



# 2015–16 Federal Program Monitoring (FPM) Training Workshop

---

Compensatory Education (CE)  
Improvement and Accountability Division

Title I Monitoring and Support Office

August 4–5, 2015 Pomona

August 12–13, 2015 Sacramento

# Presentation Outcomes



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

## Knowledge and Understanding:

- Meeting CE Item Requirements
  - Frequently Non-Compliant Items
  - Overview of CE Instrument by Dimensions and Topics
- Preparing for a Successful FPM CE Review
- CE Instrument located on the California Department of Education (CDE) Compliance Monitoring Web page at <http://www.cde.ca.gov/ta/cr/>



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# 2015–16 FPM Review Process

- Part One: Review of Documentation via California Department of Education Monitoring Tool (CMT)
- Part Two: Classroom Observation of Program Implementation
- Part Three: Interviews with Teachers, Staff, Administrators, and Parents



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Frequently Non-Compliant CE Items 2014–15

## Based on 125 Reviews

- CE 02 School Parent Involvement Policy (16.07%)
- CE 04 Monitoring the Local Educational Agency (LEA) Plan (13.39%)
- CE 07 School Site Council (SSC) (22.32%)
- CE 08 SSC Approves Single Plan for Student Achievement (SPSA) (33.04%)
- CE 17 LEA Disburses Funds Consistent with Consolidated Application and Reporting System (CARS) (22.32%)



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Frequent Non-Compliant CE Items 2014–2015 (Cont.)

## Based on 125 Reviews

- CE 18 Supplement Not Supplant (25.89%)
- CE 19 LEA Administrative Charges; Time Accounting (20.54%)
- CE 20 LEA Equipment Inventory (17.86%)
- CE 26 LEA Evaluates Effectiveness of Programs (15.18%)
- CE 27 SSC Annually Evaluates SPSA Services (22.32%)



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 02

## School Parent Involvement Policy

With approval from the local governing board, each Title I school shall jointly develop with, and distribute to, parents of Title I students a written parental involvement policy agreed upon by such parents, and updated periodically, to meet the changing needs of parents and the school.



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 02

# School Parent Compact

School-Parent Compact samples are located on the CDE Parent/Family Web page at <http://www.cde.ca.gov/ls/pf/pf/>.



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 02

## Actual Finding

“School-level parental involvement policies, for all sites reviewed, are missing elements CE 2.2 (c) and 2.4 (d) and (f).

The school-parent compact (CE 2.3) is missing meeting minutes demonstrating how the compact was jointly developed and evidence of distribution to parents of Title I, Part A students.”



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 02

## Actual Resolution

“To resolve this finding, the LEA must submit evidence demonstrating that school-level parental involvement policies include all required elements and that the school-parent compacts have been jointly developed with and distributed to parents.”



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 04

## Monitoring the LEA Plan

LEAs operating Title I programs shall implement, monitor, and review the effectiveness of efforts described in the approved LEA Plan to help low-achieving students meet challenging academic standards.

LEAs shall periodically review and revise the LEA Plan, which shall remain in effect for the duration of the LEA's participation in Title I, Part A.



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 04

## Actual Finding

“The LEA Plan uploaded to this item does not adequately describe Title I-funded efforts to help low-achieving children meet state standards because the Title I Mandatory Descriptions section was not completed and the Goal 1 section where Title I services are usually described was only completed for 3 of the 10 Specific Actions for Planned Improvement in Student Performance in Reading and none of the 10 Specific Actions for Planned Improvement in Student Performance in Mathematics. Other documents uploaded to this item do not sufficiently address the need to implement, monitor, and review the effectiveness of Title I-funded actions in the LEA Plan.”



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 04

## Actual Resolution

“The district must upload a completed LEA Plan that sufficiently describes the Title I-funded actions of the district and its Title I schools to help low-achieving children meet challenging state standards and describe the actions it will take to ensure implementation, monitoring, and review of these actions as described in the LEA Plan.”



