

FY17 Title I Program Review

How to organize and submit your SY 2016-17 materials for review by ESE staff

School Improvement Grant Programs

July 2016

Massachusetts Department of
ELEMENTARY & SECONDARY
EDUCATION



Title I program review process

- ★ Every six years each school district in the Commonwealth is scheduled for a coordinated program review of state and federal programs.
- ★ Districts receiving Title I funds undergo a Title I program review in the same year they are scheduled for coordinated program review.
 - ★ Coordinated program review schedule:
<http://www.doe.mass.edu/pqa/review/cpr/6yrcycle.html>
- ★ The Department notifies each district undergoing a Title I program review of the timeline for submitting required materials.



Title I program review process

- ★ ESE will notify districts scheduled for a program review (notification in summer and materials due in winter)
- ★ After materials have been received, ESE staff conduct a desk-audit of submitted materials and other extant data.
- ★ Following the review, ESE issues a report to the district describing any findings that do not meet the specified criteria and required actions, if any.
- ★ Districts then have a specified window of time within which to submit evidence that required actions have been taken.



Title I program review resources

- ★ The *2016-17 Title I Program Review Procedures* document serves as the manual for Title I program review preparation. It gives specific information as to what documentation is required and how to organize your materials for review by ESE staff.
- ★ This document and additional information about the Title I program review process are available at <http://www.mass.gov/edu/government/departments-and-boards/ese/programs/accountability/financial-support/title-i-and-other-federal-support-programs/title-i-part-a/program-review.html>
- ★ The following slides illustrate how to organize and submit your district's materials to ESE.



Prepare documentation

1. Collect your materials.
2. Organize your materials by tab as outlined in the *2016-17 Title I Program Review Procedures* document.
3. Store your materials electronically (preferred) using a flash drive or CD, or in a binder or file box.
4. Submit your materials to ESE via mail or in person.



Collect your materials

As stated in the *2016-17 Title I Program Review Procedures* document, your Title I program review materials **MUST** be clearly organized by tab. The next slide shows the list of tabs.



Organize your materials by tab

Fiscal procedures

Tab 1: Comparability procedure

Tab 2: Comparability demonstration

Tab 3: Supplement, not supplant policy and procedures

Tab 4: Documentation of Title I expenditures

Parent/guardian communications

Tab 5: District and school parent/guardian involvement policies

Tab 6: School-parent/guardian compact

Tab 7: Documentation of parent/guardian outreach and involvement

Tab 8: Parent/guardian notification – report cards

Tab 9: ~~Parent/guardian notification – right to know (teacher not meeting “highly qualified” requirements)~~ **Leave tab empty**

Program design and evaluation

Tab 10: Needs assessment procedure

Tab 11: Program evaluation procedure

Tab 12: Program evaluation summary, including non-public school service, if any

Tab 13: Targeted assistance program plans

Tab 14: Schoolwide program plans

Tab 15: Accountability related required actions – levels 2-5 (site visit districts only)

Data collection and management

Tab 16: Title I personnel lists

Tab 17: Time and effort records

Tab 18: Student selection procedure in targeted assistance schools

Tab 19: Title I targeted assistance program student selection criteria

Tab 20: Rank-ordered student selection list of Title I students in targeted assistance program

Opportunity and equal educational access

Tab 21: Offer of consultation to eligible non-public schools

Tab 22: Affirmation of consultation with participating non-public school officials and description of services

Tab 23: Third-party contracts

Tab 24: Neglected or delinquent (N or D) facility coordination



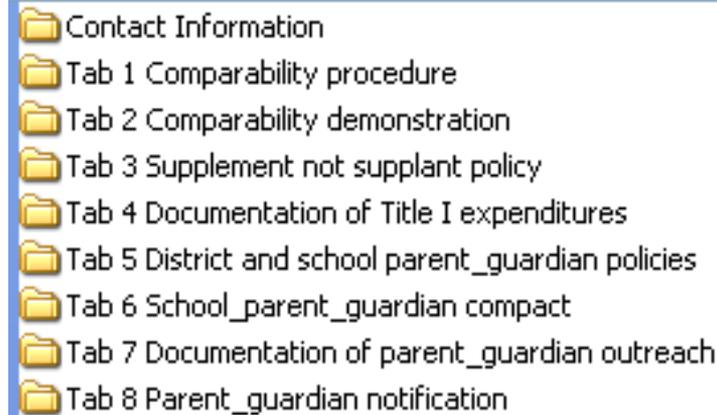
Store your materials electronically using a flash drive or CD, or in a binder or file box

- ★ If using **electronic media** to store your materials, you must ensure that:
 - ★ Materials are organized by tab and submitted together electronically, as ESE will not accept mixed media (e.g., a combination of paper and electronic files), and everything is on one flash drive or CD
 - ★ Contact information for the district is included
 - ★ Duplicate copy is kept for district records
- ★ If using a **binder or file box** to organize your materials, you must ensure that:
 - ★ Materials are organized by tab as specified in the *2016-17 Title I Program Review Procedures* document
 - ★ Contact information for the district is included in binder or box
 - ★ Duplicate copy is kept for district records (**ESE does not mail hard copies back to district**)



Option 1: Flash drive or CD

(preferred method)

