



# Mobile County Public School System

**SAE 2009-2011 Appendices**

## **W. D. Robbins Elementary School**

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**Chairperson's Signature/Date**

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**Principal's Signature/Date**

**Mobile County Public School System  
Division of Federal and Special Programs**

Fund Source Checklist

Appendix A

**School Name:** W. D. Robbins Elementary School

**Directions:** Check the appropriate box to indicate the funds that are utilized at the school. List the total amount that is allocated to the school for the following fund sources: Title I (4110), Title II (4130), and State Funds (1110). List the Full Time Equivalent Units (FTE) for the following sources: IDEA (3210), At-Risk (1410), Migrant (4115), and Local (6001).

Check appropriate box	Fund Sources	Allocation
	<b>State</b>	
	Technology (state) (1110/0003)	
	Staff Development (state) (1110/0004)	
	Library Enhancement (state) (1110/0005)	
	Instructional Allocation (state) (1110/0001)	
	At-Risk (Retract-state) (1410)	
	Pre-K (At-Risk-state) (1410)	
	High Hopes (1240)	
X	Alabama Reading Initiative (ARI-state) (1230)	1
	<b>Federal</b>	
X	Title I (4110)	242,980
	Title II (4130)	
	IDEA (Special Education) (3210)	
	Reading First (4111)	
	Technology (Title II, D) (4136)	
	Career Tech Education (3310)	
	Migrant (4115)	
X	Pre-K (Federal) (4110)	2 teachers, 2 paraprofessionals
	Pre-K (Federal) (4110-1)	
	School Improvement (4120)	TBD
	<b>Local/Other</b>	
X	Local (6001)	4
X	Other (ARRA)	148,813

**Mobile County Public School System**  
**Division of Federal and Special Programs**  
 Title I Staff Summary for Title I Paid Personnel  
 Staff Summary  
 Appendix B

**School Name:** W. D. Robbins Elementary School

**Directions:** Fill in the appropriate information in the columns below.

Description				Total Number of Personnel			Full Time Equivalent			Funds Used (Salaries and Benefits)		
Program Staff	Function Code	Object Code	Program Code	Title I Part A	Title I Part C	Title I Part D	Title I Part A	Title I Part C	Title I Part D	Title I Part A	Title I Part C	Title I Part D
				4110	4115	4116	4110	4115	4116	4110	4115	4116
Elementary K-6	1100	010	1200									
Secondary 6-12	1100	010	1500									
Elem. Intervention Teacher	1100	011	1200									
Sec. Intervention Teacher	1100	011	1500									
Elem. Data Intervention	1100	011	1200									
Sec. Data Intervention	1100	011	1500									
Elementary Counselor	2120	044	8210									
Secondary Counselor	2120	044	8210									
Elem. Media Specialist	2220	072	8220									
Sec. Media Specialist	2220	074	8220									
Elem. Instructional Para.	1100	101	1200									
Sec. Instructional Para.	1100	101	1500									
Media Paraprofessional	2220	105	8220	1			0.5			15766		
Parent Organizer	2190	399	5100	1			0.5			5899		
Parent Manager	2190	143	5100									
Nurse - RN	2140	121	8210									
Nurse - LPN	2140	131	8210									
Health Para.	2140	102	8210	1			1			31749		
Attendance Paraprofessional	2110	109	8210									
Retract Paraprofessional	1100	101	1700									
Other:												
<b>Total</b>				3	0	0	2	0	0	53414	0	0

**Mobile County Public School System**  
**Division of Federal and Special Programs**  
Title I Job Description(s) - Template  
Appendix C

**Directions:** Use the template provided to compile a job description for each person paid with Title I funds.

**School:** W. D. Robbins Elementary **School Year:** 2009 - 2010 **Name:** Cheryl Finley **Position:** Media Aide

**Funding Source:** 4110 **FTE:** 0.5

**Job Description:** The Media Paraprofessional's role is to improve instructional support by assisting the Library/Media Specialist to provide a well organized functional media center.

