

Title I Updates

Ending One School Year and Preparing for the Next



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Quarterly Updates

This is the first of a planned series of quarterly updates aimed at district staff responsible for overseeing district Title I programs. The goal of these updates is to provide you with both timely reminders of Title I-related responsibilities and guidance to help you meet those responsibilities, all in an easily accessible format. This first update spans the end of one school year and preparation for the next. Our next update, in September, will focus on the start up of the new school year. We welcome your feedback regarding the usefulness and form of this initial quarterly update.

Fiscal Issues

Adjustments to Current Year Budgeting and Spending

Spring is a time to take account of your district's current year Title I budget and spending, consider expenses and planned expenditures for the remainder of the fiscal year, and amend your current year budget accordingly. On April 4, we sent an e-mail notifying you of the options available to districts that project to have unexpended FY08 funds on August 31, the end of the federal grant period. The table below summarizes deadlines related to FY08 Title I grants. We will send additional reminders as the summer progresses, but feel free to contact us at TitleI@doe.mass.edu / 781-338-6230 if you have urgent questions or concerns.

July 18, 2008	Waiver request to extend end date for FY08 Title I Application to September 30, 2008 (if applicable).
July 31, 2008	Line item amendments due for FY08 NCLB grants (for Title I grants ending 8/31/2008)
August 31, 2008	FY08 Federal grant period ends
October 31, 2008	Final Financial Report (FR-1) due to Grants Management (for NCLB grants ending 8/31/2008)

PLEASE NOTE
THESE IMPORTANT
DEADLINES

Preparation of FY09 Title I Budget

On May 16 the Department posted the FY09 NCLB Grant Application and associated documents to its Web site at <http://www.doe.mass.edu/nclb/grant/>. As in prior years, districts may only submit one "coordinated" budget workbook containing grant applications for all federal Titles for which the district is applying. The *requested* submission date is **June 20, 2008**, *but* applications will be accepted on a rolling basis. Please note that the Department needs to receive district budget applications by August 1 to ensure a September 1, 2008 start date. Districts that submit their applications after August 1 may not have access to their FY09 Title I funds until sometime after September 1.

Fiscal Issues (Continued)

Final FY09 Allocations. As of June 5, we have not yet received word from the U.S. Department of Education regarding final FY09 Title I allocation amounts. We will notify you as soon as those final allocations are available. While preliminary FY09 Title I allocations are posted here:

<http://www.doe.mass.edu/titlei/grants.html?section=partAfy09>, we recommend that wherever possible districts wait until final allocations have been released before finalizing their budget decisions and submitting their applications.

Title I Form 1. Once you open the FY09 NCLB Budget Workbook and select your district on the “Cover” sheet, all schools in your district will automatically be listed in Title I Form 1 (the form used for identifying, selecting, and allocating funds to eligible Title I schools). Form 1 also contains October 2007 and March 2008 SIMS enrollment and free/reduced price lunch data for each school in the district. In addition, you can automatically rank schools by poverty percentage by selecting an appropriate method of selecting schools within Form 1. We hope these changes will simplify for you the process of identifying and selecting schools eligible for Title I services.

Online Video Tutorials. We are creating several video tutorials that will assist you in (a) completing and submitting the NCLB Budget Workbook and (b) completing Title I Forms 1 & 2. We aim to post these videos to <http://www.doe.mass.edu/nclb/grant/> in early June, and will notify you when they are available.

Title I Grant Application Technical Assistance Sessions. We have scheduled two WebEx sessions (audio teleconferences combined with computer-based visuals) and three conference calls aimed at assisting you in completing the FY09 Title I grant application. We will present basic information about completing the application and respond to individual questions. Based on feedback from a brief survey we sent you earlier this month, we have scheduled these sessions for the second and third weeks of June. Registration is required for all sessions. You can view the session details and register for sessions here: <http://www.doe.mass.edu/events.asp?month=6&year=2008>.

REGISTRATION
REQUIRED

Program Evaluation

The end of the school year is also time to evaluate your district’s Title I program. Title I program evaluations are conducted at the end of a program year and are intended to measure the efficacy and impact of the district’s Title I program. Evaluation data—such as periodic and summative student assessment data—and staff and parent surveys are used to evaluate the strengths and weaknesses of the program’s impact on raising student achievement and in productively involving parent/guardians in their children’s education. The evaluation must reflect Adequate Yearly Progress (AYP) data for the district and all Title I schools. You can find a sample program evaluation procedure and summary here: <http://www.doe.mass.edu/titlei/monitoring/samples.html>.

This is also an appropriate time of year to evaluate your district’s parent involvement policies and procedures, services for private school students and teachers, and your district’s coordination of Title I services with local neglected and delinquent facilities, if appropriate. Resources are available here <http://www.doe.mass.edu/titlei/parents.html> and here <http://www.doe.mass.edu/titlei/students/?section=all>.

