



# PRINCIPALS GOVERNMENT UPDATE

Archdiocese of Cincinnati

Revised for September/October 2009

Be sure to check the Archdiocesan Schools Office website for:  
*Principal News and Government Programs*  
Both will have valuable information for you.

<http://www.catholiccincinnati.org/schools>

## PRINCIPAL REMINDERS

Give updated chart for 09-10 on p.4-5 to your secretary or to whomever sends the reports!

- **VERIFY IMMUNIZATION RECORDS**
- **FINALIZE SPDP & IPDP FOR PRINCIPAL & TEACHERS**
- **VERIFY ROSTER AND STUDENT SCHEDULE OF AUXILIARY SERVICE PERSONNEL**
- Remember to keep the **STATE FIRE MARSHALL'S REPORT** of drills each month. This also includes tornado drills and emergency lock down drills. **THE FIRST REPORT IS DUE BY DECEMBER 31 AND THE FINAL REPORT AT THE END OF THE SCHOOL YEAR.**
- **REVIEW THE GOVERNMENT web page** with all the current updates.
- Review the updated information about **TITLE IIA RULES** on our website and share with the teachers. See **new Online Workshop Policies!**
- **OCTOBER ADM COUNT** (This will be completed using the principal's **SAFE** account on the ODE website.) **Note Change in week this year.**
- **PREPARE LOW-INCOME FORM FOR TITLE I TO DISTRIBUTE TO PARENTS** (available on the web) The final report will be entered online for ODE in the spring. The Cincinnati Schools Office will need your low income student count by **October 30.**

## FUNDING FROM THE STATE OF OHIO

### Auxiliary Services

1/4 payment in August (using 08-09 ADM)  
1/4 payment in November (using 08-09 ADM)  
1/2 payment in February (using 09-10 ADM and then adjusting to a total for the year)  
(As of this publication date the per pupil amount is estimated at \$568.73)

### ACR payment schedule

1/3 in November  
1/3 in February  
1/3 in April  
Total will not exceed \$325 per pupil.  
Estimated amt is \$260 per pupil.

## October ADM Count



YOU WILL RECEIVE INFORMATION FROM THE STATE ON HOW TO REPORT ADM THIS YEAR. It must be completed on-line. You will need the principal's SAFE account and it is available on the SFPS ( School Foundation Payment System.) Directions are available.

Usually the Average Daily Membership is taken the first full week of school in October for each nonpublic school. **But this year it is a week early due to OCEA. You must have a full week of school scheduled-that is five(5) school days from Sept 28 to Oct. 2** All reports will be reviewed by the Archdiocesan office for verification and approval.

Accuracy in reporting ADM on the SF-ADM-1 form is very important. **The onsite review that will take place at your school in the future will include a review of the ADM for one grade to verify that the ADM reported on the form can be documented. Please make sure that appropriate procedures are in place to insure that accurate ADM is reported.**

**This includes having the enrollment documents available for that week from the current and previous year.**

1. this is an enrollment count—not an absence/attendance count.
2. If a child leaves or enters in the middle of the count week, then the count is a decimal. Eg. 4 days=.8 3 days-.6
3. Schools (high schools mostly with part time students have specific rules to follow. Call Mary if needed.

### STATE OF OHIO OFFICES

#### Area 13 Coordinators Office

7552 Central Park Blvd.

Mason, OH 45040

513.770.4349

#### Area 6 & 10 Coordinators Office

1330 N County Rd 25A Suite A

Troy, OH 45373-1359

937.339.2631

#### Area 14 Coordinators Office

12455 State Route 104

Waverly, OH 45690

740.947.7746

## Title II Reminders

- **Title II-A** requests still come into the Cincinnati office with attention to Linda.
  - Linda needs 15 (fifteen) days prior notice to process the funding for workshops.
  - Read all the guidelines carefully- Title IIA Policies/Procedures section of the Government Website.
  - Review the Archdiocesan Teacher Led Workshops information. Encourage participation by the teachers at your school.
  - Please ask Teachers to use their School e-mail address on workshop registrations.
  - Cancellation notices are due to both the vendor and to Linda.
  - [See the new online workshop policies/guidelines.](#)
- Title II-D** requests should be sent directly to your district for funding. It may be possible to use the funding for SOITA and for other Technology in-services. [There was an increase in this funding due to the stimulus money.](#)

## IMPORTANT

### Auxiliary Funds Issue

1. All schools need to submit an **SF200 requesting that all interest** for their account be posted quarterly and that the amount be stated on the monthly reports sent to the school.