**Duties:** Duties include, but are not limited to:

- Develops a schedule and maintains a log of the students assigned for the week
- Assists teachers with implementation of intervention strategies and small group instruction
- Assists Media Specialist with maintaining Athena, Star, Renaissance and/or media center reports
- Helps students locate reference materials and other instructional materials
- Assists the library/media specialist in maintaining proper student discipline
- Works with teachers in planning assignments likely to lead to the extended use of library/media center resources
- Helps students to develop habits of independent reference work and the use of reference material
- Maintains files of catalog cards, vertical file materials and publishers' catalogs
- Makes simple repairs to damaged books and processes more severely damaged books for repair
- Monitors attendance in the library/media center
- Readies materials for reserve per teachers' requests and maintains the reserve shelf
- Prepares and maintains current magazines and incoming materials
- Assists in annual inventory of library/media centers stocked and missing materials
- Maintains current inventory of supplies and suggests items for acquisition as needed
- Oversees the general neatness and attractiveness of the library/media center and its displays
- Assumes any and all responsibilities assigned by the Assistant Superintendent of Federal and Special Programs

**Measures of Progress:** AR Reports, Star Reports, Athena Reports, Circulation Reports, Quarterly EQTs, ARMT, SAT-10

**Signature of Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of School Improvement Specialist:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The signatures above indicate that the duties listed above will be monitored and assessed to ensure effectiveness of the strategy and to ensure supplementing, not supplanting.



**Mobile County Public School System**  
**Division of Federal and Special Programs**  
Title I Job Description(s) - Template  
Appendix C

**Directions:** Use the template provided to compile a job description for each person paid with Title I funds.

**School:** W. D. Robbins Elementary **School Year:** 2009 - 2010 **Name:** Evie B. Taylor **Position:** Parent Organizer

**Funding Source:** 4110 **FTE:** Contract

**Job Description:** The Parent Organizer's role is to promote and increase parental involvement by providing support, coordination and the dissemination of information to parents that will improve student achievement.

- Duties:** Duties include, but are not limited to:
- Develops and distributes school-parent compacts for all students
  - Develops and implements a local school parental involvement policy with parental input
  - Schedules quarterly workshops for parents with an evaluation process
  - Completes quarterly baseline data reports
  - Bridges the gap between school and home by working closely with the PTA/PTO
  - Maintains appropriate parenting documentation and participates in the quarterly review process
  - Attends mandatory professional development training
  - Establishes a volunteer program within the school and a local school parent advisory committee
  - Develops and distributes a monthly parenting newsletter
  - Assists in writing, monitoring and implementing the Parental Involvement Component of the School Action for Excellence
  - Completes assignments pertaining to parent involvement as deemed necessary by the principal
  - Assists with providing Title I Information to staff, parents, and community
  - Completes annual parent survey of parental involvement
  - Assumes any and all responsibilities assigned by the Assistant Superintendent of Federal and Special Programs

**Measures of Progress:** Baseline Data Report

**Signature of Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of School Improvement Specialist:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The signatures above indicate that the duties listed above will be monitored and assessed to ensure effectiveness of the strategy and to ensure supplementing, not supplanting.



**Mobile County Public School System**  
**Division of Federal and Special Programs**  
Title I Job Description(s) - Template  
Appendix C

**Directions:** Use the template provided to compile a job description for each person paid with Title I funds.

**School:** W. D. Robbins Elementary **School Year:** 2009 - 2010 **Name:** Jacqueline Autry **Position:** Health Paraprofessional

**Funding Source:** 4110 **FTE:** 1

**Job Description:** The Health Paraprofessional is primarily responsible for administering care and/or medications to students throughout the day with the goal of keeping students healthy and in school.

**Duties:** Duties include, but are not limited to:

- Maintains first aid room
- Maintains health records
- Maintains and supervises the dispensing of medications according to Health Services, Policies and Procedures
- Refers students with specific health needs to appropriate agencies according to Health Services, Policies and procedures
- Maintains monthly reports of sicknesses and medications dispensed
- Provides documentation required by Health Services, Policies and Procedures
- Communicates with parents to improve daily attendance, tardies, and early dismissals
- Attends parent conferences when attendance and/or health is an issue
- Contacts Principal and Health Services Office regarding crisis situations in the school. These include but are not limited to child abuse, threatened suicide, and accidents
- Assumes any and all responsibilities assigned by the Assistant Superintendent of Federal and Special Programs

**Measures of Progress:** Average Daily Attendance, Health Logs, Quarterly EQTs, ARMT, SAT 10

**Signature of Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of School Improvement Specialist:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The signatures above indicate that the duties listed above will be monitored and assessed to ensure effectiveness of the strategy and to ensure supplementing, not supplanting.