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 07

# SSC

The SSC is composed of the principal and members selected by peers from the following constituency groups:

- Classroom teachers
- Other school personnel
- Parents and community members
- Students (secondary schools)



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 07

## SSC Composition Options for Elementary Schools

|                           |    |    |    |
|---------------------------|----|----|----|
| Principal                 | 1  | 1  | 1  |
| Classroom teachers        | 3  | 4  | 4  |
| Other staff               | 1  | 1  | 2  |
| Parents/community members | 5  | 6  | 7  |
| Total members             | 10 | 12 | 14 |



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 07

## SSC Composition Options for Secondary Schools

|                           |    |    |    |
|---------------------------|----|----|----|
| Principal                 | 1  | 1  | 1  |
| Classroom teachers        | 4  | 5  | 6  |
| Other staff               | 1  | 2  | 3  |
| Parents/community members | 3  | 4  | 5  |
| Students                  | 3  | 4  | 5  |
| Total members             | 12 | 16 | 20 |



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 07

## Actual Finding

“The school has not documented how peer selection requirements for teachers, other staff, parents, and students who are members of the SSC are met.”



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 07

## Actual Resolution

“To resolve this item, the school must submit evidence to show how teachers were selected by teachers, other personnel were selected by other personnel, parents or community members were selected by parents, and students were selected by students.”



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 08

# SPSA

The SSC annually develops, reviews, updates, and approves the SPSA, including proposed expenditures. The SPSA contains elements (a) through (e):

- (a) An analysis of academic performance data to determine students' needs
- (b) School goals to meet the identified academic needs of students
- (c) Activities to reach school goals that improve the academic performance of students



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 08

## SPSA (Cont.)

The SPSA must contain:

- (d) Expenditures of funds allocated to the school through CARS
- (e) The means of annually evaluating the progress of programs toward accomplishing the goals, including determining whether the needs of all children have been met by the strategies used, particularly the needs of low-achieving students and those at risk of not meeting state academic content standards



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 08

## SPSA Other Requirements

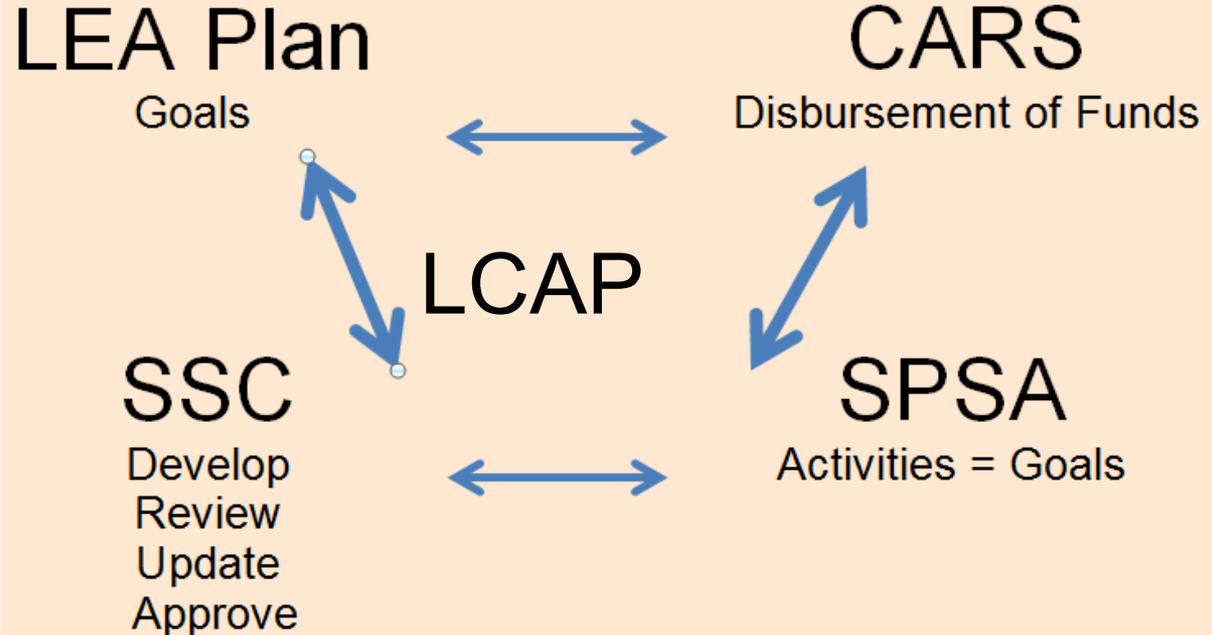
- Local board approval of SPSA (CE 8.1)
- Consistent with LEA Plan goals (CE 8.2)
- Parent Involvement in SPSA (CE 8.3)
- All Title I School requirements (CE 8.4–8.10)
- Targeted Assistance School (TAS) (CE 8.11)
- Schoolwide Programs (SWP) (CE 8.12–8.15)
- Program Improvement (PI) School requirements (CE 8.18–8.19)



