

Title I Updates

For District Staff Responsible for Title I Programs



Quarterly Updates

This is the third 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 timely reminders of your responsibilities under Title I and guidance to help you meet those responsibilities, all in an easily accessible format. This update spans the middle of the 2008-09 school year. Our next update will be in mid-spring. As always, your feedback regarding the usefulness of these updates is encouraged.

Note that this update roughly corresponds to the activities described for December through March on page 9 of the *Title I: Year at a Glance* document posted on the Department's website at www.doe.mass.edu/titlei/year.html.

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Fiscal Issues

American Recovery and Reinvestment Act

On February 17, Commissioner Chester sent a memorandum to all superintendents and charter school leaders regarding the passage of the federal American Recovery and Reinvestment Act (ARRA) and the additional K-12 funding that will likely be available for Massachusetts. Many details remain unknown at this point, however we will provide you additional information once we have received official state allocations and guidance from the U.S. Department of Education regarding use and distribution of the funds. The Commissioner's memorandum is available at: www.doe.mass.edu/news/news.asp?id=4585.

FY09 Title I Grant Amendments

In mid-November we notified all districts that we had received notice from the U.S. Department of Education that Massachusetts' statewide Title I, Part A allocation for FY09 was being reduced by approximately \$355,000. At that time, we indicated that we expected to notify districts of their final FY09 Title I allocations in January, after we had reallocated funds set aside for new and expanding charter schools.

We were able to notify all districts of their final adjusted FY09 Title I, Part A allocation on March 9. For the vast majority of districts, the adjustment had a minor impact on their FY09 Title I allocation.

Details regarding the amendment process are contained in the March 9 notification memo, at: <http://www.doe.mass.edu/news/news.asp?id=4639>.

Questions, comments, or feedback? Email us at titlei@doe.mass.edu

Fiscal Issues (Continued)

FY09 Carryover Grants (Using FY08 Funds)

In January 2009 we notified all districts with unspent FY08 Title I, Part A funds of the amount of funds that may be carried over into the FY09 program year and sent the district Title I contact a district-specific carryover application.

The district has considerable discretion in handling carryover funds. For example, carryover funds may be added to the district's current-year allocation and distributed to participating areas and schools (Title I Form 1), so long as this is done in accordance with allocation procedures that ensure equitable participation of private school children. The district may also provide additional funds to any of the activities supported by the reservations outlined on Form 2.

Time and Effort Records

Districts are required to maintain "time and effort" records for all personnel funded through Title I funds. For personnel who are partially funded through Title I funds, you are required to collect signed records on a monthly basis. Personnel who are fully funded through Title I funds are required to sign records on a semi-annual basis (twice a year). By this time you should have collected, or be in the process of collecting, these signed semi-annual certifications.

Record stipends for stipended staff on semi-annual certifications or monthly reports, whichever is utilized for the particular employee. Alternatively, permitted documentation includes (1) a signed supplemental contract that stipulates Title I work activity, (2) sign-in attendance logs approved by the supervisor (e.g., pay for professional development activities), and (3) employee time/pay slips that specify "Title I" and are approved by the supervisor.

Budget Reconciliation and Spending Projections

To ensure accurate record keeping and appropriate expenditure of funds, we encourage you to reconcile your records with those of your business manager on a monthly basis. Now that you are at the halfway point of your program year, this is a good time to revisit spending plans, make financial projections, and plan for any carryover of FY09 funds into FY10, if needed.

New Supplemental Educational Service (SES) Providers

The following organizations have been added to the State List of Approved Supplemental Educational Service (SES) Providers: America SCORES (serving Boston), The Bradford L. Dunn Institute (serving central and southeastern Massachusetts), and the Nantucket Education Trust (serving the island of Nantucket). If any of these providers serve your community, please be sure to include them in your parent/guardian communication and outreach activities around SES.

For detailed guidance on the carryover process, visit www.doe.mass.edu/titlei/fiscal/?section=carryover

By this time of the year you should have collected, or be in the process of collecting, these signed semi-annual certifications. For more information, including sample forms, visit: www.doe.mass.edu/titlei/fiscal/?section=time

Some districts operating schoolwide programs consolidate Federal, State, and local funds in a consolidated schoolwide pool. For information on how this affects time and effort reporting requirements, visit: www.doe.mass.edu/titlei/fiscal/?section=time

The State List of Approved Supplemental Educational Service Providers is available online at: www.doe.mass.edu/ses/results.asp

To find an SES provider in your community, use our search tool at: www.doe.mass.edu/ses/search.asp

FY09 Title I Program Review

All districts scheduled for a Title I Program Review must organize their documentation in the prescribed format outlined at www.doe.mass.edu/titlei/monitoring/

Each year Title I districts scheduled for a Coordinated Program Review (CPR) also undergo a Title I Program Review. The reviews, conducted every six years, provide the Department with information about the implementation of your Title I program. To see if your district is scheduled for an FY09 Title I Program Review, visit our website at www.doe.mass.edu/pqa/review/cpr/6yrcycle.html. We sent a notification to all districts scheduled for review on January 26, 2009. All required documentation must be submitted to the Department for desk review by March 6. To facilitate the review, please be sure to organize your documentation in the prescribed format outlined on our website at www.doe.mass.edu/titlei/monitoring/.