The end-of-year program evaluation leads into a process for assessing needs, which we will address in our next quarterly update.

Title I Data Reporting

In accordance with federal Title I reporting requirements, the Massachusetts Department of Elementary and Secondary Education is required to collect certain information and data from all districts receiving Title I funds on an annual basis. Some of this information is collected automatically via the Student Information Management System (SIMS). Some of this information is collected in other ways. Descriptions of upcoming data collection activities, with associated deadlines, are below.

A. Title I Data Collection Application. [ALL TITLE I DISTRICTS]

In prior years, the Department used the paper-based Title I Performance and Achievement Report to collect school- and district-level Title I data annually from districts. Beginning this year, we have developed an electronic Title I Data Collection Application to replace the Performance and Achievement Report. The development of this electronic application is part of the Department's overall efforts to streamline and improve the efficiency of district data submission requirements.

REQUIRED FOR ALL
TITLE I DISTRICTS

How do I access the Title I Data Collection Application? The Title I Data Collection Application is accessed through the Department's Security Portal (<https://www4.doemass.org/>). Each district's Directory Administrator has the authority to assign specific "roles" that allows people to access the tools and data available there. The Directory Administrator must assign the Title I Grant Application Drop Box "role" to give someone access to the Title I Data Collection application. This is the same role used to give someone access to their district's Title I Grant Application Drop Box. A complete list of Directory Administrators is available at <http://www.doe.mass.edu/infoservices/data/diradmin/list.asp>.

What data are collected through the Title I Data Collection Application? Districts are required to submit much of the same data as required for the paper-based Title I Performance and Achievement Report. In addition, the district must also submit certain information related to NCLB parent/guardian communications and actions planned or implemented for each school in the district identified for corrective action or restructuring. In certain cases, data that were previously collected through the Performance and Achievement Report are now collected via SIMS or other data collection tools.

What is the deadline for submitting FY08 Title I data through the application? All data must be submitted to the Department of Elementary and Secondary Education via the Title I Data Collection Application by **August 31, 2008**.

IMPORTANT DEADLINE

Where can I get more information about this application? You can view a detailed set of instructions within the Title I Data Collection Application. For data related questions and general feedback, contact TitleI@doe.mass.edu. For technical questions about the application or its use, contact ProductionSupport@doe.mass.edu.

Title I Data Reporting (Continued)

B. Supplemental Educational Services Data. [DISTRICTS REQUIRED TO OFFER SES]

Throughout the year, districts offering supplemental educational services (SES) to low-income children in Title I schools identified for improvement (year 2), corrective action, or restructuring collect a variety of data about these programs and the children attending them. These data are a critical means of evaluating the effectiveness of SES programs. As in previous years, districts are also required to provide student participation and other SES-related data to the Department.

IMPORTANT
INFORMATION FOR
DISTRICTS REQUIRED TO
OFFER SES

In an attempt to streamline the SES data collection process and reduce the burden on districts of providing these student-level data, this year we will provide each district required to offer SES a pre-populated roster of students eligible for these additional tutoring services. In June we will send all SES districts complete details regarding the process for electronically submitting FY08 SES data. The deadline for submitting these data to the Department is **August 31, 2008**.

C. Neglected/Delinquent Data. [DISTRICTS WITH N/D SUBGRANTS]

Later in June the Department will send annual evaluations to all Neglected/Delinquent sites within district boundaries. The deadline for sites to submit their data to the Department will be August 31, 2008.

While district staff responsible for Title I activities are not directly involved in this data collection, if you work in a district that receives a Title I, Part D, Subpart 2 grant please contact the community residential facility director to ensure that the annual evaluation has been received and submitted to the Department by the due date.

Preparing for the Upcoming School Year

As one school year is ending, staff responsible for district Title I programs spend considerable time planning for the next. In addition to completing and submitting the district's Title I grant application, which is end result of several months of strategic and operational planning, at this point in the school year districts should take time to attend to the following.

A. Communicating with Private Schools that Enroll Eligible Students

As you know, all districts receiving Title I funds are required to make educational services available to eligible private school students and teachers that are comparable to the services provided to public school students and staff. If you have not done so already, your district must make offers of consultation to heads of private schools that enroll students who live in your district's Title I-served attendance areas. Be sure to retain evidence that the district has conducted such outreach.

After obtaining information on private school students from low-income families who reside in Title I school attendance areas within your district and estimating the amount of funds that will be generated for instruction, it is incumbent on you to consult with administrators from private schools serving residents of your district to discuss such issues as:

- How the district will identify the needs of eligible children
- What services the district will offer to eligible children, and how those services will be delivered
- What professional development activities the district will offer the private school teachers of private school children participating in Title I services

Further guidance and resources on serving eligible private school students, including links to federal non-regulatory guidance and the U.S. Department of Education's "toolkit" for ensuring equitable services to private school students, are here:

<http://www.doe.mass.edu/titlei/students/?section=private>.