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 08

## Plans, CARS, and SSC





**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 08

## Actual Finding

“During the review of the SPSA for the school, evidence was not provided to show how the SSC developed and updated the SPSA, nor were elements CE 8.0 (a), CE 8.0 (c), CE 8.0 (d), CE 8.1, CE 8.2, CE 8.3, CE 8.9, CE 8.10, or CE 8.12 included in the SPSA.”



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 08

## Actual Resolution

“To resolve this item, the district must submit 2014–15 SPSAs for the school, including evidence to show how the SSC developed, reviewed, updated, and approved the SPSAs. The plans must include all applicable elements CE 8.0 through CE 8.19.”



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# **CE 17**

## **LEA Disburses Funds Consistent with CARS**

The LEA disburses Title I, Part A funds in accordance with the approved CARS.



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 17

## Direct Services

For programs funded by Title I, Part A, the LEA uses no less than 85% of those funds at school sites for direct services to students. These funds include:

- Title I, Part A Required Reservations
- Title I, Part A Allowed Reservations
- Title I, Part A and Economic Impact Aid (EIA)/State Compensatory Education (SCE) School Allocations



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 17

## LEA Reservations

The LEA expends Title I, Part A funds reserved in CARS for the stated and approved purpose of the reservation. This includes:

- Administrative Reservation (part of 15%)
- All Required Reservations
- All Allowed Reservations



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 17

## Reservations and Centralized Services

It is important to make clear the distinction between LEA assistance provided to Title I schools through allowed reservations and through centralized services.

- Required and allowed reservations are made by the LEA in CARS (document direct services to schools)
- Centralized Services are paid from a school's Title I, Part A allocation, and must first be approved by the SSC and documented in the SPSA



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 17

## Comparability

The LEA has written assurances showing comparability of services across district schools that address:

- LEA salary schedule
- Equivalence among schools in teachers, administrators, and other staff
- Equivalence among curriculum materials and instructional supplies

See the CDE Title I, Part A Comparability Documents Web page at:

<http://www.cde.ca.gov/sp/sw/t1/compar.asp>



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 17

## Comparability Data

The LEA has conducted calculations to demonstrate compliance and maintains data to support:

- Allowable exclusions of funds and/or staff from the calculations
- Schools skipped for funding and locally funded charter schools have been included
- Data for staff and students were collected on the same date



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 17

## Actual Finding

“The document review did not indicate the school district disbursed the Title I, Part A funds allocated to school A (\$90,844) ... and school B (\$564,439) ... as listed in CARS.”



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 17

## Actual Finding (Cont.)

“The reservations in the CARS for Parent Involvement, Choice, Supplemental Educational Services (SES), PI LEA Professional Development (PD), Summer School, Administration, and PD (\$91,000 allowable) were not supported with budget documents to prove these reservations are being spent on the stated and approved purpose.”



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 17

## Resolution

“To resolve this item, the school district must submit evidence to include position descriptions, 2014–15 budget documents (including required and allowable reservations), and 2014–15 SPSAs to show the above reservations and disbursement of Title I, Part A school allocations has occurred in accordance with the approved CARS.”



