equipment Inventory (CEI) - Resolution of Issues	ASAP
<input type="checkbox"/>	All	PREPARE: Annual School Site Council Orientation and Election Meeting PACE	Prepare
<input type="checkbox"/>	All	PREPARE: Parent Notification Letters Re. Teachers Who Are Not Appropriately Assigned	Prepare
<input type="checkbox"/>	All	PREPARE: Annual Title I Parent Meeting PACE	Prepare
<input type="checkbox"/>	All	PREPARE: More Than a Meal Campaign (Pricing Schools and CEP)	Prepare
<input type="checkbox"/>	All	ONGOING: Purchase Items Budgeted on SPSA (Shopping Carts, Imprest, P-Cards)	Ongoing
<input type="checkbox"/>	New	MEETING: Title I Institute for New Coordinators/Designees Via Zoom	08/02 through 08/06
<input type="checkbox"/>	New	MEETING: New Coordinator/Designee Onboarding Meeting In-Person	08/26/22
		September	
<input type="checkbox"/>	All	DUE: Parent Notification Letters Re. Teachers Who Are Not Appropriately Assigned and ESSA Principal Verification	09/23/22
<input type="checkbox"/>	All	DUE: Annual School Site Council Orientation and Election Certification PACE	09/23/22
<input type="checkbox"/>	All	DUE: Annual Title I Parent Meeting PACE	09/30/22
<input type="checkbox"/>	All	ONGOING: Purchase Items Budgeted on SPSA (Shopping Carts, Imprest, P-Cards)	Ongoing
<input type="checkbox"/>	All	ONGOING: Modifications for Available Funds or Changes to Plan and Budget	Ongoing
<input type="checkbox"/>	All	PREPARE: Evaluation of 2021-2022 School Plan for Student Achievement (SPSA)	Prepare
<input type="checkbox"/>	All	PREPARE: Title I Parent and Family Engagement Policies, Compact, and Activities PACE	Prepare
<input type="checkbox"/>	All	PREPARE: More Than a Meal Campaign (Pricing Schools and CEP)	Prepare
<input type="checkbox"/>	New	MEETING: New Coordinator/Designee Meeting In-Person	09/16/22
<input type="checkbox"/>	All	MEETING: Monthly Meeting (In-Person)	09/16/22
<input type="checkbox"/>	All	CLINIC: Monthly Clinic via Zoom (EL and Title 1)	09/23/22
		October	
<input type="checkbox"/>	All	DUE: Deadline to Submit Household Income Form and Meal Application	10/28/22
<input type="checkbox"/>	All	DUE: Evaluation of 2021-2022 School Plan for Student Achievement (SPSA)	10/31/22
<input type="checkbox"/>	All	ONGOING: Purchase Items Budgeted on SPSA (Shopping Carts, Imprest, P-Cards)	Ongoing
<input type="checkbox"/>	All	ONGOING: Modifications for Available Funds or Changes to Plan and Budget	Ongoing
<input type="checkbox"/>	All	PREPARE: Modifications for Equipment (GST/Non-Cap)	Prepare
<input type="checkbox"/>	All	PREPARE: Title I Parent and Family Engagement Policies, Compact, and Activities PACE	Prepare
<input type="checkbox"/>	New	MEETING: New Coordinator/Designee Meeting In-Person	10/21/22
<input type="checkbox"/>	All	MEETING: Monthly Meeting via Zoom	10/21/22
<input type="checkbox"/>	All	SATURDAY SPSA DATA SERIES	10/22/22
<input type="checkbox"/>	All	CLINIC: Monthly Clinic via Zoom (EL and Title 1)	10/28/22
		November	
<input type="checkbox"/>	All	23/24 SPSA Opens	11/01/22
<input type="checkbox"/>	All	DUE: Modifications for Equipment (GST/Non-Cap)	11/18/21

<input type="checkbox"/>	All	DUE: Distribute Title 1 Parent Engagement Policies and Compact PACE	11/30/21
<input type="checkbox"/>	All	ONGOING: Purchase Items Budgeted on SPSA (Shopping Carts, Imprest, P-Cards)	Ongoing
<input type="checkbox"/>	All	ONGOING: Modifications for Available Funds or Changes to Plan and Budget	Ongoing
<input type="checkbox"/>	New	MEETING: New Coordinator/Designee Meeting In-Person	11/18/22
<input type="checkbox"/>	All	MEETING: Monthly Meeting via Zoom	11/18/22
December			
<input type="checkbox"/>	All	PREPARE: Title I Equipment Purchases Submit Shopping Carts for GST/Non-Cap/Cap	Prepare
<input type="checkbox"/>	All	PREPARE: Time and Effort Reporting Documentation	Prepare
<input type="checkbox"/>	All	PREPARE: Title I Modifications for Funds in "Pending Distribution"	Prepare
<input type="checkbox"/>	All	PREPARE: Title I Parent and Family Engagement Activities PACE	Prepare
<input type="checkbox"/>	All	ONGOING: Purchase Items Budgeted on SPSA (Shopping Carts, Imprest, P-Cards)	Ongoing
<input type="checkbox"/>	All	ONGOING: Modifications for Available Funds or Changes to Plan and Budget	Ongoing
<input type="checkbox"/>	All	CLINIC: Monthly Clinic via Zoom (EL and Title 1)	12/2/22
<input type="checkbox"/>	New	MEETING: New Coordinator/Designee Meeting In-Person	12/16/22
<input type="checkbox"/>	All	MEETING: Monthly Meeting Via Zoom	12/16/22

