Program Review
Preparation &
Common Findings
Title I Technical Assistance Session
May 15, 2013

Massachusetts Department of
Elementary and Secondary
Education
Agenda

- Title I program review process and resources
- How to submit materials
- Common findings
Title I program review - process

- Official notification in fall
- Coordinated program review schedule: http://www.doe.mass.edu/pqa/review/cpr/6yrycle.html

Timeline
- Documents due in winter
- ESE report out in spring
- Required actions due in fall (if findings)

All desk-based (some will have one-day site visit)
Title I program review - web resources

Every six years, each school district in the Commonwealth is scheduled for a Coordinated Program Review of state and federal programs. Districts receiving Title I funds undergo a Title I program review in the same year they are scheduled for a Coordinated Program Review. The information below is arranged for the purpose of collecting & organizing documentation for program reviews; however, even if a district is not scheduled for a program review they may be of assistance in operating an effective Title I program.

On this Page:

2012-13 Program Review Materials

- 2012-13 Title I Program Review Procedures
- How to Organize & Submit 2012-13 Materials for Review by ESE Staff
- FY12 Title I Common Program Review Findings (PowerPoint from May 11, 2012 Title I Technical Assistance Session)
- Downloadable Samples - All Sections (ZIP Archive File)
- Downloadable Samples - Fiscal Procedures (ZIP Archive File)
- Downloadable Samples - Parent/Guardian Communications (ZIP Archive File)
- Downloadable Samples - Program Design & Evaluation (ZIP Archive File)
- Downloadable Samples - Data Collection & Management (ZIP Archive File)
- Downloadable Samples - Opportunity & Equal Educational Access (ZIP Archive File)

http://www.doe.mass.edu/apa/titlei/parta/review
# Title I program review - criteria

## Fiscal Procedures

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>EVIDENCE</th>
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<tr>
<td>NCLB §§1120A; 1114~1116</td>
<td>- Title I School Building Expenditures</td>
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</table>
| **1-D** Supplement, Not Supplant for Targeted Assistance Schools: District/school demonstrates that Title I funds have been used for the express purpose of serving those students who were identified as being in greatest need of Title I assistance based on student selection criteria. NCLB §§1120A; 1114~1116 | - Federal Grant Assurances Document (on file with the Department)  
- Written “Supplement, Not Supplant” Policy and Procedures  
- Student Selection Criteria and rank ordered list of Title I students (if not a Schoolwide program) |
| **1-E** Supplement, Not Supplant for Schoolwide Program Schools: District demonstrates that Title I funds in Schoolwide program school(s) are in addition to total amount of funds that would, in the absence of Title I funds, be made available from state and local sources, including funds needed to provide services required by law for students with disabilities and students with limited English proficiency. NCLB §§1120A; 1114~1116 | - Federal Grant Assurances Document (on file with the Department)  
- Written “Supplement, Not Supplant” Policy and Procedures  
- Comparability Report  
- Additional District Records (as requested) |
Preparing documentation - steps

1. Collect your materials.

2. Organize your materials by tab as outlined in the 2013-14 Title I Program Review Procedures document.

3. Store your materials in a binder, file box, or electronically using a flash drive, CD, or DVD.

4. Submit your materials to ESE via mail or in person.
Organize your materials by tab

**Fiscal procedures**
Tab 1: Comparability procedure
Tab 2: Comparability demonstration (updated annually)
Tab 3: Supplement, not supplant policy and procedures
Tab 4: Documentation of Title I expenditures per school building (current and prior year)

**Parent/guardian communications**
Tab 5: District and school parent/guardian involvement policies
Tab 6: School-parent/guardian compact (updated annually)
Tab 7: Documentation of parent/guardian outreach and involvement
Tab 8: Parent/guardian notification – report cards (updated annually)
Tab 9: Parent/guardian notification – right-to-know (teacher not meeting “highly qualified” requirements)

**Program design and evaluation**
Tab 10: Needs assessment procedure
Tab 11: Program evaluation procedure
Tab 12: Program evaluation summary, including private school service, if any (updated annually)
Tab 13: Targeted assistance program plans (updated annually)
Tab 14: Schoolwide program plans (if applicable; updated annually)
Tab 15: Revised school improvement plans for Title I schools classified into Levels 2, 3 and 4 (if applicable)