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 18

## Supplement Not Supplant

The LEA uses Title I, Part A funds only to supplement, and not supplant, programs and services supported with state and local funds and required by state law.

This item pertains to LEA reservations and school allocations to both Title I TAS and Title I SWP schools.



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 18

## Supplement Not Supplant (Cont.)

Title I school allocations should not result in less funding to the school from state and local sources, which should be **comparable** to funding for other Title I schools and non-Title I schools on a per pupil basis.

Title I school allocations should not fund programs, services, or activities paid with state and local funds in the previous year, based on the LEA's **maintenance of effort**.



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 18

## Allowable Uses of Title I, Part A Funds

- Must support the **educational program** and not operational expenses (e.g., building maintenance, landscaping, and custodial services)
- Must be **reasonable and necessary** to address the identified needs of students
- Should be used for **research-based actions and strategies** that are evaluated annually for their impact on student academic achievement



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 18

## Allowable Uses of Title I, Part A Funds (Cont.)

- Allowable uses of Title I, Part A and other federal awards are addressed in 2 *Code of Federal Regulations (CFR) Part 225* and *Part 200*
- Ask: Would this program, service activity, or strategy be paid for in the absence of Title I, Part A funds?



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 18

## Actual Finding

“During the document review, interviews with staff, and observations, it was determined that the school district is supplanting general funds by funding a Library Clerk and Career Technical Clerk at school A, by funding two Paraprofessionals in the kindergarten classrooms at school B, and by purchasing school supplies that support the core educational program that must be purchased with general funds.”



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 18

## Actual Resolution

“To resolve this item, the district must provide journal entries, budgets, expenditure reports, and personnel activity reports (PARs) as evidence that the expenditures for the above positions have been reversed out, effective July 1, 2014, of Title I, Part A and spent on an allowable Title I, Part A activity.

In addition, the purchases of \$2,797.22 in document R13088, \$2,871.00 in document 133166, and \$1,345.26 in supply requisition document 13217 have been reversed out of Title I, Part A funds and spent on an allowable Title I, Part A activities.”



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 19

## LEA Administrative Charges; Time Accounting

The LEA must ensure that it properly charges and documents salaries and wages that are reasonable, necessary, and allowable in accordance with applicable Title I, Part A program requirements.

Charges to Title I, Part A for salaries and wages must meet the new *Standards for Documentation of Personnel Expenses* (2 CFR 200.430 [i])



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 19

## LEA Time Accounting Records

All Title I, Part A charges to salaries and wages must be based on records that accurately reflect the work performed. Specifically, these records must:

- Be supported by a system of internal control which assures that charges are accurate, allowable, and properly allocated
- Be incorporated into the official records of the LEA



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 19

## LEA Time Accounting Records (Cont.)

- Reasonably reflect the total activity for which the employee is compensated
- Encompass both Title I, Part A and all other activities compensated by the LEA
- Comply with established accounting policies and practices (California School Accounting Manual)
- Support the distribution of the employee's salary or wages among specific activities or cost objectives, including those charged to other federal and non-federal funds



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 19

## LEA Nonexempt Employees

Charges to Title I, Part A for the salaries and wages of nonexempt employees (paid on an hourly basis) must also be supported by records indicating the total number of hours worked each day.



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 19

## LEA Substitute Systems or Processes

LEAs may continue to use one of the two previously approved time-accounting systems in place of or in addition to the new standards.

- Sampling of PARs for all multi-funded employees
- Periodic certification of multi-funded employees on fixed work schedules



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 19

## Actual Finding

“The district did not provide complete PARs for school staff funded 50% with Title I funds that show hours worked under each funding source or evidence that they work on a fixed school-period schedule for which monthly time certifications are adequate. In addition, the district did not provide appropriate time-accounting documents or job descriptions for several district staff paid 100% from Title I funds.”



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 19

## Actual Resolution

“The district must upload complete PARs for school staff at the 3 schools reviewed who are funded 50% with Title I funds that show hours worked each day under each funding source or provide evidence that they work on a fixed school-period schedule for which the monthly time certifications are adequate. In addition, the district must upload the latest semiannual certification and a job description or duty statement reflecting actual work for each district staff person funded 100% from Title I.”



