

Title I Program Review: Common Findings from FY17

Resource Allocation Strategy & Planning
August 2017

Massachusetts Department of
ELEMENTARY & SECONDARY
EDUCATION



Title I program review monitoring 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 a coordinated program review
- ★ These reviews help ensure that all children in Massachusetts have a fair, equal, and significant opportunity to obtain a high-quality education



FY17 Title I program review

65 districts & charter schools reviewed

From zero to eight findings per district

1 finding per district on average



FY17 Title I program review – sample findings



FY17 Title I Program Review - Required Actions Following Desk Audit

Required Action:

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Program Design & Evaluation 3A-1: Needs Assessment 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 2017-18 school year.	10/6/2017
Program Design & Evaluation 3C-1: Plan Evaluation 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 program evaluation procedure or a written summary of the 2015-2016 school year Title I program evaluation, including indicators of impact on student achievement, strengths and weaknesses of the program, and subsequent program changes.	Submit written program evaluation procedure as well as program evaluation summary and findings report for the 2016-17 school year's Title I program.	10/6/2017



Parent/guardian communications

Finding

District submitted only district parent/guardian policy and not policies for each Title I school.



Parent/guardian communications

Family Engagement

- [District and School Family Engagement & Required Policies \(ESE Guidance\)](#)  
- [Massachusetts PIRC - Parent's Learning About Children's Education \(Family, School, & Community Partn](#)
- [U.S. Department of Education Parent and Family Engagement \(Resources aimed at parent and family eng](#)
- [The SEDL National Center for Family & Community Connections with Schools \(A Toolkit for Title I Parenta Collaborative Action Teams \(CATs\) Toolkit, Working Systemically: Engaging Family & Community\)](#)
- [Family-School Partnership Lab \(The Hoover-Dempsey & Sandler Model of Parental Involvement \(2005\)](#)

<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-design.html>



Parent/guardian communications

Finding

Documentation of training or materials provided to parents of Title I participants was not provided; and/or documentation of annual Title I parent meeting was not provided.



Parent/guardian communications

For each Title I school, submit the dated notice (from current school year) sent to parents informing them of the annual Title I meeting.

Provide a **limited sampling** of evidence to show that the required communication and training was provided to parents/guardians of Title I students.



Parent/guardian communications

Provide a **limited sampling** of the following:

- ★ meeting agendas
- ★ workshop flyers
- ★ sign-in sheets
- ★ other documentation that helps parent/guardians understand the Title I program



Title I Breakfast

October 21, 2011

Welcome and Introductions

Parent Involvement Policy
Review 2012 updates based on feedback

School-Parent/Guardian Compact

Overview of Service Delivery and Materials

Mathematics- Grade 4 and Grade 5

Reading- Grade 4 and Grade 5

Parent Council

Question and Answer---Suggestions--- Feedback

Massachusetts Department of Elementary and Secondary Education





Help your child
be a better reader
with
10 minutes daily!

Practice “Repeated Reading”

First, choose a book that’s not too hard. Here’s how:

- Find a passage with about 100 words
- Have your child read it aloud
- If there are more than 5 mistakes, it is too hard!

5 Easy Steps to Repeated Reading

1. Pick one page and read it with good phrasing and expression to your child
2. Reread the page together, saying the words at the same time (choral reading)
3. Reread it again taking turns with every other line (parent starts)
4. Reread it a second time switching lines (child starts)
5. Finally, have your child read it back to you!



Program design & evaluation

Finding

District did not submit a needs assessment procedure or the needs assessment procedure submitted did not meet requirements.



Program design & evaluation

Districts are required to conduct annual needs assessments for each Title I school that include data on student achievement and input from parents and educators. The written procedures include a description of quantitative and qualitative data collected and analyzed, who is involved in the analysis, how priority needs are determined, and how school improvement planning relates to this process.



Program design & evaluation

Finding

District did not submit a written summary of the program evaluation, including strengths/weaknesses and subsequent program changes.



Program design & evaluation

The program evaluation summary is a written summary of the procedures used to evaluate the Title I program in each Title I school, including private school service, if any, a list of strengths and weaknesses of the program as indicated by findings from data analysis, and description of any consequent program changes made.