**Mobile County Public School System**  
Division of Academic Affairs  
BBSST Schedule

**School Name: W. D. Robbins Elementary School**

**BBSST Facilitator: Kendra Robinson**

<b>Month</b>	<b>Date</b>	<b>Location</b>
<b>August</b>	19	Kendra Robinson's Room
<b>September</b>	16	Kendra Robinson's Room
<b>October</b>	14	Kendra Robinson's Room
<b>November</b>	11	Kendra Robinson's Room
<b>December</b>	9	Kendra Robinson's Room
<b>January</b>	6	Kendra Robinson's Room
<b>February</b>	3	Kendra Robinson's Room
<b>March</b>	3	Kendra Robinson's Room
<b>March</b>	31	Kendra Robinson's Room
<b>April</b>	28	Kendra Robinson's Room
<b>May</b>	26	Kendra Robinson's Room

**Mobile County Public School System**  
**Division of Federal and Special Programs**  
Title I Identification of Underserved Population  
Appendix D

The following information should be included in the Appendix Section of the School Action for Excellence Plan.

1. Identify and provide a count of the following population sub-groups in the school. Prepare a list by names for file documentation.

- Sub-groups

1. Migrant
2. Limited English Proficient (LEP)
3. Neglected or Delinquent
4. Homeless

Migrant, Limited English Proficient, and Neglected or Delinquent students are not currently enrolled at W. D. Robbins. Homeless students are however enrolled in Robbins at this time. Currently, we have approximately thirty nine homeless students. All of these students are considered "doubled up" at the present time.

2. If any or all of these populations exist at your school, complete the following:

- Identify and describe in the SAE all the academic services provided for each sub-group. Also, if you receive additional funds (federal or state) indicate the source and amount in the SAE plan.
- The services include but are not limited to:
  1. Extended day services
  2. Tutorial
  3. Parental assistance and contacts
  4. Uniform assistance

Homeless students are enrolled in Robbins at this time. During the school year, we will provide extended day tutorial services and preferential placement of targeted/at-risk students. These students will be identified through teacher/counselor referrals, community contacts, and attendance clerk records, and these students will be referred to the proper Central Office Division. In addition to the proper referral, Robbins will provide counseling for the students. If additional assistance is necessary, requests will be sent to the Department of Special Programs which will provide the services needed.

**Mobile County Public School System**  
**Division of Federal and Special Programs**  
Title I Identification of Underserved Population  
Appendix D

3. If none of these populations exist in the school, complete the following procedures and include as a part of your SAE:

- Include a statement indicating which underserved populations are not presently on your campus.
- Indicate which services would be provided if students enroll during the school year.
- Suggestions for services include:
  1. Extended day services
  2. Tutorial
  3. Preferential placement of targeted/at-risk student
  4. Parental assistance and contacts
  5. Uniform assistance
- Include a statement on the identification and referral of new students to the Central Office.

Migrant, Limited English Proficient, and Neglected or Delinquent students are not currently enrolled at W. D. Robbins. If these students enroll at Robbins during the school year, we will provide extended day tutorial services and preferential placement of targeted/at-risk students. These students will be identified through teacher/counselor referrals, community contacts, and attendance clerk records, and these students will be referred to the proper Central Office Division. In addition to the proper referral, Robbins will provide counseling for the students. If additional assistance is necessary, requests will be sent to the Department of Special Programs which will provide the services needed.

4. Comprehensive services for each of these sub-groups (Migrant, Limited English Proficient, Neglected or Delinquent, and Homeless) are provided through the following district wide initiatives: 1. Migrant - Department of Special Programs 2. LEP - Department of Special Programs 3. Neglected or Delinquent - Division of Federal Programs 4. Homeless - Student Support Services

**Note:** If there are other special populations (i.e., Indian, Hawaiian, and Alaskan Native) in the school, those populations must also be addressed.

