MASSACHUSETTS
Department of Elementary and Secondary Education

Lynnfield
(LEA Code: 0164)

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

Monitoring Outcomes Report

Issued: May 16, 2025
Last Updated: October 17, 2025

Federal Grant Programs Team

Resource Allocation Strategy and Planning Office

Patrick Tutwiler
Interim Commissioner

MEMORANDUM

To: Lynnfield, 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 grant program staff 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 finding description, required action, and a deadline for submission of evidence that the required action to address the finding is complete.

Evidence of required actions are to be uploaded in CHAMP by the deadline, **October 10, 2025** , in the same manner that initial submission of documentation was uploaded by the district monitoring contact.

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-D Submission of Annual ESSA Grant Application		Yes	
1-E-1 Private School Outreach	Yes		10/17/2025
1-E-2 Private School Participation and Programming		Yes	
1-F Private School Participants		Yes	
1-G Equitable Access to Excellent Educators		Yes	
2-A Maintenance of Effort		Yes	
2-B Comparability of Services		Yes	
2-C Title I Supplement, Not Supplant		Yes	
2-D Supplement, Not Supplant for Targeted Assistance 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		10/17/2025
3-C Title I Family/Guardian Outreach and Involvement		Yes	
4-A Title I Evaluation		Yes	
4-C Title I Targeted Assistance Programs	Yes		10/17/2025
5-A Title I Selection and Allocation		Yes	
6-A Title I Student Access		Yes	
7-A Title IIA Allowable Activities		Yes	

7-B Title IIA Supplement, Not Supplant		Yes	
8-A Title IIA Allocating Funds		Yes	
9-A Professional Growth and Improvement		Yes	
10-A Title IIA Program Activities Evaluation		Yes	
13-A Title IVA Program Activities Evaluation		Yes	

1-E-1 Private School Outreach — Finding

Requirements

Private School Outreach:
The district consults with appropriate private school officials regarding services for eligible private school children and maintains records of outreach and responses from each eligible private school.

Legal Standards

ESEA §§1117; 8306

Finding Description

District did not provide evidence that offers of consultation were received by private school officials at all eligible private schools.

Required Action

Submit evidence that spring distribution of offers of consultation for school year 2025-26 participation were received by eligible private schools.

Deadline for Submission of Evidence

Oct 10, 2025

3-B Title I Family/Guardian Engagement — Finding

Requirements

District and schools develop jointly with, annually evaluate and update with, and distribute to families/guardians written family/guardian engagement policies and school-family/guardian compacts.
• Family/Guardian engagement policies describe specific rights of families/guardians and the information and meaningful activities developed with families/guardians so the entire community is prepared to participate in student educational growth. Policies must also describe how families/guardians are involved in an annual evaluation of the effectiveness of the family/guardian engagement in improving academic achievement.
• School-family/guardian compacts are agreements between the entire school and the home (families/guardians) that describe the responsibilities of each party, including the student, if desired.

Legal Standards

ESEA §§1111-1112; §§1114-1116

Finding Description

District did not submit evidence that the district's Title I family engagement policy was reviewed by families and updated due to their feedback.

Required Action

Please submit evidence that the family/guardian engagement policy has been reviewed by families/guardians and revisions have been made in an updated policy. Evidence can include relevant meeting agenda items, meeting notes, and written feedback. The updated family engagement policy should also be submitted.

Deadline for Submission of Evidence

4-C Title I Targeted Assistance Programs — Finding

Requirements

Targeted Assistance Programs:
District develops targeted assistance program plans that are coordinated with and support regular education program(s) in relevant schools. Title I staff must be integrated with regular instructional staff in all activities, and targeted assistance programs must:
1. Use effective instructional methods and strategies that strengthen the core academic program of the school;
2. Use multiple, educationally related, objective criteria to identify children failing, or most at risk of failing, to meet the state's academic achievement standards (children in grades PK-2 selected solely on the basis of such criteria as teacher judgment, interviews with parents, and developmentally appropriate measures);
3. Give primary consideration to providing extended learning time for served students;
4. Provide an accelerated, high-quality curriculum;
5. Minimize the removal of children from the regular classroom during regular school hours.

Legal Standards

ESEA §1115

Finding Description

District did not submit student selection criteria sheets containing the required components. District's rank-ordered student list is therefore also not based on an accurate criteria sheet and must be revised to reflect an updated criteria sheet.

Required Action

Submit the 2025-26 student selection criteria sheets for each subject and grade served in targeted assistance programs. Selection must be based on multiple, objective, educationally-related criteria. Selection criteria are weighted by attaching a range of points to each one, resulting in a total score per student screened. Submit 2025-26's list of students screened for selection based on the updated criteria sheet. The list should be organized by subject and grade served and include individual student total scores, listed in descending order. To protect student confidentiality, please do not include student names (remove or white-out).

Deadline for Submission of Evidence

Oct 10, 2025