**Data collection and management**
Tab 16: Title I personnel lists
Tab 17: Time and effort records (updated as completed)
Tab 18: Student selection procedure in targeted assistance schools
Tab 19: Title I targeted assistance program student selection criteria (updated annually)
Tab 20: Rank-ordered student selection list of Title I students in targeted assistance program

**Opportunity and equal educational access**
Tab 21: Offer of consultation to eligible private schools (updated annually)
Tab 22: Affirmation of consultation with participating private school officials and description of services (if applicable)
Tab 23: Third-party contracts, if applicable
Tab 24: Neglected or delinquent (N or D) facility coordination, if applicable (updated annually)
Option 1: Binder

- Materials organized by tabbed dividers in three-ring binder.
- Outside of binder labeled with name of district
- Contact information easily located inside front of binder
- Multiple binders clearly labeled (e.g., 1 of 2, etc.)
Option 2: File box

★ Materials organized by tabbed folders inside hanging folders
★ Outside of box labeled with name of district
★ Contact information easily located inside lid of box
★ Multiple boxes clearly labeled (e.g., 1 of 2, etc.)
Option 3: Flash drive, CD, or DVD

- Preferred option
- All materials submitted together electronically - ESE will not accept mixed media (e.g., combination of paper and electronic files)
- File names clearly labeled by tab
- Save files in Microsoft Word, Excel or Adobe PDF format
- Include Microsoft Word file containing contact information
- Preparation will likely involve scanning some documents and converting them to PDF
# FY13 Title I Program Review - Required Actions Following Desk Audit

## Required Action:
- Yes (see below)
- None at this time

<table>
<thead>
<tr>
<th>Criterion Number / Category</th>
<th>Finding</th>
<th>Required Action</th>
<th>Deadline for Submission of Evidence</th>
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<tbody>
<tr>
<td>Fiscal Procedures 1B-1: Comparability 1. District has and follows a written Comparability reporting procedure.</td>
<td>The district did not submit a written comparability procedure.</td>
<td>Submit a written comparability procedure. See description of required materials for Tab 1 in the 2012-13 Title I Program Review Procedures booklet, found on the DESE website at <a href="http://www.doe.mass.edu/apa/titlei/parta/review/default.html">http://www.doe.mass.edu/apa/titlei/parta/review/default.html</a>.</td>
<td>10/11/13</td>
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<td>Parent / Guardian Communications 2B-2: Parent/Guardian Policies District updates these policies and compacts periodically after evaluating their effectiveness.</td>
<td>There is no evidence that the policies and compacts are updated after evaluating their effectiveness.</td>
<td>Provide evidence that policies and compacts have been reviewed and updated as needed.</td>
<td>10/11/13</td>
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<td>Parent / Guardian Communications 2B-3: Parent/Guardian Policies Parent/guardian involvement policies describe each served school’s approach, commitments, and services offered to parents of Title I students (all students, in Schoolwide programs). Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children’s educational growth.</td>
<td>District did not submit individual school parent/guardian involvement policies for Title I schools. Only the district policy was submitted.</td>
<td>Submit copies of parent/guardian involvement policies for each Title I-served school in the district. Guidance and samples are available online at <a href="http://www.doe.mass.edu/apa/titlei/parta/review/default.html">http://www.doe.mass.edu/apa/titlei/parta/review/default.html</a>.</td>
<td>10/11/13</td>
</tr>
<tr>
<td>Parent / Guardian Communications 2B-4: Parent/Guardian Policies School-Parent Compacts are agreements between the school (teachers) and the home (parents/guardians) that describe the responsibilities of each party, including the student, if desired.</td>
<td>District did not provide two signed copies of School-Parent Compacts from each Title I school.</td>
<td>Submit two signed copies of School-Parent Compacts for each Title I school.</td>
<td>10/11/13</td>
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FY13 Title I program review

58 districts & charter schools reviewed

From zero to fourteen findings per district

3.25 findings per district on average
Common Program Review Findings

- Supplement not Supplant policy does not include dissemination procedures – see http://www.doe.mass.edu/apa/titlei/parta/program-design/default.html?section=SNS

- Report cards do not follow distribution requirements and/or do not contain all required information to parents – see http://www.doe.mass.edu/apa/accountability/reportcard/

- Appropriate time & effort records not submitted – see information at http://www.doe.mass.edu/apa/titlei/parta/program-design/?section=TER