**Mobile County Public School System**  
**Division of Federal and Special Programs**  
 Extended Day Tutorial Program Overview and Budget  
 Appendix E

**School Name:** W. D. Robbins Elementary

**Directions:** Complete the information below. All extended learning opportunities must include the following: a pretest and a posttest to measure academic progress; collaboration with the regular teacher; a progress report from the school to the home; and services that are aligned to the individual academic needs of the children.

\*Documentation must be on file for review by central office staff.

Principal:	Marcelete Stewart
Tutoring Program Contact Person:	Geraldine Simmons
What are the extended day start and end dates?	Fall Tutoring: October - November Spring Tutoring: February - March
List the days and times of extended day sessions. *Extended day attendance must be consistent and reasons for dismissal must be documented.	Saturdays, 9:00 - 12:00
List the days and times of the planning sessions. *Intervention plans must be made according to student needs. A maximum of 30 minutes per day is allowed as a stipend.	Saturdays, 12:00 - 12:30
What is the focus of the program? (List the content area(s) and grade span.)	Fall Tutoring: Reading & Math - Grades 1 and 2 SAT/ARMT Tutoring: Reading & Math Test Prep - Grades 3 - 5
What are the scientifically based research instructional strategies or programs used in extended day? *Intervention plans must be current.	Fall Tutoring: My Sidewalks, Compass &/or Ticket to Read SAT/ARMT Tutoring: Test Best, Compass &/or Ticket to Read
How was your staff selected? *Selection of staff must be based on high quality teachers.	HQ status and applications will be used to select teachers.
What is the teacher - student ratio?	1:7
What are the criteria for selection? *Selection of students must be based on the comprehensive needs assessment of the school and student.	EQT, DIBELS, SAT, and/or ARMT scores will determine student selection.
What is the method of collaboration between the regular program and the extended day program? *Collaboration must be documented and current.	Weekly progress reports will be completed and given to regular classroom teachers to monitor progress.
What method will be used to inform parents of the progress of students enrolled in extended day? How often will this occur? *Documentation should be on file.	Progress reports will be sent home, reviewed, signed by parents and returned to school at weeks 3, 6, and 8.
What method will be used to inform all stakeholders of the progress of students enrolled in extended day? How often will this occur? *Documentation should be on file.	Bi-monthly parent bulletins, website, quarterly SAE Review meetings
How will you know if goal is reached? Criteria of Mastery *List formative and summative evaluations - pre/post assessments.	Mastery is 70%. The materials that will be used during tutoring contain pre and post tests that will be administered.
Complete the itemized budget on the next page. *The itemized budget must include all funding resources needed for effective implementation of the extended day tutorial program.	
Principal's Signature/Date:	

**Mobile County Public School System**  
**Division of Federal and Special Programs**  
 Extended Day Tutorial Program Overview and Budget  
 Appendix E

**School Name:** W. D. Robbins Elementary

**Funding Source(s):** \_\_\_\_\_ 4110

**Budgeted Expenses** \$16,500

**Salaries/Fringes** (Program Staffing Cost):

Number of Teaching Positions	11
Number of Teaching Hours	36
Number of Planning Hours	10
Number of Coordinating Hours	48
<b>Total Number of Hours</b>	<b>554</b>

**Total Salaries and Fringes**

Total hours	554	x \$25.00 (Hourly Rate) x 1.1977 (Fringe Rate)	\$ 16,449.65
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**Materials and Supplies:**

Description:

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**Professional Development:**

Description:

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**Other Specify:**

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**Total Expenses for the Program**

\$ 16,449.65

Mobile County Public School System  
Division of Federal and Special Programs

**Pyramid of Intervention**

Appendix E

Intervention is defined as a systematic plan that ensures that students in every course or grade level will receive additional time and support for learning as soon as they experience difficulty in acquiring essential knowledge and skills. The initial interventions occur during the school day and students are required rather than invited to devote the extra time to learning. The school's administrative team is responsible for scheduling the extra support during the school day. In addition to the embedded intervention, Extended Day opportunities may be available to targeted students.

Complete the information below that details the embedded intervention plan for your school.

