

TITLE I COMPARABILITY – DEMONSTRATION & REPORTING

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OUTLINE

WHAT IS COMPARABILITY – DEFINITION

ANNUAL REQUIREMENT

WRITTEN ASSURANCE

COMPARABILITY DEMONSTRATION

TIMING

COMPARABILITY INSTRUCTIONS AND FORMS

CHANGES THIS YEAR – INSTRUCTIONAL STAFF

DISTRICT POLICY AND PROCEDURES FOR COMPARABILITY

DISTRICT SUBMISSION OF COMPARABILITY REPORT TO DESE

COMPLETION OF FORMS

QUESTIONS/ COMMENTS

WHAT IS COMPARABILITY – DEFINITION

School districts must use state and local funds to provide services in Title I schools that, taken as a whole, are at least comparable to the services provided in schools that do not receive Title I funds.

When all schools receive Title I funds, districts must ensure that state and local funds are used to provide services that on the whole are substantially comparable in each school

ANNUAL REQUIREMENT

Written Assurance

- **District wide salary schedule**
- **Policy to ensure equivalence among schools in teachers, administrators, and other staff**
- **Policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies**

Comparability Demonstration

Comparability demonstration using Comparability Forms A, B, C, and D

Timing

Use October student enrollment and October staffing data

If Title I schools not comparable, staff revisions to schools made by November 15

COMPARABILITY INSTRUCTIONS AND FORMS

Instructions and forms similar to previous years except for change in instructional staff to be listed on Form D. The only instructional staff to be listed on Form D are:

EPIMS 1305	Principal
EPIMS 1310	Asst/Vice Principal
EPIMS 2305	Teacher
EPIMS 2310	Teacher – support content instruction
EPIMS 2325	Long Term Substitute Teacher
EPIMS 2330	Instructional Coach
EPIMS 3329	Guidance Counselor

REMINDER: Include only staff paid from State and local funds. Exclude staff paid from Title I or other federal funds.

DISTRICT POLICY AND PROCEDURES FOR COMPARABILITY

All districts must have policies and procedures for complying with comparability requirement

- **In writing**
- **Office responsible for written assurance**
- **Office responsible for making comparability calculations and measure and process used to determine whether schools are comparable**
- **District timeline for demonstrating comparability**
- **How and when district makes adjustments in schools that are not comparable**

DISTRICT SUBMISSION OF COMPARABILITY REPORT TO DESE

Only those districts undergoing an annual program review will be required to submit a comparability report to DESE. The comparability report will be submitted along with the requested program review documentation

DESE will utilize a newly developed automated computer report using staff data from the district EPIMS submission to monitor districts' compliance with comparability

COMPLETION OF FORMS

FORM A: Summary Sheet

FORM B: Detailed Title I School Data

FORM C: Detailed Non-Title I School Data

FORM D: Staff Data by Individual School

FORM A: Summary Sheet

**Every District operating a Title 1 program must complete Form A.
“District” also pertains to Regional Schools, Charter Schools, and Regional Vocational-
Technical Schools.**

Even districts exempt from comparability should complete Form A.

FORM B: Detailed Title I School Data

All Districts with Title 1 programs will complete this form unless the following circumstances exist:

- a. Only one school in district.
- b. Only one school in the grade span in which Title I services are being provided.

For a. and b., there is no basis for comparison.

The number of Form B's that a District will use will depend on the following:

- a. A separate Form B must be completed for each separate grade span in which Title 1 services are being provided (i.e., A, B, C, X) if that grade span (1) includes both Title I and non-Title I schools or (2) includes two or more Title I schools and no non-Title I schools.
- b. A separate Form B must be completed for each group of smaller and of larger schools (when the grade span split option has been chosen) that meets either of the conditions of "a." above for a grade span.

FORM C: Detailed Non-Title I School Data

For each Form B completed listing the Title I schools for a particular grade span (or for larger or smaller groupings within a grade span if the grade span split option has been chosen) a corresponding Form C listing all non-Title I schools within the same grade span must also be completed for a comparison to be made. The averages for all non-Title I schools should be determined and shown in the appropriate boxes at the bottom of Form C as well as entered in the applicable boxes at the bottom of Form B.

Please note that Form B lists only Title I schools (those receiving Title I funds), not all Title I eligible schools.

FORM D: Staff Data by Individual School

A copy of Form D must be completed for every school, Title I or non-Title I, listed on either Form B or Form C. The total in Column 3 of Form D should be transferred to Column 4 on either the Form B or Form C Form listing that school.

QUESTIONS/ COMMENTS

**MATERIALS WILL BE AVAILABLE ON THE ESE SCHOOL FINANCE WEB SITE
UNDER 'ACCOUNTING AND AUDITING'**

EPIMS DEFINITIONS

1305 Principal/headmaster/headmistress/head of school Performs the highest level of executive management functions in an individual school, a group of schools or units of a school system. Responsibilities include the administration of instructional programs, extracurricular programs, community relations, operation of the school plant, selection and evaluation of professional and support staff, and the coordination of staff and student activities

1310 Deputy/associate/vice-/assistance principal Performs high-level executive management functions in an individual school, group of schools, or units of a school system. Primary duties include but are not limited to: 1) supervising student behavior; 2) handling specific assigned duties related to school management; 3) continuing curriculum and staff development; 4) working cooperatively with professional staff; 5) providing leadership in the instructional program; and 6) coordinating and/or arranging class schedules.

2305 Teacher Provides instruction, learning experiences, and care to students during a particular time period or in a given discipline.

2310 Teacher – support content instruction Provides supportive content instruction in the classroom. The students receiving services from these educators also receive direct content instruction in core academic areas from a teacher that needs to meet the Highly Qualified teacher requirements, and therefore these educators are not required to meet the highly qualified standard in the content area.

2325 Long Term Substitute Teacher An individual temporarily assigned to a specific teaching assignment for a minimum of 30 days.

2330 Instructional Coach Teacher that provides support to other teachers such as a mentor teacher.

3329 Guidance Counselor Guides individuals by assisting them in problem solving, decision making, discovering meaning, and articulating goals related to personal, education, and career development