

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Ashland

#### Required Action:

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Parent / Guardian Communications</b>  <b>2B-1: Parent/Guardian Policies</b></p> <ul style="list-style-type: none"> <li>• District creates and distributes written district parent/guardian involvement policies</li> <li>• Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs)</li> <li>• Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth</li> <li>• District updates parent/guardian involvement policies periodically after evaluating their effectiveness</li> </ul>	District did not submit a parent involvement policy for each Title I served school. Only a district policy was submitted.	Submit copies of parent/guardian involvement policies for each Title I-served school in the district.	October 7, 2016
<p><b>Opportunity &amp; Equal Educational Access</b>  <b>5B-1: Non-Public School Outreach and Programming</b></p> <p>District consults with appropriate private school officials regarding services for eligible private school children.</p>	District did not provide evidence that offers of consultation were received by the private school officials at schools that eligible students attend.	Submit evidence of receipt of timely offer of consultation regarding FY17 program participation (2016-2017 school year) by officials at all eligible schools.	October 7, 2016

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Brimfield

#### **Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<b>Fiscal Procedures</b> <b>1F-1: Supplement not Supplant</b> District has developed, implemented, and disseminated written supplement, not supplant policy and procedures. Administrators and appropriate staff demonstrate clear understanding of policy and procedures.	District has submitted documentation that demonstrates that the Supplement, not Supplant policy is carried out; however, a single, brief summary policy/procedure document was not submitted.	Submit dated copy of the district's Supplement, Not Supplant policy and procedures document that contains necessary elements for the 2016-17 school year.	October 7, 2016
<b>Parent / Guardian Communications</b> <b>2B-1: Parent/Guardian Policies</b> <ul style="list-style-type: none"> <li>• District creates and distributes written district parent/guardian involvement policies</li> <li>• Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs)</li> <li>• Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth</li> <li>• District updates parent/guardian involvement policies periodically after evaluating their effectiveness</li> </ul>	District and school parent/guardian involvement policies were not submitted.	Submit copies of parent/guardian involvement policies for the district and each Title I-served school in the district.	October 7, 2016
<b>Program Design &amp; Evaluation</b> <b>3C-1: Plan Evaluation</b> District evaluates Title I plan at least on an annual basis and makes necessary revisions to reflect substantial changes in direction of Title I program(s). Evaluation reflects accountability data for district and all Title I schools.	District did not submit a written summary of the 2014-2015 school year Title I program evaluation, including indicators of impact on student achievement, strengths and weaknesses of the program, and subsequent program changes.	Submit copy of program evaluation summary and findings report for the 2015-16 school year.	October 7, 2016

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Brockton

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Program Design &amp; Evaluation</b>  <b>3D-1: Schoolwide Program Plans</b></p> <p>If applicable, district develops comprehensive Schoolwide Program plans with involvement of community, individuals to be served, and relevant staff. Schoolwide plans are evaluated annually and must:</p> <ol style="list-style-type: none"> <li>1. Identify reform strategies, aligned with the needs assessment, that are research-based and provide opportunities for all children to meet the State’s proficient or advanced levels of academic achievement;</li> <li>2. Provide instruction by highly qualified teachers;</li> <li>3. Offer high-quality, ongoing professional development;</li> <li>4. Create strategies to attract highly qualified teachers;</li> <li>5. Create strategies to increase parental involvement;</li> <li>6. Develop plans to assist preschool students through the transition from early childhood programs to local elementary school programs;</li> <li>7. Identify measures to include teachers in decisions regarding the use of academic assessments;</li> <li>8. Conduct activities to ensure that students who experience difficulty attaining proficiency receive effective, timely, additional assistance;</li> <li>9. Coordinate and integrate Federal, State and local services and programs;</li> <li>10. Meet intent and purposes of each program whose funds are consolidated, if applicable.</li> </ol> <p>Note: Schoolwide plans must indicate how schools in districts that are not reserving funds under Title I for homeless students are providing for appropriate services in schoolwide programs.</p>	<p>Submitted schoolwide plans do not include the 10 required components.</p>	<p>Submit Schoolwide program plans that contain the 10 required components. If the Schoolwide plan is contained within a larger school improvement plan, the required Schoolwide program components must be noted for convenient reference. For more information, go to:  <a href="http://www.mass.gov/edu/docs/ese/accountability/title-i/program-design/schoolwide-programs.pdf">http://www.mass.gov/edu/docs/ese/accountability/title-i/program-design/schoolwide-programs.pdf</a></p>	<p>October 7, 2016</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Brockton

Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Data Collection &amp; Management</b> <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ia.html">Http://www.doe.mass.edu/nclb/title_ia.html</a></p>	<p>There are discrepancies between the Title I funded staff listed on the EPIMS report and the Title I personnel roster.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Brookfield