Check ✓	Level	22/23 YEAR AT A GLANCE (Second Semester)	Due Dates Actions Meetings
		January	
<input type="checkbox"/>	All	DUE: Title I Equipment Purchases Submit Shopping Carts for GST/Non-Cap/Cap	1/30/23
<input type="checkbox"/>	All	DUE: Submission of Modifications to use Pending Distributions Funds	1/25/2023
<input type="checkbox"/>	All	DUE: Time and Effort Reporting Documentation for First Semester	01/31/23
<input type="checkbox"/>	All	DUE: Title 1 Annual Parent Meeting Certification PACE	01/31/23
<input type="checkbox"/>	All	DUE: Certify Parent Training School Staff to Partner with Parents (2 Trainings) PACE	01/31/23
<input type="checkbox"/>	All	DUE: Title 1 Parent and Family Engagement Policies and School Parent Compact Certification PACE	01/31/23
<input type="checkbox"/>	All	ONGOING: Purchase Items Budgeted on SPSA (Shopping Carts, Imprest, P-Cards)	Ongoing
<input type="checkbox"/>	All	ONGOING: Modifications for Available Funds or Changes to Plan and Budget	Ongoing
<input type="checkbox"/>	New	MEETING: New Coordinator/Designee Meeting In-Person	01/20/23
<input type="checkbox"/>	All	MEETING: Monthly Meeting (In-Person)	01/20/23
<input type="checkbox"/>	All	CLINIC: Monthly Clinic via Zoom (EL and Title 1)	01/27/23
		February	
<input type="checkbox"/>	All	DUE: Schools must use a funds in pending distribution via Modification "Groundhog Day"	02/02/23
<input type="checkbox"/>		DUE: Suspension of Processing All Modifications and BAR During Budget Development Meetings	02/08/23 – End of BD
<input type="checkbox"/>	All	BUDGET DEVELOPMENT TRAINING: School Personnel will be invited to attend Annual Budget Development Meeting	Feb.
<input type="checkbox"/>	All	BUDGET APPOINTMENT: SPSA and Title I Budgets FY 2023-2024 February-April 2022 (specific dates TBD)	Feb-April
<input type="checkbox"/>	All	ONGOING: Check Procurement Deadlines	Ongoing
<input type="checkbox"/>	New	MEETING: New Coordinator/Designee Meeting In-Person	02/17/23
<input type="checkbox"/>	All	MEETING: Monthly Meetings via Zoom	02/17/23
<input type="checkbox"/>	All	SATURDAY SPSA DATA SERIES	02/25/23
		March	
<input type="checkbox"/>	All	BUDGET APPOINTMENT: SPSA and Title I budgets FY 2023-2024 February-April 2022 (specific dates TBD)	Feb-April
<input type="checkbox"/>	All	ONGOING: Check Procurement Deadlines	Ongoing
<input type="checkbox"/>	New	MEETING: New Coordinator/Designee Meeting In-Person	03/17/23
<input type="checkbox"/>	All	MEETING: Monthly Meeting Via Zoom	03/17/23
		April	
<input type="checkbox"/>	All	DUE: Submission of Final Modifications for the 22/23 SY	4/15/2023
<input type="checkbox"/>	All	BUDGET APPOINTMENT: SPSA and Title I Budgets FY 2023-2024 February-April 2022 (specific dates TBD)	Feb-April
<input type="checkbox"/>	All	BUDGET DEVELOPMENT CLOSES	TBD
<input type="checkbox"/>	All	PREPARE: SPSA Clean-Up	Prepare
<input type="checkbox"/>	All	PREPARE: Categorical Equipment Inventory (CEI)	Prepare
<input type="checkbox"/>	All	PREPARE: Time and Effort Reporting Documentation	Prepare
<input type="checkbox"/>	All	PREPARE: Title I Parent and Family Engagement Activities PACE	Prepare
<input type="checkbox"/>	All	ONGOING: Check Procurement Deadlines	Ongoing
<input type="checkbox"/>	New	MEETING: New Coordinator/Designee Meeting In-Person	04/21/23

<input type="checkbox"/>	All	MEETING: Monthly Meeting via Zoom	04/21/23
<input type="checkbox"/>	All	CLINIC: Monthly Clinic via Zoom (EL and Title 1)	04/28/23
May			
<input type="checkbox"/>	All	PREPARE: SPSA Clean-Up	Prepare
<input type="checkbox"/>	All	ONGOING: Check Procurement Deadlines	Ongoing
<input type="checkbox"/>	New	MEETING: New Coordinator/Designee Meeting In-Person	05/19/23
<input type="checkbox"/>	All	MEETING: Monthly Meeting (In-Person)	05/19/23
<input type="checkbox"/>	All	CLINIC: Monthly Clinic via Zoom (EL and Title 1)	05/26/23
<input type="checkbox"/>	All	SATURDAY SPSA DATA SERIES	06/02/23
June			
<input type="checkbox"/>	All	DUE: Title I Purchases and Account Reconciliation – Cut Off Date for Reconciling Imprest/ P-Card)	06/01/23
<input type="checkbox"/>	All	DUE: Parent and Family Engagement Trainings Certification PACE	06/01/23
<input type="checkbox"/>	All	DUE: 22/23 Categorical Equipment Inventory (CEI)	06/15/23
<input type="checkbox"/>	All	DUE: Time and Effort Reporting Documentation	06/15/23
<input type="checkbox"/>	All	PREPARE: SPSA Clean-Up	Prepare
<input type="checkbox"/>	All	ONGOING: Check Procurement Deadlines	Ongoing