*The last request is not new but is not routinely done. It has been suggested to us that this should happen to remind treasurers that all interest must be posted.*

2. All schools need to submit **SF200's for the personnel hired through Auxiliary funding**. The form needs to list the type of service and the amount of time requested. The exact dollar amount and name of person is not needed.

It is acceptable to use the terminology of “**not to exceed**” and then list a dollar amount when asking for service.

3. *Do not include the Federal (IDEIA or Title 1) dollars on Auxiliary request forms. You need to request that spending separately according to the direction of the public district. Keep an accurate account of the spending so that NO mistakes are made by the district.*

4. If you are not submitting SF200 requests online through e-mail, encourage you district to participate. We have sent districts letters to encourage their participation. It speeds the process greatly. Call Linda.

## Title IV funding

Title IV information is on the Catholic Schools Office website under the “Government Programs/Forms Section”.

*Title IV inventory:*

- *Equipment under \$500 require an “Archdiocese of Cincinnati Title II fund” tag.*
- *Non-equipment under \$500 need a bright yellow label “Property of the Archdiocese of Cincinnati Title IV Consortium”.*
- *Items \$500 or over will need a tag from Hamilton Co that you will receive from Linda.*
- *Hamilton County has updated their inventory system for easier on-site audits.*
- *It is important to keep track of all Inventory for Hamilton Co. audit purposes. Contact Linda Before disposing of any Title IIA or IVA Inventory items.*

Contact Linda for assistance

## The Law Requires:

### 3321.12 Report to the Treasurer of the Board.

Each principal must report to the treasurer of the board of education of the city, local, or exempted village school district in which the school is situated, the names, ages and places of residence of all pupils below eighteen years of age in attendance at their school together with such other facts as said treasurer requires to facilitate the carrying out of the laws relating to compulsory education

and the employment of minors. Such report shall be made within the first two weeks of the beginning of the school in each school year, and shall be corrected with the entry of such items as are prescribed by the state board of education within the first week of each subsequent school month of the year.

<b>REPORT</b>	<b>DATE DUE</b>	<b>HOW</b>
First Day Enrollment (K-12) Form: August-Principal News	Opening day of school	Submit form through August-Principal News
SPDP School Professional Development Plan <b>Form: On-line</b> <b>CSO website-Forms for Professional Development</b>	June 1	Mail, Fax (421-6271), or email with signature inserted to Assistant Superintendent (consultant assigned to school)
Low income student form <b>Form: Available June-CSO website-Gov't Programs</b>	September 20 for parents to return October 30 final summary form is due in our office	Fax to Linda Thompson, Cincinnati CSO (421-7999) Keep originals at school
Web update of Teacher Roster	June 30 or ASAP	Via Educator's Data Base on CSO website using Principal sign in
ADM – Average Daily Membership <b>Form: ODE on-line using principal's SAFE account</b>	This year, count is done Sept 28-Oct. 2. (usually done first full week in Oct.) You may not do it early!	Electronic submission to ODE through the ODE website School office will sign also
CCO (Catholic Conference of Ohio) Standard School Survey <b>Form: Link -Sept Principal News</b>	October 15	Electronic submission to CCO through link in Sept. Principal News
IDEIA (3 forms needed-10/10)-Oct count, Dec count, Evaluated/not eligible Revisions form (if needed) <b>Forms: CSO Website-Gov't Programs</b>	October 10 – School Office and Public District  Revisions form: Updates/changes as they occur between 10/10 and 12/1	Fax or email to Linda Thompson, Cincinnati CSO and to the Public District
School Calendar Form For next School Year <b>Form: Feb. Principal News</b>	March 15	Fax/Mail to School Consultant
Federal Participation Form NS3 <b>Form: On-line ODE website SAFE acct</b>	Early May (check date )	Electronic submission to ODE with each public district signed off.
Principals Annual Closing Report <b>Form: May Principal News</b>	End of school year	Copy to Bro. Joe Kamis CSO
Administrative Cost Reimbursement Report (SF240) <b>Form: On-line ODE website SAFE acct. SFPS</b>	June 30	Electronic submission to ODE with principal "signature" and CSO "signature" to submit