#### **Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<b>Fiscal Procedures</b> <b>1F-1: Supplement not Supplant</b> District has developed, implemented, and disseminated written supplement, not supplant policy and procedures. Administrators and appropriate staff demonstrate clear understanding of policy and procedures.	District has submitted documentation that demonstrates that the Supplement, not Supplant policy is carried out; however, a single, brief summary policy/procedure document was not submitted.	Submit dated copy of the district's Supplement, Not Supplant policy and procedures document that contains necessary elements for the 2016-17 school year.	October 7, 2016
<b>Parent / Guardian Communications</b> <b>2B-1: Parent/Guardian Policies</b> <ul style="list-style-type: none"> <li>• District creates and distributes written district parent/guardian involvement policies</li> <li>• Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs)</li> <li>• Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth</li> <li>• District updates parent/guardian involvement policies periodically after evaluating their effectiveness</li> </ul>	District and school parent/guardian involvement policies were not submitted.	Submit copies of parent/guardian involvement policies for the district and each Title I-served school in the district.	October 7, 2016
<b>Program Design &amp; Evaluation</b> <b>3C-1: Plan Evaluation</b> District evaluates Title I plan at least on an annual basis and makes necessary revisions to reflect substantial changes in direction of Title I program(s). Evaluation reflects accountability data for district and all Title I schools.	District did not submit a written summary of the 2014-2015 school year Title I program evaluation, including indicators of impact on student achievement, strengths and weaknesses of the program, and subsequent program changes.	Submit copy of program evaluation summary and findings report for the 2015-16 school year.	October 7, 2016

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Burlington

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Parent / Guardian Communications</b>  <b>2B-1: Parent/Guardian Policies</b></p> <ul style="list-style-type: none"> <li>• District creates and distributes written district parent/guardian involvement policies</li> <li>• Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs)</li> <li>• Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth</li> <li>• District updates parent/guardian involvement policies periodically after evaluating their effectiveness</li> </ul>	<p>District did not submit a parent involvement policy for each Title I served school. The document submitted is the ESE guidance on district and school parent involvement policies, but the document was not modified to include specific information on what each Title I school will do to involve parents.</p>	<p>Submit copies of parent/guardian involvement policies for each Title I-served school in the district.</p>	<p>October 7, 2016</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Everett

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Parent / Guardian Communications</b>  <b>2B-1: Parent/Guardian Policies</b></p> <ul style="list-style-type: none"> <li>• District creates and distributes written district parent/guardian involvement policies</li> <li>• Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs)</li> <li>• Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth</li> <li>• District updates parent/guardian involvement policies periodically after evaluating their effectiveness</li> </ul>	<p>District did not submit a parent involvement policy for each Title I-served school. Only a district policy was submitted. School-level excerpts from School Improvement Plans related to family engagement were submitted for each school. Each school, however, is required to have a written policy in place that gets distributed to parents.</p>	<p>Submit copies of parent/guardian involvement policies for each Title I-served school in the district.</p>	<p>October 7, 2016</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Franklin

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Data Collection &amp; Management</b>  <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ia.html">Http://www.doe.mass.edu/nclb/title_ia.html</a></p>	<p>EPIMS data does not include all staff listed on Time and Effort records and Title I personnel roster.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Georgetown

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Data Collection &amp; Management</b>  <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ia.html">Http://www.doe.mass.edu/nclb/title_ia.html</a></p>	<p>EPIMS report lists no staff as being funded by Title I so there is no information regarding Highly Qualified Status.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Halifax

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Data Collection &amp; Management</b>  <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ia.html">Http://www.doe.mass.edu/nclb/title_ia.html</a></p>	<p>EPIMS report lists no staff as being funded by Title I so there is no information regarding Highly Qualified status.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Hatfield

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Data Collection &amp; Management</b>  <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ia.html">Http://www.doe.mass.edu/nclb/title_ia.html</a></p>	<p>EPIMS data does not include all staff listed on Time and Effort records and Title I personnel roster.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Holland

#### Required Action:

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<b>Fiscal Procedures</b> <b>1F-1: Supplement not Supplant</b> District has developed, implemented, and disseminated written supplement, not supplant policy and procedures. Administrators and appropriate staff demonstrate clear understanding of policy and procedures.	District has submitted documentation that demonstrates that the Supplement, not Supplant policy is carried out; however, a single, brief summary policy/procedure document was not submitted.	Submit dated copy of the district's Supplement, Not Supplant policy and procedures document that contains necessary elements for the 2016-17 school year.	October 7, 2016
<b>Parent / Guardian Communications</b> <b>2B-1: Parent/Guardian Policies</b> <ul style="list-style-type: none"> <li>• District creates and distributes written district parent/guardian involvement policies</li> <li>• Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs)</li> <li>• Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth</li> <li>• District updates parent/guardian involvement policies periodically after evaluating their effectiveness</li> </ul>	District and school parent/guardian involvement policies were not submitted.	Submit copies of parent/guardian involvement policies for the district and each Title I-served school in the district.	October 7, 2016
<b>Program Design &amp; Evaluation</b> <b>3C-1: Plan Evaluation</b> District evaluates Title I plan at least on an annual basis and makes necessary revisions to reflect substantial changes in direction of Title I program(s). Evaluation reflects accountability data for district and all Title I schools.	District did not submit a written summary of the 2014-2015 school year Title I program evaluation, including indicators of impact on student achievement, strengths and weaknesses of the program, and subsequent program changes.	Submit copy of program evaluation summary and findings report for the 2015-16 school year.	October 7, 2016

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Holland

Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Data Collection &amp; Management</b> <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ia.html">Http://www.doe.mass.edu/nclb/title_ia.html</a></p>	<p>EPIMS report lists no staff as being funded by Title I so there is no information regarding Highly Qualified status.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Hopkinton

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Data Collection &amp; Management</b>  <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ia.html">Http://www.doe.mass.edu/nclb/title_ia.html</a></p>	<p>EPIMS report lists no staff as being funded by Title I so there is no information regarding Highly Qualified status.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Kingston

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Data Collection &amp; Management</b>  <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ii.html">Http://www.doe.mass.edu/nclb/title_ii.html</a></p>	<p>EPIMS report lists no staff as being funded by Title I so there is no information regarding Highly Qualified status.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Lenox