- District submitted parent/guardian involvement policy only for district, not for individual Title I schools as well – see http://www.doe.mass.edu/apa/titlei/parta/family-engagement/

- There is no indication that the parent/guardian involvement policies, including the school-parent/guardian compact, were evaluated for their effectiveness – see http://www.doe.mass.edu/apa/titlei/parta/family-engagement/

- District does not include evaluation of participating private school program in evaluation of Title I program http://www.doe.mass.edu/apa/titlei/parta/program-design/?section=PE

- Not all confirmation of consultation with private schools submitted – need a confirmation receipt from each private school listed in grant – see http://www.doe.mass.edu/apa/titlei/parta/pss/

- Schoolwide plan does not indicate how schools in districts that are not reserving funds under Title I for homeless students are providing for appropriate services in Schoolwide programs – see Department guidance on Schoolwide Title I programs at http://www.doe.mass.edu/apa/titlei/parta/program-design/?section=SP

- Each of the ten required components of a Schoolwide Plan are not clearly labeled or marked with tabs in the copy of the Schoolwide Plan - see Department guidance on Schoolwide Title I programs at http://www.doe.mass.edu/apa/titlei/parta/program-design/?section=SP
Parent/guardian communications

Finding

District did not follow proper requirements for distribution of NCLB report cards

and/or

Report cards do not include all required information to parents
Parent/guardian communications

Report card distribution:

🌟 Via U.S. mail

🌟 Hard copies to parents

🌟 Electronically (should ensure electronic communication is preferred by parents, and provide hard copies if not)
Parent/guardian communications

Report card letter required information:

★ Accountability and assistance level of the child's school and district
★ Reason for the level designation and explanation of what it means
★ School and/or district improvement activities and how parents can become involved
★ Information about right to know requirements
Report cards are critical tools for promoting accountability for schools, districts, and states by publicizing data about student performance and program effectiveness for parents, policy makers, and other stakeholders. Report cards help parents/guardians and the general public see where schools and districts are succeeding and where there is still work to do. States and districts receiving federal Title I funds must prepare and disseminate report cards to all parents/guardians.

To view a district or school report card, find the organization’s profile on the Department’s School and District Profiles and click the Accountability tab. A link to the report card will appear next to the district or school’s accountability report.

District & School Report Cards

Guidance

- How to prepare and distribute 2012 district and school report cards
- Federal Non-Regulatory Guidance on Report Cards

Sample Notification Letters

- Report Card, Right-to-Know, Accountability & Assistance Level (English)
- Report Card, Right-to-Know, Accountability & Assistance Level (Arabic)
- Report Card, Right-to-Know, Accountability & Assistance Level (Cape Verdean Creole)

http://www.doe.mass.edu/apa/accountability/reportcard/
Parent/guardian communications

Finding

District submitted only district parent/guardian policy and not policies for each Title I school
Involving parents, guardians and families as full partners in the education of their children is a cornerstone of the Elementary and Secondary Education Act (ESEA). When families support learning, children are more successful in school and school success helps children become successful adults.

On this Page:

Family Engagement

- District and School Family Engagement & Required Policies (ESE Guidance)
- Federal Non-Regulatory Guidance on Parental Involvement
- Massachusetts PIRC - Parent’s Learning About Children’s Education (Family, School, & Community Partnership Fundamentals)
- U.S. Department of Education Parent and Family Engagement (Resources aimed at parent and family engagement)

- National Family, School, and Community Working Group
- National PTA Family-School Partnerships
- National Standards for Family-School Partnerships
- National Standards Implementation Guide

http://www.doe.mass.edu/apa/titlei/parta/family-engagement/default.html
Parent/guardian communications

Finding

Documentation of training or materials provided to parents of Title I participants was not provided
Parent/guardian communications

For each Title I school, submit the dated notice sent to parents informing them of the annual Title I meeting.

Provide a **limited sampling** of evidence to show that the required communication and training was provided to parents/guardians of Title I students.
Title I Breakfast

October 21, 2011

Welcome and Introductions

Parent Involvement Policy
Review 2012 updates based on feedback

School-Parent/Guardian Compact

Overview of Service Delivery and Materials

Mathematics- Grade 4 and Grade 5

Reading- Grade 4 and Grade 5

Parent Council

Question and Answer---Suggestions--- Feedback
Help your child be a better reader with 10 minutes daily!