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 20

## LEA Equipment Inventory

For all categorical programs, the LEA maintains a historical inventory record for each piece of equipment with an acquisition cost of \$500 or more per unit that is purchased with state and/or federal funds.



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 20

## LEA Equipment Inventory (Cont.)

The record describes the acquisition by:

- Type/description
- Model/name
- Serial number
- Funding source
- Acquisition date
- Cost
- Location



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 20

## LEA Equipment Inventory (Cont.)

- Current condition
- Transfer, replacement, or disposition of obsolete or unusable equipment
- The school district has conducted a physical check of the inventory of equipment within the past two years and has reconciled the result with inventory records



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 20

## Actual Finding

“Although the district provided a historical inventory of equipment purchased with Title I and other categorical funds, it did not include (h) “Current condition” and (i) “Transfer, replacement, or disposition of obsolete or unusable equipment” in the inventory records. The district also did not provide evidence of a physical check of the inventory of equipment within the past two years and reconcile the results with its equipment inventory.”



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 20

## Actual Resolution

“The district must conduct a physical check of its inventory of equipment or provide documentation that it has conducted one in the last two years, and it must reconcile the results with the historical equipment inventory, including information for (h) and (i) in each record. When the physical check has been conducted and/or documented and the equipment inventory has been updated and revised to include elements (h) and (i) in each record, the district must upload physical check documentation and the revised equipment inventory.”



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 26

## LEA Evaluates Effectiveness of Programs

The LEA annually evaluates the effectiveness of the activities funded by Title I programs using academic assessment criteria developed by the local governing board as described in the LEA Plan, including the results from state assessments and other available measures to determine schools are making Adequate Yearly Progress (AYP).

The LEA must:

- Publicize and disseminate the results of the local annual review to parents, teachers, principals, and the community.



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 26

## LEA Evaluates Effectiveness of Programs (Cont.)

The LEA must:

- Review the effectiveness of actions included in the LEA Plan and the SPSA and uses the evaluation to improve educational programs.
- Assist schools in developing and implementing school plans and identifying high-quality and effective curricula to meet AYP and state academic standards.
- Annually evaluate the effectiveness of actions and activities conducted by schools in PI.
- Annually assess services to Title I, Part A students in private schools and discuss how assessments will be used to improve those services.



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 26

## Actual Finding

“A review of documentation and interviews revealed that the LEA did not provide evidence of annually evaluating the effectiveness of actions and activities funded with Title I, Part A using academic criteria developed by the local governing board as described in the LEA plan to determine whether schools are meeting AYP.”



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 26

## Actual Resolution

“The LEA must upload documentation (i.e., 2014–15 LEA Title I Program Evaluation) that reflects an annual evaluation of the effectiveness of actions and activities conducted by schools.”



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 27

## SPSA Evaluation

The SSC and the LEA annually evaluate and determine if the needs of all children have been met by the strategies described in the SPSA, particularly the academic achievement needs of low-achieving students and those at risk of not meeting state academic content standards.



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 27

## SPSA Evaluation (Cont.)

- In Title I TAS, the SSC shall review, on an ongoing basis, the progress of participating students and revise the targeted assistance program, if necessary, to provide adequate assistance to enable them to meet the state's student academic standards.
- In Title I SWP schools, the SPSA describes how the school will implement all components of the SWP.
- In all Title I schools, the SPSA goals shall be based on an analysis of verifiable data.



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 27

## Actual Finding

“Documents and interviews do not indicate that the SSC annually evaluated and determined whether the needs of all children have been met by the strategies described in the SPSA, particularly the academic achievement needs of low-achieving students and those at risk of not meeting state academic content standards.”



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE 27

## Actual Resolution

“The LEA must submit evidence that the school has developed a process to meet evaluation requirements. The evaluation plan must indicate how the SSC will use results to improve and modify program services funded with Title I to ensure identified students meet state academic standards.”