**Required Action:**

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Program Design &amp; Evaluation</b>  <b>3E-1: Targeted Assistance Program Plans</b>                      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:</p> <ol style="list-style-type: none"> <li>1. Use effective instructional methods and strategies that strengthen the core academic program of the school;</li> <li>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);</li> <li>3. Give primary consideration to providing extended learning time for served students;</li> <li>4. Provide an accelerated, high-quality curriculum;</li> <li>5. Minimize the removal of children from the regular classroom during regular school hours.</li> </ol>	<p>The district's student selection criteria are not weighted and student selection lists are not rank-ordered by composite screening score per student.</p>	<p>Submit student selection criteria sheets used per grade and subject served. Submit lists of screened and participating students per grade and subject served, in rank order of selection based on criteria totals.</p>	<p>October 7, 2016</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Marion

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Data Collection &amp; Management</b>  <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ia.html">Http://www.doe.mass.edu/nclb/title_ia.html</a></p>	<p>EPIMS data submitted by the district does not match staff listed on Time and Effort records and Title I personnel roster.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### North Attleborough

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Data Collection &amp; Management</b>  <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ia.html">Http://www.doe.mass.edu/nclb/title_ia.html</a></p>	<p>EPIMS data does not include all staff listed on Time and Effort records and Title I personnel roster.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Peabody

#### **Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<b>Fiscal Procedures</b> <b>1B-1: Comparability</b> District has and follows a written Comparability reporting procedure.	District did not submit a written comparability procedure.	Submit a copy of the district's written comparability procedure.	October 7, 2016
<b>Parent / Guardian Communications</b> <b>2B-1: Parent/Guardian Policies</b> <ul style="list-style-type: none"> <li>• District creates and distributes written district parent/guardian involvement policies</li> <li>• Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs)</li> <li>• Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth</li> <li>• District updates parent/guardian involvement policies periodically after evaluating their effectiveness</li> </ul>	There is a school/parent goals document that broadly outlines what the district does. There is no formal parent involvement policies for the schools or the district.	Submit copies of parent/guardian involvement policies for the district and each Title I-served school in the district.	October 7, 2016
<b>Program Design &amp; Evaluation</b> <b>3A-1: Needs Assessment</b> District conducts annual needs assessment for each Title I school (both schoolwide and targeted assistance programs) that includes data on achievement of children in relation to State academic content and achievement standards and input from parents and school and district staff. Needs assessment is used to determine type of programs and services to be provided to eligible students.	District did not submit a copy of the most current, dated summary of the district's procedure for assessing areas of greatest academic need.	Submit a summary of the needs assessment procedure that is used to determine best use of available resources, including supplemental Title I funding for the 2015-16 school year.	October 7, 2016
<b>Program Design &amp; Evaluation</b> <b>3C-1: Plan Evaluation</b> District evaluates Title I plan at least on an annual basis and makes necessary revisions to reflect substantial changes in direction of Title I program(s). Evaluation reflects accountability data for district and all Title I schools.	The district did not provide a copy of the procedure for evaluating Title I program implementation and impact. District did not submit a written summary of the 2014-2015 school year Title I program evaluation, including indicators of impact on student achievement, strengths and weaknesses of the program, and subsequent program changes.	Submit the program evaluation procedure along with a copy of program evaluation summary and findings report for the 2015-16 school year.	October 7, 2016

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Peabody

Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Program Design &amp; Evaluation</b>  <b>3D-1: Schoolwide Program Plans</b></p> <p>If applicable, district develops comprehensive Schoolwide Program plans with involvement of community, individuals to be served, and relevant staff. Schoolwide plans are evaluated annually and must:</p> <ol style="list-style-type: none"> <li>1. Identify reform strategies, aligned with the needs assessment, that are research-based and provide opportunities for all children to meet the State’s proficient or advanced levels of academic achievement;</li> <li>2. Provide instruction by highly qualified teachers;</li> <li>3. Offer high-quality, ongoing professional development;</li> <li>4. Create strategies to attract highly qualified teachers;</li> <li>5. Create strategies to increase parental involvement;</li> <li>6. Develop plans to assist preschool students through the transition from early childhood programs to local elementary school programs;</li> <li>7. Identify measures to include teachers in decisions regarding the use of academic assessments;</li> <li>8. Conduct activities to ensure that students who experience difficulty attaining proficiency receive effective, timely, additional assistance;</li> <li>9. Coordinate and integrate Federal, State and local services and programs;</li> <li>10. Meet intent and purposes of each program whose funds are consolidated, if applicable.</li> </ol> <p>Note: Schoolwide plans must indicate how schools in districts that are not reserving funds under Title I for homeless students are providing for appropriate services in schoolwide programs.</p>	<p>Submitted schoolwide plan does not include the 10 required components.</p>	<p>Submit Schoolwide program plan that contains the 10 required components. If the Schoolwide plan is contained within a larger school improvement plan, the required Schoolwide program components must be noted for convenient reference.</p>	<p>October 7, 2016</p>
<p><b>Data Collection &amp; Management</b>  <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts’ Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB’s highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ia.html">Http://www.doe.mass.edu/nclb/title_ia.html</a></p>	<p>EPIMS report lists no staff as being funded by Title I so there is no information regarding Highly Qualified status.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Peabody

Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<b>Opportunity &amp; Equal Educational Access</b> <b>5B-3: Non-Public School Outreach and Programming</b> District evaluates Title I program serving eligible private school students.	There is no program evaluation summary for public or private schools.	Submit copy of program evaluation summary and findings report that includes evaluation of private school services for the 2015-16 school year.	October 7, 2016