Practice "Repeated Reading"

First, choose a book that's not too hard. Here's how:

- Find a passage with about 100 words
- Have your child read it aloud
- If there are more than 5 mistakes, it is too hard!

5 Easy Steps to Repeated Reading

1. Pick one page and read it with good phrasing and expression to your child
2. Reread the page together, saying the words at the same time (choral reading)
3. Reread it again taking turns with every other line (parent starts)
4. Reread it a second time switching lines (child starts)
5. Finally, have your child read it back to you!
Parent/guardian communications

Finding

There is no indication that the parent/guardian involvement policies, including the school-parent/guardian compact, were evaluated for their effectiveness.
Parent/guardian communications

★ Submit the **most current, dated copy** of the district’s and each Title I school’s parent/guardian involvement policies (including each school’s school-parent/guardian compact)

★ Submit evidence that the district policy and each Title I school’s policy has been reviewed by parents and revisions have been made in an updated policy

★ Evidence can include relevant meeting agenda items, meeting notes, and written parental feedback
ANNUAL PARENT MEETING

October 3, 2011
8:45 AM

AGENDA

- Welcome
- Meet the Title I Staff
- What is Title I?
- Student Selection/Assessments
  - Group Discussion: Review and Update
    - Parent Involvement Policy
    - Home-School Compact
- Future Parent Involvement Activities:
2010 TITLE I SURVEY
PARENT INVOLVEMENT POLICY & PROCEDURES

October 27, 2010

Dear Parents/Guardians of Title I students,

We need your assistance to gather input about the parent involvement policy for Title I. This policy is included in the Title I brochure. Please take a few minutes to fill out the survey. Comments are optional.

POLICY
2. Do you feel that the policy addresses and meets the needs of parents of Title I students?
   □ Well done □ Satisfactory □ Needs improvement (please specify below)

4. School-parent compact?
   □ Well done □ Satisfactory □ Needs improvement (please specify below)
Data collection and management

**Finding**

Appropriate time and effort records were not submitted
Data collection and management

- Stipends were not recorded in time & effort records
- Time & effort records were not consistent with staff listed on Title I personnel list
- Time & effort records were not signed
- The wrong form was used
  - Semi-annual for full-time staff
  - Monthly records for split-funded staff
Title I Semi-Annual Certification

District:


I certify that I have been working solely in activities supported by the Title I grant for the semi-annual period indicated above.

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<th>Name</th>
<th>School</th>
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This report is an after-the-fact determination of actual effort expended for the Title I program for the semi-annual period indicated above.

Title I Director’s Signature __________________________ Date __________

Massachusetts Department of Elementary and Secondary Education
Title I Monthly Time and Effort Record for Split-Funded Staff

District: 
School: 
Payroll Month: 

Indicate the percentage of time you worked for the month charged to Title I and other program areas. The total must equal 100%. Then sign the form. The payroll month coincides with one or more pay periods. The record is an after-the-fact determination of actual effort expended for the payroll month and the signer has full knowledge of and can support 100% of these activities, if requested.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Activities</th>
<th>% Title I</th>
<th>% Other</th>
<th>Signature</th>
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This report is an after-the-fact determination of actual effort expended for the programs charged for the payroll period. The employees signing this record have full knowledge of and can support 100% of these activities.

Supervisor’s Signature
Supervisor’s Title Date

Massachusetts Department of Elementary and Secondary Education
Title I Record of Stipends Paid

District: __________________________

Semi-Annual Period:  
Sept. 20__ – Jan. 20__  
Feb. 20__ – Jun 20__

I certify that I have been working solely in activities supported by the Title I grant for the stipends listed below.

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<tr>
<th>Name</th>
<th>School</th>
<th># of Hours</th>
<th>Pay Rate</th>
<th>Total stipend amount</th>
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This report is an after-the-fact determination of actual effort expended for the Title I program for the stipends indicated above.

Title I Director’s Signature: __________________________ Date: ____________
Quick tips/reminders

⭐ Date everything
⭐ If multiple Title I schools in district, make sure required documents are submitted for EACH school
⭐ Read procedures manual carefully!
For more information

Title I program resources & monitoring process:

http://www.doe.mass.edu/apa/titlei/parta/review/

E-mail: titlei@doe.mass.edu

Phone: 781-338-6230
Questions