<p><b><i>Title IV Consortium (safe and drug free funding)</i></b>  Participation form  Objective Analysis of ATOD  Two year comprehensive plan (currently years 08-10)</p>	<p>Using NS3  May 28  Was Due Sept 5, 2008</p>	<p>All forms are sent to Linda Thompson,  Cincinnati CSO  Fax = (513) 421-7999</p>
<p>OCSAA Progress Reports  <b>Forms: CSO Website-Accreditation</b></p>	<p>2 years &amp; 4 years from date of accreditation</p>	<p>Send 2 copies to CCO, OCSAA &amp; 1 copy to Sr. Helen Lucille Habig</p>
<p>Fire, tornado, &amp; lock down drills reported to the State of Ohio Fire Marshall  <b>Forms/Guidelines: CSO Website-Gov't Programs</b></p>	<p>½ year report due at end of 1<sup>st</sup> semester  total year report due by June.</p>	<p>Send to State Fire Marshall  Form and directions online  <a href="http://www.com.ohio.gov/fire/forms.aspx">http://www.com.ohio.gov/fire/forms.aspx</a>  and on our website</p>

# Archdiocese of Cincinnati

---

## Office of Catholic Education

100 E. 8th St.                      266 Bainbridge St.  
Cincinnati, OH                      Dayton, OH  
513-421-3131                      937-223-5151  
1-800-686-2724  
fax# 513-421-6271                      fax# 937-223-5167

WEB PAGE =[www.catholiccincinnati.org/schools](http://www.catholiccincinnati.org/schools)  
Government Programs/forms

*Edited by:*

*MARY HENNINGER*

*ASSISTANT SUPERINTENDENT*

*[mhenninger@CatholicCincinnati.org](mailto:mhenninger@CatholicCincinnati.org)*

### **We welcome the following principals to the Archdiocese of Cincinnati:**

Frank Barlag—Prince of Peace  
Vernon Rosenbeck—St Mary, Greenville  
Aimee Ellmaker— Our Lady of Lourdes  
Susan Schnell—Queen of Peace  
Linda Westendorf— St Clement  
Sr Mary Alice Haithcoat—Piqua Catholic  
Gina Code—St Veronica  
Douglas Alpiger—St Vincent Ferrer  
Mary Stanforth — St Mary, Hillsboro  
Patty Harner— St Brigid  
Janie Acra—St Bernard  
Tony Ferraro—Royalmont Academy  
Christopher Pastura—McAuley HS

David Perin— Catholic Central Jr Sr HS  
Michael Miller—Fenwick HS  
Paul Ramstetter—Purcell Marian HS  
Rick Sollmann—Roger Bacon HS  
Judy O'Donnell—St Ursula Academy  
Greg Saelens—McNicholas HS

### **Other Changes:**

Bill Cavanaugh - St. Dominic  
Tom Devolve—St Andrew, Elizabeth Seton  
Sharon Willmes—St Teresa Avila  
Paul McLaughlin— St Francis de Sales (Lebanon)  
Steve Zinser—St Vivian  
Nori Roach—John Paul II

**Send all paperwork for government issues to:  
Catholic Schools Government Program Office  
Attn: Linda Thompson  
100 E. 8th St.  
Cincinnati, OH 45202  
[Lthompson@catholiccincinnati.org](mailto:Lthompson@catholiccincinnati.org)  
Fax: 513.421.7999**

**AUXILIARY CLERKS!**  
**“Reminders for Clerks” is posted on the Archdiocesan Schools Website in the Government/Auxiliary Section. Please print it and share with your clerks/secretaries.**