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Compensatory Education

## Frequently Non-Compliant Items

**Questions?**



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE Items by Dimension and Topic

## I. Involvement

- Parent Involvement (CE 01, 02\*)
- Private Schools (CE 03)

\* Indicates frequently non-compliant item in 2014–15



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE Items by Dimension and Topic (Cont.)

## II. Governance and Administration

- LEA Plan (CE 04\*, 05)
- Technical Assistance (TA) to PI Schools (CE 06)
- SSC (CE 07\*)
- SPSA (CE 08\*)
- Parent Notices (Primary Languages) (CE 09)
- PI Requirements (CE 10, 11, 14)
- PI SES and Choice Transportation (CE 12, 13, 16)
- Title I funds for Supplemental Language Instruction for English Learners (CE 15)



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE Items by Dimension and Topic (Cont.)

## III. Funding

- Disbursement of funds (CE 17\*)
- Supplement Not Supplant (CE 18\*)
- Time Accounting (CE 19\*)
- Equipment Inventory (CE 20\*)
- PI LEA Professional Development (CE 21)
- PI School 20% Obligations (CE 22)
- Private Schools: LEA Control of Funds (CE 23)
- Early Childhood Development (Preschool) (CE 24)



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE Items by Dimension and Topic (Cont.)

## IV. Standards, Assessment, and Accountability

- School Accountability Report Card (SARC) (CE 25)
- LEA Program Evaluation (CE 26\*)
- SPSA Evaluation (CE 27\*)



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE Items by Dimension and Topic (Cont.)

## V. Staffing and Professional Development

- Highly Qualified Teachers (HQT) and Parent Notification (CE 28)
- Qualifications of Paraprofessionals (CE 29)
- School Resources for PD (CE 30)
- Staff Duties in TAS (CE 31)



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# CE Items by Dimension and Topic (Cont.)

## VI. Opportunity and Equal Educational Access

- Objective Criteria for Identifying Students (CE 32)
- Equitable Access to SES (CE 33)



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Parent Involvement

- LEA Parent Involvement Policy (CE 01)
- School Parental Involvement Policy (CE 02\*)

## **Evidence Requests:**

LEA Parent Involvement Policy 6020

Administrative Regulations 6020

School parental involvement policy

School-parent compact

Activities for building capacity for parent involvement

Parent committee meeting agendas, minutes, and sign-in sheets

Parent evaluation of parent involvement policy

SSC meeting agendas and minutes concerning school parent involvement policy

SPSA



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Private Schools

## Private School Consultation and Participation (CE 03)

### **Evidence Requests:**

Initial notice to nonprofit private schools within LEA and adjoining LEAs

Consultation with private school letters

Title I program descriptions for private schools

Affirmation signed by participating private schools

Third-party provider contracts for services to eligible students in private schools

CARS Title I, Part A Nonprofit Private School Participation and allocations



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# LEA Plan and TA to PI Schools

- Monitoring the LEA Plan (CE 04\*)
- LEA in PI, Revise LEA Plan (CE 05)
- LEA TA to PI Schools (CE 06)

## **Evidence Requests:**

LEA Plan (revised in PI Year 3)

LEA Plan Addendum (PI Year 3)

PI Year 3 End-of-Year Evidence

Student academic assessment data

LEA Plan implementation and monitoring documents

CE Records of TA to PI schools



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# SSC and the SPSA

- SSC composition and peer selection (CE 07\*)
- SPSA (CE 08\*)

## **Evidence Requests:**

SSC Roster with membership categories

Records of peer nomination and selection for all SSC member categories

SSC agendas and minutes

SPSA approved by SSC and local governing board for current year



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Parent Notices in Primary Languages

## LEA Provides Notices in Parents' Primary Languages (CE 09)

### **Evidence Requests:**

School and parent activity notices in English and other primary languages spoken by 15 percent or more of students enrolled in the school



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# PI Requirements

- Parent Notification of LEA in PI (CE 10)
- Notification to Parents of PI Elements (CE 11)
- PI Schools: Corrective Actions (CE14)

