MASSACHUSETTS
Department of Elementary and Secondary Education

Brooke Charter School (District)
(LEA Code: 0428)

ESSA Federal Grant Program Monitoring (I, IIA, and IVA)

Monitoring Outcomes Report

Issued: May 16, 2025
Last Updated: October 20, 2025

Federal Grant Programs Team

Resource Allocation Strategy and Planning Office

Patrick Tutwiler
Interim Commissioner

MEMORANDUM

To: Brooke Charter School (District), Title I, IIA, and IVA Directors in FY 2024 Monitoring Cohort

From: Simone Lynch, Director of Federal Grant Programs

Date: May 16, 2025

Subject: Notice of FY 2024 ESSA (Titles I, IIA, and IVA) program monitoring required actions

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Thank you for submitting materials for your district's FY 2024 federal grant program monitoring review. Our federal grants program staff members have reviewed the materials your district submitted and, in certain cases, have requested and obtained additional documentation from your district.

All district submissions, record of review, and the district's monitoring outcomes report are located in the Communication Hub and Monitoring Portal (CHAMP). The report lists all review criteria and indicates which requirements were fulfilled and which had findings. Criteria with findings include a description of the finding, required action, and a deadline for submission of evidence that the required action to address the finding is complete.

Evidence of required actions must be uploaded in CHAMP by **October 10, 2025** in the same manner that initial submission of documentation was uploaded by the district's monitoring contact person.

The federal government, the Department (DESE), and the district all have an interest in seeing that actions taken to address findings are sufficient and that compliance with grant program requirements is sustained beyond completion of this monitoring review. To this end, your ESSA grant monitoring reviewer will be in contact as needed to provide your district support. Support and oversight can range from phone contact and online meetings to in-person visits and required in-depth technical assistance activities.

If you have any questions or concerns, please contact your ESSA grant monitoring reviewer.

Monitoring Outcomes Report

Criteria	Finding	Requirement Fulfilled	Required Action Resolved (if applicable)
1-A Title I Needs Assessment		Yes	
1-B Title IIA Needs Assessment		Yes	
1-C Districts that receive a Title IVA allocation greater than $30,000 - Needs Assessment		Yes	
1-D Submission of Annual ESSA Grant Application		Yes	
2-A Maintenance of Effort		Yes	
2-C Title I Supplement, Not Supplant		Yes	
2-E Supplement, Not Supplant for Schoolwide Program Schools		Yes	
2-F Reservation of Title I Funds		Yes	
3-A Title I Family/Guardian Notification		Yes	
3-B Title I Family/Guardian Engagement		Yes	
3-C Title I Family/Guardian Outreach and Involvement	Yes		10/20/2025
4-A Title I Evaluation	Yes		10/20/2025
4-B Title I Schoolwide Programs		Yes	
5-A Title I Selection and Allocation		Yes	
7-A Title IIA Allowable Activities		Yes	
7-B Title IIA Supplement, Not Supplant		Yes	
9-A Professional Growth and Improvement		Yes	
10-A Title IIA Program Activities Evaluation	Yes		10/20/2025
11-A Title IVA Direct Administrative Costs		Yes	

11-B Title IVA Supplement, not Supplant		Yes	
13-A Title IVA Program Activities Evaluation	Yes		10/20/2025

3-C Title I Family/Guardian Outreach and Involvement — Finding

Requirements

Schools conduct meetings at least annually to inform participating families/guardians of students about Title I programs. District and its schools develop materials and implement training/meeting time for Title I families/guardians to understand and collaborate on:
• The state's academic content standards and state student academic achievement standards;
• State and local academic assessments, including alternative assessments;
• The family/guardian engagement requirements of section 1116; and
• Sharing best practices and resources with families/guardians on how to monitor and improve student academic progress and achievement
Additionally, districts and schools provide accessible tools to assist all families in understanding and collectively supporting student improvement and achievement.

Legal Standards

ESEA §§1111-1112; §§1114-1116

Finding Description

The district did not submit sufficient evidence to show that the K-8 schools have provided accessible tools to help build capacity among families in understanding and collectively supporting student improvement and achievement.

Required Action

Submit evidence that the K-8 schools provide parents/families with communications, resources, workshops, trainings, etc. to help them build capacity to understand and improve their child's academic achievement. Evidence may include copies of meeting agendas, workshop flyers, sign-in sheets, newsletters and other documentation that demonstrates the district is providing accessible tools to assist all families/guardians in understanding the state's high standards, as well as sharing best practices and resources with families on how to monitor and improve student academic progress and achievement.

Deadline for Submission of Evidence

Oct 10, 2025

4-A Title I Evaluation — Finding

Requirements

The district evaluates the Title I plan at least on an annual basis and makes necessary revisions to reflect substantial changes in the direction of Title I program(s). The evaluation reflects accountability data for the district and all Title I schools.

Legal Standards

ESEA §§1112; 1114~1116; 1431(a)

Finding Description

District did not submit a written summary of the 2023-24 school year Title I program evaluation, including indicators of impact on student achievement, strengths and weaknesses of the program, and subsequent program changes.

Required Action

Submit a written summary of the 2024-25 school year Title I program evaluation, including indicators of impact on student achievement, strengths and weaknesses of the program, and subsequent program changes. Submit a detailed plan for how you will carry out the 2025-26 Title I program evaluation, including the timeline of steps involved, data collected and analyzed to gauge impact, individuals responsible for each step, and stakeholders consulted. Participate in targeted technical assistance on program evaluation as required by the Federal Grant Programs office. See resources: https://www.doe.mass.edu/federalgrants/resources/default.html under the topic heading ESSA Program Evaluation.

Deadline for Submission of Evidence

Oct 10, 2025

10-A Title IIA Program Activities Evaluation — Finding

Requirements

Professional development and other activities funded with Title IIA funds must use data and ongoing evaluation to continually update and improve activities.

Legal Standards

ESEA § 2102(b)(2)(D)

Finding Description

District did not provide a summary of the evaluation findings for activities funded under Title IIA.

Required Action

Submit a written summary of the 2024-25 school year Title IIA program evaluation, including indicators of impact on student achievement, strengths and weaknesses of the program, and subsequent program changes. Submit a detailed plan for how you will carry out the 2025-26 Title IIA program evaluation, including the timeline of steps involved, data collected and analyzed to gauge impact, individuals responsible for each step, and stakeholders consulted. Participate in targeted technical assistance on program evaluation as required by the Federal Grant Programs office. See resources: https://www.doe.mass.edu/federalgrants/resources/default.html under the topic heading ESSA Program Evaluation.

Deadline for Submission of Evidence

Oct 10, 2025

13-A Title IVA Program Activities Evaluation — Finding

Requirements

The district annually reports to the state how funds are being used and the degree to which the district has made progress toward meeting the objectives and outcomes described in its application for the use of these funds.

Legal Standards

ESEA §4106(e)(2)(F)

Finding Description

District did not provide a summary of the evaluation findings for activities funded under Title IVA.

Required Action

Submit a written summary of the 2024-25 school year Title IVA program evaluation, including indicators of impact on student achievement, strengths and weaknesses of the program, and subsequent program changes. Submit a detailed plan for how you will carry out the 2025-26 Title IVA program evaluation, including the timeline of steps involved, data collected and analyzed to gauge impact, individuals responsible for each step, and stakeholders consulted. Participate in targeted technical assistance on program evaluation as required by the Federal Grant Programs office. See resources: https://www.doe.mass.edu/federalgrants/resources/default.html under the topic heading ESSA Program Evaluation.

Deadline for Submission of Evidence

Oct 10, 2025