If upon review of your documentation we have outstanding question or concerns, or require additional information, we will notify you via email. For more information, including samples, visit our Title I Monitoring website at www.doe.mass.edu/titlei/monitoring/.

Results of Online Evaluation of November 19 Technical Assistance Meeting

Complete survey results and PowerPoint presentations given at the sessions are available at www.doe.mass.edu/titlei/

We would like to share some highlights of the online evaluation you took of the Technical Assistance that was held in Marlborough on November 19. The vast majority of you were "Satisfied" or "Very Satisfied" with the location, length, and overall design of the event (a combination of whole and small group presentations). Likewise, you were pleased with the selection of small group session presentations offered. When asked to identify those areas in which you would like to receive training in the future, the majority of you identified needs assessment/program evaluation and the FY10 Title I Grant Application. We thank you for your input, and we will be sure to incorporate your feedback in the design and delivery of future technical assistance activities. Complete survey results are available online at www.doe.mass.edu/titlei/news/2008/111908ta.html in Word and PDF format.

Title I and Other ESE News Headlines Delivered to Your Desktop

ESE Headlines that use RSS feeds have this icon:

A small blue square icon with the white text "RSS" inside.

To learn how to subscribe to RSS feeds, visit www.doe.mass.edu/rss/

Recently, RSS feeds were added to the Department's NCLB and Title I Headlines pages. RSS, known as Really Simple Syndication, is a popular means of sharing content (such as news headlines) without requiring you to constantly visit our website to see what's new.

RSS feeds contain headlines and links to Web pages. To receive RSS feeds you will need what is called a "feed reader" or "aggregator." Many free and commercial readers are available for you to download. Some are separate, "stand-alone" programs; other services will let you add RSS feeds to a Web page. Additionally, some Web browsers have built-in readers. News readers vary slightly in how they look and act, so you may find yourself testing several before settling on one. To learn how to subscribe to RSS feeds, visit our website at www.doe.mass.edu/rss/. The Department currently offers eight feeds on different topics.

Amended Title I Regulations

On October 20, 2008 the U.S. Department of Education amended certain regulations governing the Title I program. While the majority of changes concern State-level activities, they do impose certain requirements on Title I districts, particularly in regard to NCLB School Choice and Supplemental Educational Services (SES). As amended, these regulations require districts to:

- Implement interventions for schools in restructuring that are significantly more rigorous and comprehensive than the corrective actions that the school implemented after it was identified as in need of improvement, unless the school has begun to implement one of the restructuring options as a corrective action;
- Notify parents of eligible children of the NCLB Choice option as far in advance as possible;
- Demonstrate that students and their parents have had a genuine opportunity to transfer to another school or obtain SES before the district uses unspent funds from its 20 percent Choice/SES reservation for other allowable activities; and
- Optionally count a portion of its costs for parent outreach and assistance (up to an amount equal to 0.2 percent of its Title I, Part A allocation) toward meeting its 20 percent Choice/SES reservation.

The new regulations also require districts to include on their websites information about NCLB Choice and SES participation. To assist you in complying with this requirement, this spring we will post information about the number of students who were eligible for, and who participated in, SES and NCLB Choice for each district in the 2007–08 school year.

To help you understand your responsibilities under the new regulations, we will provide you with additional information in future AYP Guidance and Title I Grant materials, as well as upcoming Quarterly Updates and information sessions.

Title I Paraprofessionals

As you may know, we collect demographic data and work assignment information on individual public school educators through the Education Personnel Information Management System (EPIMS). Recently, we have received inquiries from districts regarding the coding of paraprofessionals who work in schoolwide or targeted assistance schools. To clarify:

- All paraprofessionals providing instructional services in schoolwide schools—regardless of the funding source—must meet NCLB's paraprofessional requirements; all Title I-funded paraprofessionals who provide instructional services in targeted assistance schools must also meet NCLB's paraprofessional requirements.
- Some districts use paraprofessionals to provide instructional support to students attending private schools. In these cases, the district must ensure they work under the direct supervision of a public school teacher.

The amended Title I regulations are available at:
www.ed.gov/legislation/FedRegister/finrule/2008-4/102908a.pdf

This spring we will post information about the number of students who were eligible for, and who participated in, SES and NCLB Choice for each district in the 2007–08 school year to its 2008 AYP Materials web page at
www.doe.mass.edu/sda/ayp/2008/

For more information on instructional paraprofessional requirements, visit
www.doe.mass.edu/nclb/title_ia.html.