See the PI Letter Notification Templates Web page at <http://www.cde.ca.gov/ta/ac/ti/parnotpi.asp>

## **Evidence Requests:**

PI LEA notifications in English and multiple languages

PI School annual notifications in English and multiple languages

PI corrective action or alternative governance/restructuring plan

SPSA with PI Year 3–5 plans incorporated



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# SES and Choice

- SES Parent Selection, Privacy (CE 12)
- SES: LEA—Provider Contract (CE 13)
- LEA Web site data (CE 16)

## **Evidence Requests:**

LEA SES process and notification

LEA SES provider contract

LEA Web page URL for Choice/SES

SES Student Learning Plans (SLPs)

SES SLPs for EL and Students With Disabilities (SWD)

Procedures to rank eligible students



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Title I Funds for Supplemental Language Instruction

## Title I funds for Supplemental Language Instruction for EL (CE 15)

### **Evidence Requests:**

Notifications to parents of EL LEA summary budget and expenditure reports for LEA Title I EL instruction

LEA Plan pages indicating use of Title I funds for EL students pursuant to Title III



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Disbursement of Funds

## The LEA Disburses Funds Consistent with CARS (CE 17\*)

### **Evidence Requests:**

CARS Title I, Part A reports

SPSA for each school selected for CE review

Summary budget and expenditures reports for LEA reservations and school allocations

Comparability calculation forms and supporting data

Local board-approved policy and procedures for comparability requirements

Local board-adopted district salary schedule regarding student-staff ratios



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Supplement Not Supplant

## Supplement Not Supplant with CE Funds (CE 18\*)

### **Evidence Requests:**

CARS Title I, Part A reports or planned CARS Title I, Part A reservations and school allocations for current year

Title I, Part A summary budget and expenditure reports for LEA reservations and school site allocations

SPSA budget and expenditure reports

PARs and semiannual certifications or comparable time-accounting documents

Duty statements and job descriptions for district and school staff paid all or in part with Title I, Part A funds



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Time Accounting

## Administrative Charges; Time Accounting (CE 19\*)

### **Evidence Requests:**

Names and Full Time Equivalent (FTE) of all staff charged to CE program

Position Control Reports

Job descriptions and duty statements

PARs or equivalent

Semiannual or monthly certifications or equivalent



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Equipment Inventory

## LEA Equipment Inventory (CE 20\*)

### **Evidence Requests:**

Equipment inventory records for district office and each reviewed school

Evidence of physical check of equipment



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# PI Fiscal Requirements

- LEA In PI: 10% Reservation for PD (CE 21)
- LEA with PI Schools: 20% Obligations and Reallocation (CE 22)

## **Evidence Requests:**

PD activities, agendas, and evaluations

Summary budget and expenditures reports for PI LEA 10% PD reservation

Summary budget and expenditures reports for required reservations for PI Choice and SES

Records demonstrating that LEA met reallocation criteria for 20% obligation funds



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Other Fiscal Requirements

- Private Schools: LEA Control of Funds (CE 23)
- Early Childhood Education (ECE) (CE 24)

## **Evidence Requests:**

Summary budget and expenditures reports for Title I, Part A services to private schools

Third-party provider contracts, as applicable

Records of approved Title I, Part A expenditures for private schools

Summary budget and expenditures reports for Title I, Part A allowed reservation for ECE preschool, if applicable

ECE curriculum and lesson plan documentation



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# SARC

## LEA Posts SARC (CE 25)

### **Evidence Requests:**

SARC for each school included in CE review

LEA SARC Web page URL

SARC hard copy availability notification



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Program Evaluation

- LEA Evaluates Effectiveness of Programs (CE 26\*)
- SSC Annually Evaluate SPSA Services (CE 27\*)