**TIER I- Pro- Active Universal/ School- Wide strategies**

- 1. Daily Intervention in the classroom provided by classroom teacher – reading and math**
- 2. Accelerated Reader program implemented in every classroom**
- 3. AMSTI hands-on activities and lessons and OGAP Initiative**

**Tier II- Small Group Targeted Strategies**

- 1. Reading Intervention with Reading Intervention Teacher - Geraldine Simmons**
- 2. Extended Day Tutoring and Summer Enrichment**
- 3. Ticket to Read and Compass Learning Software**

**Tier III- Individualized Strategies**

- 1. BBSST Referral Process**
- 2. Special Education Pullouts utilizing My Sidewalks**
- 3. Individualized Intervention Plans and/or Behavior Contracts**

**Mobile County Public School System**  
**Division of Federal and Special Programs**  
Appropriate Use of Title I Funds  
Appendix F

**Title I funds must be used to improve academic achievement of the disadvantaged (Identified Title I Schools Only)**

- Purpose of Funds
  - To ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.
- Use of Funds
  - Must be based on the school's comprehensive needs assessment
  - Must be based on the mandated school wide / targeted assistance components
  - Pre-School
  - Extended Day
  - Summer School
  - Transitional Activities
  - Staff Development
  - LEP
  - Homeless
  - School Choice
    - Supplemental Services
    - Transport
  - Neglected Students
  - Delinquent Students
  - Parenting
  - Health Services
- Inappropriate Use of Funds
  - May not use funds for construction or capital improvements
  - May not use funds to supplant
  - May not use funds to purchase food items
  - May not use funds to purchase or to lease vehicles
  - May not use funds to purchase or lease copiers

**Note:** *In no case may Title I funds be used to supplant - - take the place of - - funds from non-Federal sources. In addition, Title I funds may not be used to purchase teacher units that would have normally been obtained with non-Federal funds. However, certain supplemental teacher units may be purchased using Title I funds such as:*

- Reading Coach
- Math Coach

**Mobile County Public School System**  
**Division of Federal and Special Programs**  
Appropriate Use of Parenting Funds  
Appendix F

**Parental Involvement funds may be spent on the following:**

- Transportation to Make and Take or Parent Meetings
- Childcare Expenses
- Parenting Consultant Fees
- Research Based Parental Involvement Programs
- Parenting Subscriptions
- Parent Organizers
- Volunteer Programs
- Family Literacy Kits
- Technology Classes and Software for Parents
- Parenting Resource Centers
- Parenting Materials such as Books, Videos, Brochures, etc...
- Literacy Classes
- Parenting Newsletters
- TV/VCR combinations for Parent Centers Only
- Workshop Materials
- Summer Reading Materials
- System wide Parenting Day
- Positive Discipline Kits
- Equipment for Parents to use in Resource Centers
- Family Reading or Math Nights
- Parenting Workshops

**Note:** *Food items and participation incentives are NOT an appropriate use of Title I Parenting Funds.*

***Insert Title I Budget  
on system form***

**Mobile County Public School System**  
**Division of Federal and Special Programs**  
 Title I Itemized Budget  
 Appendix G

**School Name:** W. D. Robbins Elementary

**Directions:** Complete an itemized budget based on the school's total allocation using the following format. Be specific under each category. Make sure the total allocation balances.

<b>Total Title I Budget Allocation:</b>	<b>\$ 242,980.00</b>		
<b>Exhibit B</b>		<b>Exhibit E</b>	
Salaries		Purchased Services	
Professional			
Para-professional	<b>\$ 47,514.00</b>	<b>Exhibit F</b>	
		Contracted Services	<b>\$ 14,820.00</b>
<b>Exhibit C</b>			
Stipends	<b>\$ 18,710.00</b>	<b>Exhibit G</b>	
		Total Equipment	
<b>Exhibit C1</b>			
Substitutes	<b>\$ 8,899.00</b>	<b>Exhibit H</b>	
		Total Travel	<b>\$ 6,975.00</b>
<b>Exhibit D</b>		<b>Total Allocation:</b>	<b>\$ 242,980.00</b>
Materials and Supplies	<b>\$ 146,062.00</b>		