Timely Parent/Guardian Communications

Encourage parents/guardians to learn more about NCLB at www.doe.mass.edu/nclb/parents.html

An important part of your relationship with parents/guardians is providing them with timely information about teacher quality, assessment, and accountability. To that end, the Department has prepared sample parent/guardian communications on a variety of topics, including: NCLB Report Cards (see below), parents' right-to-know about the qualifications of their child's teachers, NCLB Accountability Status, School Choice, and Supplemental Educational Services (SES). These samples are found on our Title I Monitoring page at www.doe.mass.edu/titlei/monitoring/.

NEW: 2008-09 NCLB Report Cards to be Posted to the Department's School and District Profiles Website

School and district report cards publicize data about student performance and program effectiveness for parents/guardians, 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. All districts receiving Title I funds must prepare and disseminate annual report cards.

In prior years, report cards were made available to districts for dissemination via the *NCLB Report Card Assistant* on the Security Portal. Beginning in March 2009, report cards will be posted to the Department's public School and District Profiles website to facilitate the public distribution of and access to these required reports.

What data are displayed on 2008-09 report cards?

2008-09 report cards will display teacher quality data as of October 1, 2008 and current AYP/MCAS data. For the first time this year, report cards will also display Massachusetts' statewide academic achievement results in grades four and eight on the National Assessment of Educational Progress (NAEP) reading and mathematics assessment. For more information on NAEP, please visit www.doe.mass.edu/mcas/naep/faq.html.

Now that ESE will make my NCLB Report Card available on its website, can I provide a link to the report cards from my website? Do I have to distribute them to parents/guardians?

While this change will make it easier for you to comply with your responsibility to disseminate report cards, linking to these report cards or posting them to your website alone is not sufficient—you must also provide this information to parents/guardians by other means, such as mailing report cards home to parents/guardians or sending copies home with students. If you have an existing method of communicating this information to parents/guardians, you do not need to use the Department's report card; however, it must contain all of the required elements, including NAEP data. See www.doe.mass.edu/nclb/reportcard/ for more information.

The NCLB Report Cards available through the *NCLB Report Card Assistant* on the Security Portal gave me the option to add an organization description and/or mission statement. Can I add these elements to the new report cards?

The report cards available in Profiles will display the organization description that you provide for your school or district using the Directory Administration tool in the Security Portal.

When will 2008-09 report cards be made available? What is the timeline for disseminating them to all parents?

Beginning in mid-March, report cards will be posted to the Department's public School and District Profiles website for all districts that have had their 2008-09 EPIMS data certified by the Department. We will post report cards for remaining districts on a rolling basis. NCLB Report Cards must be disseminated to all parents prior to the end of the 2008-09 school year.

For more information on NCLB Report Cards, including distribution requirements and sample parent notification letters, visit www.doe.mass.edu/nclb/reportcard/

Title I Calendar at a Glance

December

Submit requests to amend grants, as needed.

Collect signed Time & Effort records for split-funded staff.

Receive copy of annual survey of community residential & county house of correction facilities for Neglected or Delinquent (N or D) children that intend to apply for Title I funding for the following fiscal year.

January

Submit requests to amend grants, as needed.

Collect signed Time & Effort records for split-funded staff.

Districts that have filed waivers to exceed the 15% carryover limitation from the previous school year will be reviewed & monies that remain in excess of 15% will be liable for return to ESE.

Collect semi-annual certifications (1 of 2) for Title I personnel whose compensation is funded solely from Title I.

February

Submit requests to amend grants, as needed.

Collect signed Time & Effort records for split-funded staff.

Coordinate with early childhood centers to plan transition of pre school students.

March

Submit requests to amend grants, as needed.

Collect signed Time & Effort records for split-funded staff.

Disseminate NCLB Report Cards to all parents.

Consult with eligible private schools & obtain affirmation of consultation with participating private school officials

Coordinate services with local neglected or delinquent facilities (if applicable)

Use available data (e.g., free & reduced lunch, other low-income data, or a combination of poverty indicators) to determine eligible schools for Title I services (for next school year).

Learn more about these activities in [Title I: Year at a Glance](#), posted on the Department's website at www.doe.mass.edu/titlei/year.html



Spotlight: Parent / Guardian Outreach and Involvement

Involving parents, guardians and families as full partners in the education of their children is a cornerstone of Title I. When families support learning, children are more successful in school and school success helps children become successful adults. Through Title I you can build the capacity of parents/guardians to support the education of their children and to be meaningfully involved in the planning, implementation and review of the Title I program and related activities.

Your partnership with parents/guardians must be articulated in your parent/guardian involvement policies and in the parent/guardian compacts each Title I school develops and signs with parents on an annual basis.

A sample district wide parent/guardian involvement policy and parent/guardian compact are available at www.doe.mass.edu/titlei/monitoring/.

Parents' Place, Massachusetts' statewide parent information and resource center (PIRC), is another useful resource: www.pplace.org.

Questions, comments, or feedback? Email us at titlei@doe.mass.edu