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Plympton

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Data Collection &amp; Management</b>  <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ia.html">Http://www.doe.mass.edu/nclb/title_ia.html</a></p>	<p>EPIMS report lists no staff as being funded by Title I so there is no information regarding Highly Qualified status.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Randolph

#### **Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<b>Parent / Guardian Communications</b> <b>2B-2: School-Parent Compacts</b> <ul style="list-style-type: none"> <li>• District creates and distributes school-parent compacts</li> <li>• School-parent compacts are agreements between the school (teachers) and the home (parents/guardians) that describe the responsibilities of each party, including the student, if desired</li> <li>• District updates school-parent compacts periodically after evaluating their effectiveness</li> </ul>	District did not provide a sample school-parent compact from each Title I school.	Provide a copy of the school-parent compact and evidence that they were distributed to participating families for the 2016-17 program year.	October 7, 2016
<b>Opportunity &amp; Equal Educational Access</b> <b>5B-2: Non-Public School Outreach and Programming</b> <ul style="list-style-type: none"> <li>• District maintains written affirmation of consultation</li> <li>• District provides equitable services</li> </ul>	District did not submit description of services being provided to each participating private school.	Submit description of services provided to each participating private school in the 2015-16 program year and plans for service in the 2016-17 program year.	October 7, 2016

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Revere

#### **Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Parent / Guardian Communications</b>  <b>2B-1: Parent/Guardian Policies</b></p> <ul style="list-style-type: none"> <li>• District creates and distributes written district parent/guardian involvement policies</li> <li>• Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs)</li> <li>• Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth</li> <li>• District updates parent/guardian involvement policies periodically after evaluating their effectiveness</li> </ul>	<p>District did not submit a parent involvement policy for each Title I served school. Only a district policy was submitted.</p>	<p>Submit copies of parent/guardian involvement policies for each Title I-served school in the district.</p>	<p>October 7, 2016</p>
<p><b>Parent / Guardian Communications</b>  <b>2B-2: School-Parent Compacts</b></p> <ul style="list-style-type: none"> <li>• District creates and distributes school-parent compacts</li> <li>• School-parent compacts are agreements between the school (teachers) and the home (parents/guardians) that describe the responsibilities of each party, including the student, if desired</li> <li>• District updates school-parent compacts periodically after evaluating their effectiveness</li> </ul>	<p>District did not provide a sample school-parent compact from each Title I school. A sample compact was provided for the elementary grades but not for middle school and high school grades.</p>	<p>Provide a copy of the middle school and high school parent compacts and evidence that they were distributed to participating families for the 2016-17 program year.</p>	<p>October 7, 2016</p>
<p><b>Opportunity &amp; Equal Educational Access</b>  <b>5B-3: Non-Public School Outreach and Programming</b></p> <p>District evaluates Title I program serving eligible private school students.</p>	<p>Title I program evaluation submitted by district does not include evaluation of Title I program activities serving eligible private school students.</p>	<p>Submit copy of program evaluation summary and findings report that includes evaluation of private school services for the 2015-16 school year.</p>	<p>October 7, 2016</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Scituate

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Data Collection &amp; Management</b>  <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ia.html">Http://www.doe.mass.edu/nclb/title_ia.html</a></p>	<p>EPIMS data does not include all staff listed on Time and Effort records and Title I personnel roster.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Shrewsbury

#### **Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Parent / Guardian Communications</b>  <b>2B-1: Parent/Guardian Policies</b></p> <ul style="list-style-type: none"> <li>• District creates and distributes written district parent/guardian involvement policies</li> <li>• Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs)</li> <li>• Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth</li> <li>• District updates parent/guardian involvement policies periodically after evaluating their effectiveness</li> </ul>	<p>District and school parent/guardian involvement policies were not submitted.</p>	<p>Submit copies of parent/guardian involvement policies for the district and each Title I-served school in the district.</p>	<p>October 7, 2016</p>
<p><b>Data Collection &amp; Management</b>  <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ii.html">Http://www.doe.mass.edu/nclb/title_ii.html</a></p>	<p>EPIMS data does not include all staff listed on Time and Effort records and Title I personnel roster.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>
<p><b>Opportunity &amp; Equal Educational Access</b>  <b>5B-3: Non-Public School Outreach and Programming</b></p> <p>District evaluates Title I program serving eligible private school students.</p>	<p>Title I program evaluation submitted by district does not include evaluation of Title I program activities serving eligible private school students in the previous year.</p>	<p>Submit copy of program evaluation summary and findings report that includes evaluation of private school services for the 2015-16 school year.</p>	<p>October 7, 2016</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Sturbridge

#### **Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<b>Fiscal Procedures</b> <b>1F-1: Supplement not Supplant</b> District has developed, implemented, and disseminated written supplement, not supplant policy and procedures. Administrators and appropriate staff demonstrate clear understanding of policy and procedures.	District has submitted documentation that demonstrates that the Supplement, not Supplant policy is carried out; however, a single, brief summary policy/procedure document was not submitted.	Submit dated copy of the district's Supplement, Not Supplant policy and procedures document that contains necessary elements for the 2016-17 school year.	October 7, 2016
<b>Parent / Guardian Communications</b> <b>2B-1: Parent/Guardian Policies</b> <ul style="list-style-type: none"> <li>• District creates and distributes written district parent/guardian involvement policies</li> <li>• Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs)</li> <li>• Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth</li> <li>• District updates parent/guardian involvement policies periodically after evaluating their effectiveness</li> </ul>	District and school parent/guardian involvement policies were not submitted.	Submit copies of parent/guardian involvement policies for the district and each Title I-served school in the district.	October 7, 2016
<b>Program Design &amp; Evaluation</b> <b>3C-1: Plan Evaluation</b> District evaluates Title I plan at least on an annual basis and makes necessary revisions to reflect substantial changes in direction of Title I program(s). Evaluation reflects accountability data for district and all Title I schools.	District did not submit a written summary of the 2014-2015 school year Title I program evaluation, including indicators of impact on student achievement, strengths and weaknesses of the program, and subsequent program changes.	Submit copy of program evaluation summary and findings report for the 2015-16 school year.	October 7, 2016