Data collection & management

Finding

Appropriate time and effort records were not submitted



Data collection & management

- ★ Stipends were not recorded in time & effort records
- ★ Time & effort records were not consistent with staff listed on Title I personnel list
- ★ Time & effort records were not signed
- ★ The wrong form was used
 - ★ Semi-annual for full-time staff
 - ★ Monthly records for split-funded staff
 - ★ Alternative system for split-funded staff who maintain a fixed work schedule



Sample Semi-Annual Certification

Employees who are supported solely by Title I

Employee

Position

School

Certification Period

to

OMB Circular A-87 requires employees who are compensated by federal grant dollars and work **solely** on a federal award to submit at least semi-annual certifications that the employee worked solely on that program.

OMB Circular A-87, Appendix B. Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi annually and will be signed by the employee or supervisory official having first hand knowledge of the work performed by the employee.

I, _____, certify that 100% of my work time from

(xx/xx/xxxx)

(beginning date)

to

(end date)

was spent on  **Title I, Part A** duties and responsibilities.

employee signature

supervisor signature



ation

Sample Monthly Time & Effort Certification

Employees who work on multiple cost objectives and activities (irregular schedule)

District	
School	
Payroll Month	

Indicate the percentage of time you worked for the month charged to Title I and other program areas. The total must equal 100%. This record is an after-the-fact determination of actual effort expended for the payroll month and the signer has full knowledge of and can support 100% of these activities, if requested.

		Activities		Signature
Name	Position	% Title I	% Other	

This report is an after-the-fact determination of actual effort expended for the programs charged for the payroll period. The employees signing this record have full knowledge of and can support 100% of these activities.

Supervisor's Signature

Supervisor's Title

Date



Sample Substitute System Certification & Schedule

Employees who work on multiple activities or cost objectives (fixed schedule)

Substitute System Time & Effort Certification (Employee with Fixed Schedule)

Employee	
Position	
School	

Certification Period to

Type of Schedule: ☐ Daily
☐ Weekly
☐ Biweekly
☐ Other _____

Program or Cost Objective	Distribution of Time
TOTAL	0%

I certify that I performed work consistent with the attached schedule and as distributed in the above percentages during the Certification Period.

Employee Signature

Date

I certify that I have firsthand knowledge that the above employee performed work consistent with the attached schedule and as distributed in the above percentages during the Certification Period.

Supervisor Signature

Date

Massachusetts Department of Elementary and Secondary Education



Sample for Stipends & Payment for Additional Work

District	
School	
Payroll Month	

I certify that I have been working solely in activities supported by the Title I grant for the stipends listed below:

Name	Number of Hours	Rate	Stipend Amount	Signature

Supervisor's Signature

Supervisor's Title

Date



Opportunity & equal educational access

Finding

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



Opportunity & equal educational access

Submit evidence of offers of consultation regarding service to each eligible private school listed on the non-public school participation worksheet of the district's application for the current school year. Evidence must show that offers were received by all eligible schools (e.g., signed confirmation or return receipt slips).



Name of private school: Bayberry Christian School

_____ would like to participate in the Title I program during 2011-12.

☒ _____ does not want to participate in the Title I program during 2011-12.

Signature Jennifer A. Case

Position Head Teacher

Date 3/7/11

Phone Number (508) 428-9178

Bayberry Christian School
2736 Falmouth Road
Osterville, MA 02655



9572 7136 7553 6100 0297 0002

U.S. Postal Service	
CERTIFIED MAIL RECEIPT	
(Domestic Mail Only; No Insurance Coverage Provided)	
Postage	\$.44
Certified Fee	2.80
Return Receipt Fee (Endorsement Required)	2.30
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 5.54

HYANNIS MA 02601
 Postmark Here
 MAR 1 - 2011
 USPS

Sent To	
Street, Apt. No.	Academy of Early Learning
	465 Falmouth Road
City, State, ZIP	Hyannis, MA 02601

PS Form 3800, May 2000
See Reverse for Instructions



Quick tips/reminders

- ★ Date everything
- ★ If multiple Title I schools in district, make sure required documents are submitted for EACH school
- ★ Read procedures manual carefully!



For more information

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

Email: titlei@doe.mass.edu

Phone: 781-338-6230