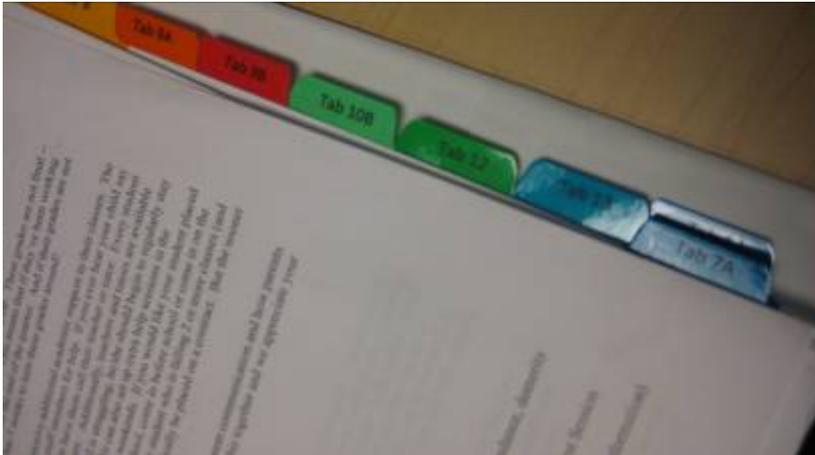


ESE prefers that materials be submitted electronically using a flash drive or CD. Keep in mind the following:

- ★ All materials must be submitted together electronically, as ESE will **not** accept mixed media (e.g., a combination of paper and electronic files)
- ★ The filenames must be clearly labeled by tab (see image above). One suggestion is to create a folder for each tab and place related information inside each folder.
- ★ Save your files in Microsoft Word, Excel or Adobe PDF format
- ★ Include a Microsoft Word file containing contact information
- ★ Preparation will likely involve scanning some documents and converting them to PDF



Option 2: Binder

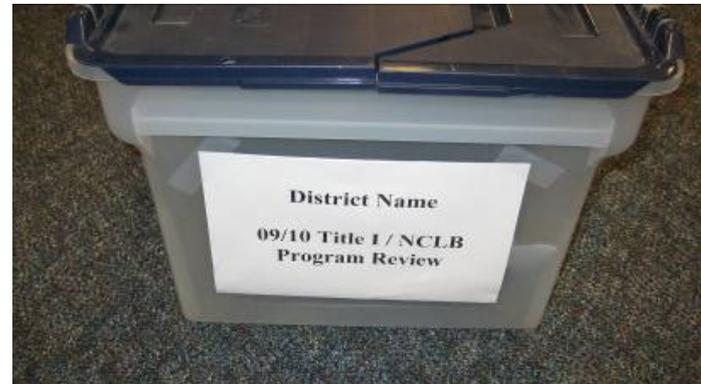


- ★ Materials are organized by tabbed dividers in a three-ring binder
- ★ Tabs are printed or neatly written in ink
- ★ Outside of binder labeled with the name of the district and "FY17 Title I Program Review"
- ★ Contact information easily located inside front of binder
- ★ Multiple binders are clearly labeled (e.g., 1 of 2, etc.)



Option 3: File box

- ★ When considering multiple binders, it may make sense to submit a file box instead
- ★ Materials are organized by tabbed folders inside hanging folders. Tabs must be printed or neatly written in ink
- ★ Outside of box labeled with the name of the district
- ★ Contact information easily located inside lid of box
- ★ Multiple boxes are clearly labeled (e.g., 1 of 2, etc.)



Not an option

You **must** organize your required documentation by tab as shown on Slide 7. **Do not** organize documentation according to the criteria used to review compliance (i.e., 1-A, 1-B, 1-C, etc.) found at the end of *2016-17 Title I Program Review Procedures* document (image below).

Program Review Criteria

The criteria below are based on the statutory requirements of Title I programming and serve as the basis for the report of findings (if any).

PLEASE NOTE: Document submission should not be organized according to the program review criteria below. Rather, documents for submission must be organized according to the tabs on the preceding pages.

Fiscal Procedures	
CRITERIA	EVIDENCE
1-A Maintenance of Effort: District's combined fiscal effort per student (aggregate local and state expenditures for public education for the preceding fiscal year) was at least 90 percent of the combined fiscal effort or aggregate expenditures for the second preceding fiscal year. (N.B., Maintenance of Effort applies to local and state expenditures, not to Title I federal expenditures.) NCLB §§1120A; 9021	<ul style="list-style-type: none">▪ Federal Grant Assurances Document (on file with the Department)▪ Maintenance of Effort Records (on file with the Department)
1-B Comparability of Expenditures	



Submit your materials to ESE via mail or in person

- ★ **Mail** your electronic media, binder, or box to:

FY17 Title I Program Review

ATT: Julia Foodman

School Improvement Grant Programs

Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street

Malden, MA 02148

OR

- ★ **Drop off** your materials in person at the front desk of the Massachusetts Department of Elementary and Secondary Education in Malden. **Label them 'For Julia Foodman'**. For directions, visit: www.doe.mass.edu/contact/doedirections.html



Checklist

Please remember to:

- ✓ Organize your materials by tab as outlined in the *2016-17 Title I Program Review Procedures* document and as shown in Slide 7
- ✓ Store your materials electronically using a flash drive or CD, or in a binder or file box
- ✓ Make a duplicate copy of the binder, file box, or electronic media for recordkeeping purposes (**This is strongly recommended**)
- ✓ Include contact information inside the binder or file box; or, if using electronic media, include a Microsoft Word file containing this information
- ✓ Ensure your binder or file box is boxed up and sealed; or, if using electronic media, ensure you used a padded mailer and wrote “fragile” on the outside of the mailer
- ✓ Consider purchasing tracking and/or delivery confirmation
- ✓ Clearly label your mailing with a delivery address and return address



For more information

Title I website: www.mass.gov/ese/titlei

Email: titlei@doe.mass.edu

Phone: 781-338-6230