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Taunton

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Program Design &amp; Evaluation</b>  <b>3D-1: Schoolwide Program Plans</b></p> <p>If applicable, district develops comprehensive Schoolwide Program plans with involvement of community, individuals to be served, and relevant staff. Schoolwide plans are evaluated annually and must:</p> <ol style="list-style-type: none"> <li>1. Identify reform strategies, aligned with the needs assessment, that are research-based and provide opportunities for all children to meet the State’s proficient or advanced levels of academic achievement;</li> <li>2. Provide instruction by highly qualified teachers;</li> <li>3. Offer high-quality, ongoing professional development;</li> <li>4. Create strategies to attract highly qualified teachers;</li> <li>5. Create strategies to increase parental involvement;</li> <li>6. Develop plans to assist preschool students through the transition from early childhood programs to local elementary school programs;</li> <li>7. Identify measures to include teachers in decisions regarding the use of academic assessments;</li> <li>8. Conduct activities to ensure that students who experience difficulty attaining proficiency receive effective, timely, additional assistance;</li> <li>9. Coordinate and integrate Federal, State and local services and programs;</li> <li>10. Meet intent and purposes of each program whose funds are consolidated, if applicable.</li> </ol> <p>Note: Schoolwide plans must indicate how schools in districts that are not reserving funds under Title I for homeless students are providing for appropriate services in schoolwide programs.</p>	<p>Submitted schoolwide plans do not include all of the 10 required components.</p>	<p>Submit Schoolwide program plan that contains the 10 required components. If the Schoolwide plan is contained within a larger school improvement plan, the required Schoolwide program components must be noted for convenient reference. More information can be found here:  <a href="http://www.mass.gov/edu/docs/ese/accountability/title-i/program-design/schoolwide-programs.pdf">http://www.mass.gov/edu/docs/ese/accountability/title-i/program-design/schoolwide-programs.pdf</a>.</p>	<p>October 7, 2016</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Wales

#### **Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<b>Fiscal Procedures</b> <b>1F-1: Supplement not Supplant</b> District has developed, implemented, and disseminated written supplement, not supplant policy and procedures. Administrators and appropriate staff demonstrate clear understanding of policy and procedures.	District has submitted documentation that demonstrates that the Supplement, not Supplant policy is carried out; however, a single, brief summary policy/procedure document was not submitted.	Submit dated copy of the district's Supplement, Not Supplant policy and procedures document that contains necessary elements for the 2016-17 school year.	October 7, 2016
<b>Parent / Guardian Communications</b> <b>2B-1: Parent/Guardian Policies</b> <ul style="list-style-type: none"> <li>• District creates and distributes written district parent/guardian involvement policies</li> <li>• Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs)</li> <li>• Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth</li> <li>• District updates parent/guardian involvement policies periodically after evaluating their effectiveness</li> </ul>	District and school parent/guardian involvement policies were not submitted.	Submit copies of parent/guardian involvement policies for the district and each Title I-served school in the district.	October 7, 2016
<b>Program Design &amp; Evaluation</b> <b>3C-1: Plan Evaluation</b> District evaluates Title I plan at least on an annual basis and makes necessary revisions to reflect substantial changes in direction of Title I program(s). Evaluation reflects accountability data for district and all Title I schools.	District did not submit a written summary of the 2014-2015 school year Title I program evaluation, including indicators of impact on student achievement, strengths and weaknesses of the program, and subsequent program changes.	Submit copy of program evaluation summary and findings report for the 2015-16 school year.	October 7, 2016

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Wales

Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Data Collection &amp; Management</b> <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ii.html">Http://www.doe.mass.edu/nclb/title_ii.html</a></p>	<p>EPIMS report lists no staff as being funded by Title I so there is no information regarding Highly Qualified status.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Waltham

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Parent / Guardian Communications</b>  <b>2B-1: Parent/Guardian Policies</b></p> <ul style="list-style-type: none"> <li>• District creates and distributes written district parent/guardian involvement policies</li> <li>• Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs)</li> <li>• Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth</li> <li>• District updates parent/guardian involvement policies periodically after evaluating their effectiveness</li> </ul>	<p>District did not submit a parent involvement policy for each Title I served school. Only a district policy was submitted.</p>	<p>Submit copies of parent/guardian involvement policies for each Title I-served school in the district.</p>	<p>October 7, 2016</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### West Boylston

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Parent / Guardian Communications</b>  <b>2B-1: Parent/Guardian Policies</b></p> <ul style="list-style-type: none"> <li>• District creates and distributes written district parent/guardian involvement policies</li> <li>• Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs)</li> <li>• Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth</li> <li>• District updates parent/guardian involvement policies periodically after evaluating their effectiveness</li> </ul>	<p>There is no evidence that the parent involvement policies are updated after evaluating their effectiveness.</p>	<p>Submit evidence that school staff and parents are involved in reviewing and evaluating the parent involvement policy for effectiveness in the 2015-2016 school year.</p>	<p>October 7, 2016</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### West Springfield