REQUIRED FOR ALL
TITLE I DISTRICTS

Preparing for the Upcoming School Year (Cont'd)

B. Coordinating Services with Neglected/Delinquent Facilities

Districts receive grants to serve children in Neglected/Delinquent community residential facilities (Title I, Part D Subpart 2 grants) within the district's geographic boundaries. Districts receiving these grants must enter into a formal written agreement with community residential facilities working with neglected/delinquent children and youth to ensure that the children and youth are participating in an education program that is comparable to the one the district operates in the school that such children and youth would otherwise attend. The formal agreement must stipulate details regarding the program(s) to be provided as well as billing terms. Spring is an appropriate time to review current agreements with local N/D facilities and collaborate with them to establish agreements for the upcoming school year.

Additional details, including a link to federal non-regulatory guidance, are here:

<http://www.doe.mass.edu/titlei/students/>.

C. Preparing for NCLB School Choice

Districts are required to notify the parents/guardians of all children in Title I schools identified for improvement, corrective action, or restructuring of the option to transfer to another school in the district not identified for improvement, if such an option exists. As it takes two years of making AYP for all student groups for a school to exit improvement status, districts know now – in many cases – if a school in their district will be required to offer NCLB school choice in 2008-09.

Rather than waiting until late August for preliminary Adequate Yearly Progress (AYP) determinations and rushing to notify parents/guardians and arrange for school choice just prior to the start of the new school year, districts should begin planning for school choice now. In addition to taking stock of schools which might be able to receive transfer students and establishing a schedule for notifying all parents/guardians of children in identified schools, districts should set aside appropriate funds in the FY09 Title I budget application, begin notifying parents/guardians of children in Title I schools that will remain in improvement status in 2008-09 and arrange for transfers, as appropriate.

Resources regarding NCLB school choice, including a link to the U.S. Department of Education's useful publication, *Giving Parents Options*, are available here:

<http://www.doe.mass.edu/nclb/choice.html>.

D. Preparing for Supplemental Educational Services (SES)

As with NCLB school choice, in many cases districts know now which Title I schools will remain identified for improvement (year 2), corrective action, or restructuring and thus will be required to offer supplemental educational services (SES) to the parents/guardians of all low income children in the school.

In addition to identifying schools that may or will have to offer services in 2008-09 and preparing notification and application materials, districts should:

- inform building principals about SES
- reserve funds for SES and school choice in FY09 Title I budget application
- review the list of approved SES providers and make preliminary contact with them

Resources regarding SES, including the sample materials and the state list of approved SES providers, are available here: <http://www.doe.mass.edu/ses/>.

CONTACT US AT
TITLEI@DOE.MASS.EDU IF
YOU HAVE N/D-SPECIFIC
QUESTIONS

PREPARING EARLY
HELPS MINIMIZE A
RUSH DURING THE
START-UP OF SCHOOL

Preparing for the Upcoming School Year (Cont'd)

E. Providing the Department Updated Contact Information

When submitting your district's FY09 Title I grant application, please be sure to include updated contact information – including a summer telephone number and/or e-mail address.

PLEASE CHECK YOUR
CONTACT INFORMATION

In addition, please be sure that the Title I contact information for your district listed in the Department's Directory Administration is up-to-date:

<http://profiles.doe.mass.edu/functions.asp?ftFuncTypCode=52>. This is the list we use to contact you, so please be sure that your information is current.

If not, your district's Directory Administrator is responsible for making any necessary changes. A list of all district Directory Administrators is here:

<http://www.doe.mass.edu/infoservices/data/diradmin/list.asp>.

On the Horizon

We have scheduled our next Quarterly Update of Title I-related issues for early September. That update will include details on the following topics:

- AYP and MCAS reporting
- notification of school and district accountability status, and required actions
- technical changes to AYP reporting
- findings from the 2007-08 Title I program review process
- needs assessments
- an early fall Title I technical assistance session
- the Department's Title I-related technical assistance plan for FY09

Contact Information

Over the past year Department staff have continued to make considerable changes to our Title I and NCLB Web sites. The sites now include resources, including sample materials, related to almost all aspects of Title I program administration.

Please spend some time familiarizing yourself with those resources:

<http://www.doe.mass.edu/titlei/>.

HOW TO CONTACT THE
DEPARTMENT

When you have specific questions or concerns, please feel free to contact us.

For Title I-specific questions: titlei@doe.mass.edu / 781-338-6230

For AYP or accountability-related questions: ayp@doe.mass.edu / 781-338-3550

For SES-specific questions: sesproviders@doe.mass.edu / 781-338-6328