## **Evidence Requests:**

LEA Title I and EIA-SCE program evaluation

PI Year 3 End-of-Year Evidence Report

SPSA

SPSA evaluation reports

SSC agendas and minutes

Student academic assessment data and evaluation results

CE program modifications based on evaluation results



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Staffing and PD

- HQT; Parent Notification if Teacher Not HQT (CE 28)
- Paraprofessionals Meet Qualifications (CE 29)
- School Resources for PD (CE 30)
- TAS: Staff Duties Equivalent to Non-Title I Staff (CE 31)

## **Evidence Requests:**

HQT credentials of certificated staff, including those supervising paraprofessionals

Parent notification letters for Non-HQT

LEA qualification requirements for paraprofessionals

Title I paraprofessional staff and evidence of qualifications met

Title I School PD activities, agendas, and evaluations



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Opportunity and Access

- Objective Criteria for Identifying Students in TAS and private schools (CE 32)
- SES: Equitable Access for SWD and EL students (CE 33)

## **Evidence Requests:**

LEA board policy establishing student identification criteria

Agreements with SES providers for SWD and EL students

SES SLPs for SWD and EL students



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Key Documents to Upload into CMT

- LEA and school parent involvement policies and compacts (CE 01, CE 02)
- LEA Plan (CE 04, CE 05)
- SSC roster and peer selection documents (CE 07)
- SPSA (CE 08)
- LEA summary budget and expenditure reports (CE 17, CE 18)
- LEA time accounting records (CE 19)
- LEA Title I program evaluation and SPSA evaluation documents, and SSC agendas and minutes (CE 26, CE 27)
- LEA Equipment Inventory (CE 20)



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# FPM CE Review Preparation

- Involve all relevant LEA and school staff.
- Review the specific legal requirements of each CE item.
- Determine which CE items are applicable and not applicable to your LEA and schools.
- Take action to address legal requirements
- Collect electronic forms of all associated and required documents.
- Review collected documents to confirm whether or not all CE requirements are met.



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Uploading and Managing Documents in CAIS and CMT

- Upload required and suggested documents for Evidence Requests 30 days prior to the FPM review.
- Provide specific titles and descriptions for each document uploaded.
- Respond to CE reviewer requests for additional documents and notify CE reviewer when they have been uploaded.



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Suggestions

## Do

- Use specific titles and file names
- Provide file description
- Address all parts of CE items and sub-items
- Upload relevant documents only
- Response to CE reviewer requests for additional documentation
- Send comments when uploading additional documents

## Do not

- Use generic titles and file names
- Leave description blank
- Only address CE item title or first paragraph
- Upload documents in a “hit or miss” manner
- Ignore CE reviewer requests for additional documentation
- Upload additional documents without sending comments



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Title I Monitoring and Support Office Contacts

|                                 |              |                                                                      |
|---------------------------------|--------------|----------------------------------------------------------------------|
| Mark Klinesteker, Administrator | 916-319-0324 | <a href="mailto:mklinesteker@cde.ca.gov">mklinesteker@cde.ca.gov</a> |
| Ted Hawthorne                   | 916-319-0236 | <a href="mailto:thawthorne@cde.ca.gov">thawthorne@cde.ca.gov</a>     |
| Larry Boese                     | 916-319-0257 | <a href="mailto:lboese@cde.ca.gov">lboese@cde.ca.gov</a>             |
| Lorene Euerle                   | 916-319-0728 | <a href="mailto:leuerle@cde.ca.gov">leuerle@cde.ca.gov</a>           |
| Alan Frank                      | 916-319-0251 | <a href="mailto:afrank@cde.ca.gov">afrank@cde.ca.gov</a>             |
| Monique Moton                   | 916-319-0733 | <a href="mailto:mmoton@cde.ca.gov">mmoton@cde.ca.gov</a>             |
| Oluwole Olukoya                 | 916-319-0291 | <a href="mailto:oolukoya@cde.ca.gov">oolukoya@cde.ca.gov</a>         |
| Chimeng Yang                    | 916-319-0735 | <a href="mailto:cyang@cde.ca.gov">cyang@cde.ca.gov</a>               |



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Compensatory Education

## CE Instrument Overview and Items

## Preparing for the FPM CE Review

## Questions?