**Required Action:**

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Program Design &amp; Evaluation</b>  <b>3D-1: Schoolwide Program Plans</b></p> <p>If applicable, district develops comprehensive Schoolwide Program plans with involvement of community, individuals to be served, and relevant staff. Schoolwide plans are evaluated annually and must:</p> <ol style="list-style-type: none"> <li>1. Identify reform strategies, aligned with the needs assessment, that are research-based and provide opportunities for all children to meet the State’s proficient or advanced levels of academic achievement;</li> <li>2. Provide instruction by highly qualified teachers;</li> <li>3. Offer high-quality, ongoing professional development;</li> <li>4. Create strategies to attract highly qualified teachers;</li> <li>5. Create strategies to increase parental involvement;</li> <li>6. Develop plans to assist preschool students through the transition from early childhood programs to local elementary school programs;</li> <li>7. Identify measures to include teachers in decisions regarding the use of academic assessments;</li> <li>8. Conduct activities to ensure that students who experience difficulty attaining proficiency receive effective, timely, additional assistance;</li> <li>9. Coordinate and integrate Federal, State and local services and programs;</li> <li>10. Meet intent and purposes of each program whose funds are consolidated, if applicable.</li> </ol> <p>Note: Schoolwide plans must indicate how schools in districts that are not reserving funds under Title I for homeless students are providing for appropriate services in schoolwide programs.</p>	<p>Schoolwide plans do not indicate how schools are providing appropriate services for students experiencing homelessness.</p>	<p>Revise and submit Schoolwide program plans to include indication of how appropriate services are provided for students who are homeless.</p>	<p>October 7, 2016</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Winchester

#### **Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Parent / Guardian Communications</b>  <b>2A-1: Report Card/Accountability Status/Right-to-Know</b></p> <ul style="list-style-type: none"> <li>• District notifies parents/guardians of school and district accountability status</li> <li>• District publishes and distributes annual report cards for district and all district schools</li> <li>• District notifies parents of their right to know about teacher qualification requirements</li> </ul>	<p>District did not submit notice to parents/guardians about right to know and obtain individual teacher qualifications.</p>	<p>Submit copies of dated parent/guardian "right to know" notifications sent to all parents in Title I schools in the district.</p>	<p>October 7, 2016</p>
<p><b>Data Collection &amp; Management</b>  <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ia.html">Http://www.doe.mass.edu/nclb/title_ia.html</a></p>	<p>EPIMS data does not include all staff listed on Time and Effort records and Title I personnel roster.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Winthrop

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Data Collection &amp; Management</b>  <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ia.html">Http://www.doe.mass.edu/nclb/title_ia.html</a></p>	<p>EPIMS data does not include all staff listed on Time and Effort records and Title I personnel roster.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Academy Of the Pacific Rim Charter

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Data Collection &amp; Management</b>  <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ia.html">Http://www.doe.mass.edu/nclb/title_ia.html</a></p>	<p>EPIMS report lists no teachers as being funded by Title I so there is no information regarding Highly Qualified Status (report lists only .01 Administrator coded as Title I).</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Hilltown Cooperative Charter

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Data Collection &amp; Management</b>  <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ia.html">Http://www.doe.mass.edu/nclb/title_ia.html</a></p>	<p>EPIMS data submitted by the district does not match staff listed on Time and Effort records and Title I personnel roster.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Boston Renaissance Charter

#### **Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<b>Program Design &amp; Evaluation</b> <b>3C-1: Plan Evaluation</b>  District evaluates Title I plan at least on an annual basis and makes necessary revisions to reflect substantial changes in direction of Title I program(s). Evaluation reflects accountability data for district and all Title I schools.	District did not submit a written summary of the 2014-2015 school year Title I program evaluation, including indicators of impact on student achievement, strengths and weaknesses of the program, and subsequent program changes.	Submit copy of program evaluation summary and findings report for the 2015-16 school year.	October 7, 2016
<b>Program Design &amp; Evaluation</b> <b>3D-1: Schoolwide Program Plans</b>  If applicable, district develops comprehensive Schoolwide Program plans with involvement of community, individuals to be served, and relevant staff. Schoolwide plans are evaluated annually and must: <ol style="list-style-type: none"> <li>1. Identify reform strategies, aligned with the needs assessment, that are research-based and provide opportunities for all children to meet the State's proficient or advanced levels of academic achievement;</li> <li>2. Provide instruction by highly qualified teachers;</li> <li>3. Offer high-quality, ongoing professional development;</li> <li>4. Create strategies to attract highly qualified teachers;</li> <li>5. Create strategies to increase parental involvement;</li> <li>6. Develop plans to assist preschool students through the transition from early childhood programs to local elementary school programs;</li> <li>7. Identify measures to include teachers in decisions regarding the use of academic assessments;</li> <li>8. Conduct activities to ensure that students who experience difficulty attaining proficiency receive effective, timely, additional assistance;</li> <li>9. Coordinate and integrate Federal, State and local services and programs;</li> <li>10. Meet intent and purposes of each program whose funds are consolidated, if applicable.</li> </ol> Note: Schoolwide plans must indicate how schools in districts that are not reserving funds under Title I for homeless students are providing for appropriate services in schoolwide programs.	Schoolwide plan does not indicate how school is providing appropriate services for students experiencing homelessness.	Revise and submit Schoolwide program plan to include indication of how appropriate services are provided for students who are homeless.	October 7, 2016

