



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CHRISTOPHER D. CERF
Acting Commissioner

August 29, 2011

To: Chief School Administrator
Charter School Lead Person

From: Karen Campbell, Interim Director
Office of Title I

Subject: Title I Technical Assistance for New Program Directors

**Please forward to your
Title I Director**

Note: This training is geared
toward NEW Title I
Directors

The New Jersey Department of Education (NJDOE) will sponsor a technical assistance session to help program directors successfully implement the Title I federal grant program and ensure the necessary supplemental instructional supports are in place to increase the academic achievement of low-performing students. The session will be held on **September 20, 2011**, at the Morris-Union Jointure Commission in New Providence, New Jersey and again on **September 27, 2011**, at the Education Information and Resource Center (EIRC) in Mullica Hill, New Jersey. The training is appropriate for new program directors or those who need more information about Title I program requirements.

New Jersey Department of Education staff will discuss Title I program requirements, address fiscal requirements to help your district avoid audit findings and review the requirements for Title I parent notification letters. Other Title I topics that will be covered include accountability, professional development and student eligibility criteria.

We are limiting attendance to **two people per district**. Each session will be held from 9 a.m. to 1 p.m. with registration starting at 8:30 a.m. No food or refreshments will be served.

You may register for this training at <http://education.state.nj.us/events/>. If you have any questions, contact the Office of Title I at titleone@doe.state.nj.us. We look forward to working with you and your Title I staff during the 2011-2012 school year.

KC\T:\Professional Development\New Title I Directors.1 letter.doc

c: Members, State Board of Education
Christopher Cerf
David Hespe
Andrew Smarick
Senior Staff
Barbara Gantwerk
Justin Barra
Diane Shoener
Lee Group
Garden State Coalition of Schools
Executive County Superintendents