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Boston Renaissance Charter

Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Data Collection &amp; Management</b> <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ia.html">Http://www.doe.mass.edu/nclb/title_ia.html</a></p>	<p>EPIMS data does not include all staff listed on Time and Effort records and Title I personnel roster.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Rising Tide Charter School

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Data Collection &amp; Management</b>  <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ia.html">Http://www.doe.mass.edu/nclb/title_ia.html</a></p>	<p>EPIMS data does not include all staff listed on Time and Effort records and Title I personnel roster.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Pioneer Charter School of Science

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Program Design &amp; Evaluation</b>  <b>3D-1: Schoolwide Program Plans</b></p> <p>If applicable, district develops comprehensive Schoolwide Program plans with involvement of community, individuals to be served, and relevant staff. Schoolwide plans are evaluated annually and must:</p> <ol style="list-style-type: none"> <li>1. Identify reform strategies, aligned with the needs assessment, that are research-based and provide opportunities for all children to meet the State’s proficient or advanced levels of academic achievement;</li> <li>2. Provide instruction by highly qualified teachers;</li> <li>3. Offer high-quality, ongoing professional development;</li> <li>4. Create strategies to attract highly qualified teachers;</li> <li>5. Create strategies to increase parental involvement;</li> <li>6. Develop plans to assist preschool students through the transition from early childhood programs to local elementary school programs;</li> <li>7. Identify measures to include teachers in decisions regarding the use of academic assessments;</li> <li>8. Conduct activities to ensure that students who experience difficulty attaining proficiency receive effective, timely, additional assistance;</li> <li>9. Coordinate and integrate Federal, State and local services and programs;</li> <li>10. Meet intent and purposes of each program whose funds are consolidated, if applicable.</li> </ol> <p>Note: Schoolwide plans must indicate how schools in districts that are not reserving funds under Title I for homeless students are providing for appropriate services in schoolwide programs.</p>	<p>District did not submit a schoolwide plan. The document submitted describes what must be included in a SW plan but is not the plan itself. The 10 required components must be described in regards to how they are carried out in the school.</p>	<p>Submit Schoolwide program plan that contains the 10 required components. If the Schoolwide plan is contained within a larger school improvement plan or accountability plan, the required Schoolwide program components must be noted for convenient reference.</p>	<p>October 7, 2016</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Old Rochester

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Data Collection &amp; Management</b>  <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ia.html">Http://www.doe.mass.edu/nclb/title_ia.html</a></p>	<p>The EPIMS report lists two paraprofessionals paid out of Title I funds, but the Title I personnel roster only lists a single teacher.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Silver Lake

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Data Collection &amp; Management</b>  <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ia.html">Http://www.doe.mass.edu/nclb/title_ia.html</a></p>	<p>EPIMS report lists no staff as being funded by Title I so there is no information regarding Highly Qualified status.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Tantasqua

#### **Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<b>Fiscal Procedures</b> <b>1F-1: Supplement not Supplant</b> District has developed, implemented, and disseminated written supplement, not supplant policy and procedures. Administrators and appropriate staff demonstrate clear understanding of policy and procedures.	District has submitted documentation that demonstrates that the Supplement, not Supplant policy is carried out; however, a single, brief summary policy/procedure document was not submitted.	Submit dated copy of the district's Supplement, Not Supplant policy and procedures document that contains necessary elements for the 2016-17 school year.	October 7, 2016
<b>Parent / Guardian Communications</b> <b>2B-1: Parent/Guardian Policies</b> <ul style="list-style-type: none"> <li>• District creates and distributes written district parent/guardian involvement policies</li> <li>• Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs)</li> <li>• Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth</li> <li>• District updates parent/guardian involvement policies periodically after evaluating their effectiveness</li> </ul>	District and school parent/guardian involvement policies were not submitted.	Submit copies of parent/guardian involvement policies for the district and each Title I-served school in the district.	October 7, 2016
<b>Program Design &amp; Evaluation</b> <b>3C-1: Plan Evaluation</b> District evaluates Title I plan at least on an annual basis and makes necessary revisions to reflect substantial changes in direction of Title I program(s). Evaluation reflects accountability data for district and all Title I schools.	District did not submit a written summary of the 2014-2015 school year Title I program evaluation, including indicators of impact on student achievement, strengths and weaknesses of the program, and subsequent program changes.	Submit copy of program evaluation summary and findings report for the 2015-16 school year.	October 7, 2016

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Tantasqua

Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Data Collection &amp; Management</b> <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ii.html">Http://www.doe.mass.edu/nclb/title_ii.html</a></p>	<p>EPIMS report lists no staff as being funded by Title I so there is no information regarding Highly Qualified status.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Cape Cod Regional Vocational Technical

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Parent / Guardian Communications</b>  <b>2B-1: Parent/Guardian Policies</b></p> <ul style="list-style-type: none"> <li>• District creates and distributes written district parent/guardian involvement policies</li> <li>• Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs)</li> <li>• Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth</li> <li>• District updates parent/guardian involvement policies periodically after evaluating their effectiveness</li> </ul>	<p>The parent involvement policy does not contain all the required components.</p>	<p>Submit revised copy of the Title I parent/guardian involvement policy that includes requisite information. More information can be found here:  <a href="http://www.mass.gov/edu/docs/ese/accountability/title-i/program-design/pi-guidance-policies.pdf">http://www.mass.gov/edu/docs/ese/accountability/title-i/program-design/pi-guidance-policies.pdf</a></p>	<p>October 7, 2016</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Southeastern Regional Vocational Technical

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Parent / Guardian Communications</b>  <b>2B-1: Parent/Guardian Policies</b></p> <ul style="list-style-type: none"> <li>• District creates and distributes written district parent/guardian involvement policies</li> <li>• Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs)</li> <li>• Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth</li> <li>• District updates parent/guardian involvement policies periodically after evaluating their effectiveness</li> </ul>	<p>The parent involvement policy was updated in October 2015 and contains a lot of information for parents. However, the policy is missing some required components.</p>	<p>Submit revised copy of the Title I parent/guardian involvement policy that includes all the required components. For more information go here:  <a href="http://www.mass.gov/edu/docs/ese/accountability/title-i/program-design/pi-guidance-policies.pdf">http://www.mass.gov/edu/docs/ese/accountability/title-i/program-design/pi-guidance-policies.pdf</a>.</p>	<p>October 7, 2016</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Southeastern Regional Vocational Technical

Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Program Design &amp; Evaluation</b>  <b>3D-1: Schoolwide Program Plans</b></p> <p>If applicable, district develops comprehensive Schoolwide Program plans with involvement of community, individuals to be served, and relevant staff. Schoolwide plans are evaluated annually and must:</p> <ol style="list-style-type: none"> <li>1. Identify reform strategies, aligned with the needs assessment, that are research-based and provide opportunities for all children to meet the State’s proficient or advanced levels of academic achievement;</li> <li>2. Provide instruction by highly qualified teachers;</li> <li>3. Offer high-quality, ongoing professional development;</li> <li>4. Create strategies to attract highly qualified teachers;</li> <li>5. Create strategies to increase parental involvement;</li> <li>6. Develop plans to assist preschool students through the transition from early childhood programs to local elementary school programs;</li> <li>7. Identify measures to include teachers in decisions regarding the use of academic assessments;</li> <li>8. Conduct activities to ensure that students who experience difficulty attaining proficiency receive effective, timely, additional assistance;</li> <li>9. Coordinate and integrate Federal, State and local services and programs;</li> <li>10. Meet intent and purposes of each program whose funds are consolidated, if applicable.</li> </ol> <p>Note: Schoolwide plans must indicate how schools in districts that are not reserving funds under Title I for homeless students are providing for appropriate services in schoolwide programs.</p>	<p>Submitted schoolwide plan does not include the 10 required components.</p>	<p>Submit Schoolwide program plan that contains the 10 required components. If the Schoolwide plan is contained within a larger school improvement plan or accountability plan, the required Schoolwide program components must be noted for convenient reference. More information on Schoolwide plans can be found here:  <a href="http://www.mass.gov/edu/docs/ese/accountability/title-i/program-design/schoolwide-programs.pdf">http://www.mass.gov/edu/docs/ese/accountability/title-i/program-design/schoolwide-programs.pdf</a>.</p>	<p>October 7, 2016</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Paulo Freire Social Justice Charter School

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Data Collection &amp; Management</b>  <b>4A-1: Highly Qualified Staff</b></p> <p>All professional staff providing Title I services, including paraprofessionals, meet Massachusetts' Highly Qualified Teacher (HQT) requirements, or are on track to meeting NCLB's highly qualified teacher and paraprofessional requirements in compliance with Title II-A requirements.</p> <p><a href="http://www.doe.mass.edu/nclb/title_ia.html">Http://www.doe.mass.edu/nclb/title_ia.html</a></p>	<p>EPIMS data reporting staff paid out of Title I funding does not match Time and Effort records and Title I personnel roster.</p>	<p>Ensure there is Title I staff alignment between EPIMS data and the Title I Personnel roster for the 2016 -17 EPIMS reporting.</p>	<p>N/A</p>

## FY16 Title I Program Review - Required Actions Following Desk Audit

### Pioneer Charter School of Science II

**Required Action:**

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
<p><b>Program Design &amp; Evaluation</b>  <b>3D-1: Schoolwide Program Plans</b></p> <p>If applicable, district develops comprehensive Schoolwide Program plans with involvement of community, individuals to be served, and relevant staff. Schoolwide plans are evaluated annually and must:</p> <ol style="list-style-type: none"> <li>1. Identify reform strategies, aligned with the needs assessment, that are research-based and provide opportunities for all children to meet the State’s proficient or advanced levels of academic achievement;</li> <li>2. Provide instruction by highly qualified teachers;</li> <li>3. Offer high-quality, ongoing professional development;</li> <li>4. Create strategies to attract highly qualified teachers;</li> <li>5. Create strategies to increase parental involvement;</li> <li>6. Develop plans to assist preschool students through the transition from early childhood programs to local elementary school programs;</li> <li>7. Identify measures to include teachers in decisions regarding the use of academic assessments;</li> <li>8. Conduct activities to ensure that students who experience difficulty attaining proficiency receive effective, timely, additional assistance;</li> <li>9. Coordinate and integrate Federal, State and local services and programs;</li> <li>10. Meet intent and purposes of each program whose funds are consolidated, if applicable.</li> </ol> <p>Note: Schoolwide plans must indicate how schools in districts that are not reserving funds under Title I for homeless students are providing for appropriate services in schoolwide programs.</p>	<p>District did not submit a schoolwide plan. The document submitted describes what must be included in a SW plan but is not the plan itself. The 10 required components must be described in regards to how they are carried out in the school.</p>	<p>Submit Schoolwide program plan that contains the 10 required components. If the Schoolwide plan is contained within a larger school improvement plan or accountability plan, the required Schoolwide program components must be noted for convenient reference.</p>	<p>October 7, 2016</p>