

# California Department of Education

## Migrant Education Onsite

### 2015-16 Program Instrument

#### I. Involvement

<b>I-ME 01: Parent Advisory Councils</b>
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I-M 1. District and regional parent advisory councils (PACs) fulfill their responsibilities to:

- (a) Establish migrant education program goals, objectives, and priorities.
- (b) Review annual needs assessments, program activities for each school, and individualized educational plans.
- (c) Advise on the selection, development, and reassignment of migrant education program staff.
- (d) Be actively involved in the planning and negotiation of program applications and service agreements.

(20 United States Code (U.S.C.) § 6394 (c)(3)(A), (B); *California Education Code (EC) Section 54444.4(a).*)

1.1 Members of the advisory council were elected by parents of migrant students at a general meeting to which all parents of pupils enrolled in the migrant program were invited. (*EC § 54444.2.(a)(1).*)

1.2 The composition of the migrant parent council is determined by the parents of children enrolled in the migrant program. (*EC § 54444.2(a)(1).*); 5 *California Code of Regulations (CCR) S12033, 12034*

1.3 At least two-thirds of the migrant program parent council consist of parents of migrant children. (*EC §54444.2(a)(1).*); 5 *CRR S12033, 12034*

1.4 The LEA trains parent councils to carry out their responsibilities. (*EC §54444.2(a)(4), 54444.4(a)(4).*)

1.5 The Regional Application and District Service Agreements are presented to parents in a format and language understandable to them. (20 United States Code (U.S.C.) § 6394 (c)(3)(B).)

#### **Evidence**

ME PAC Bylaws

Upload current adopted version.

ME PAC Meeting Calendar\*

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Upload most recent.

ME PAC Officer Election Certificate of Eligibility numbers\*

Upload sign-in sheet with names of PAC Officers along with Certificate of Eligibility numbers.

ME PAC Officer Election meeting agenda, minutes, and sign-in sheet\*

Upload PAC Officer Election meeting which includes agenda, minutes, and sign-in sheet of parents participating at PAC Officer Election meeting.

ME PAC Officer Election Roster\*

Upload current year information showing elected members and identification of migrant parents.

ME PAC Roster w/certificates of eligibility numbers\*

Upload current year information showing all members and identification of migrant parents.

## I. Involvement

### **I-ME 02: Consultation with Private Schools**

I-M 2. For Elementary and Secondary Education Act (ESEA) programs, the LEA consulted with appropriate private school officials during the development of the program concerning:

(a) Identification of students' needs (20 U.S.C. §§ 6320 (b)(1)(A), 7881 (c)(1)(A).)

(b) What services will be offered (20 U.S.C. §§ 6320 (b)(1)(B), 7881 (c)(1)(B).)

(c) Service delivery options, including services through a contract with a third-party provider (20 U.S.C. §§ 6320 (b)(1)(C)(G), 7881 (c)(1)(C).)

(d) Assessment and improvement of services (20 U.S.C. §§ 6320 (b)(1)(D), 7881 (c)(1)(D).)

(e) The size and scope of services and the proportion of funds allocated (20 U.S.C. §§ 6320 (b)(1)(E), 7881 (c)(1)(E).)

(f) Program delivery options (20 U.S.C. §§ 6320 (b)(3), 7881 (c)(4).)

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(g) Reasons for not using a contractor preferred by private school officials (20 U.S.C. §§ 6320 (b)(1)(H), 7881 (c)(2).)

(h) The method and sources of data to determine the number of low-income private school students from eligible attendance areas (20 U.S.C. § 6320 (b)(1)(F).)

(i) The right to complain to the California Department of Education concerning Title I, Part A, programs (20 U.S.C. § 6320 (b)(5)(A).)

(j) Services for students eligible to participate in the migrant education program (20 U.S.C. § 7881 (b)(1)(B).)

### **Evidence**

Affirmation signed by participating private schools\*

Evidence should indicate that Migrant Education services were offered. Must be signed and dated by the Authorized representative.

Dated notice of ESEA eligibility to private schools in LEA and adjacent LEAs\*

Upload a copy of all notices sent to each private school(s) in the LEAs attendance area that includes a description of services for students eligible for the MEP.

LEA Plan\*

Upload a copy of current approved Plan and include page references for each instrument item using the description on the document upload screen.

## **II. Governance and Administration**

### **II-ME 03: Migrant Region Services**

II-M 3. The migrant region provides:

- (a) Technical assistance to LEAs according to the service agreement
- (b) Interagency coordination that improves services to migrant students
- (c) Direct services required by the service agreement

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(EC § 54444.4(c).)

#### **Evidence**

##### **District Services Agreement\***

Upload only most current year agreement. Previous years' agreements may be requested by the reviewer. Include page references for each item on the document upload screen (i.e., ME02 See page 45).

##### **Professional Development Activities for Teachers and Staff Outlined in the DSA/RA\***

Upload evidence that staff development is implemented (agendas, sign-in sheets, and presentation materials, including goals, objectives and outcomes to address needs of ME students and parents.

##### **Technical Assistance and Interagency Coordination Activities with Federal Program Coordinators\***

Upload correspondence, e-mails, agenda, minutes, etc. between ME and district staff, including goals, objectives, and outcomes.

##### **Regional Application\***

If applicable, upload copy of ME Regional Application.

##### **LEA Plan\***

Upload a copy of current approved Plan and include page references for each instrument item using the description on the document upload screen.

## **II. Governance and Administration**

<b>II-ME 04: District Services</b>
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#### **II-M 4. The district provides:**

- (a) Services in compliance with state and federal law
- (b) Information to parents
- (c) Support to instructional staff

## **Migrant Education Onsite**

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(EC § 54444.4(b).)

#### **Evidence**

##### **District Services Agreement\***

Upload only most current year agreement. Previous years' agreements may be requested by the reviewer. Include page references for each item on the document upload screen (i.e., ME02 See page 45).

##### **Letters and notices to parents\***

Upload a current sample of written communications sent by the district.

##### **Letters and notices to parents in necessary languages\***

Upload a current sample of translated written communications sent by the school.

##### **List of all students in the district by school and grade level (hard copy only)\***

Do not upload. Use the description field in CAIS/CMT to provide information where the reviewer can access the document.

##### **Program Needs Assessment\***

Include page reference in the District Service Agreement using the description on the document upload screen (i.e., ME 02 See page 45).

##### **Single Plan for Student Achievement (SPSA)\***

Upload Single Plan for Student Achievement (SPSA) for school sites being reviewed. Include the name of the school site in the title of the document. Include sample of formative assessment if different from district assessment.

## **II. Governance and Administration**

### **II-ME 05: Implements and Monitors LEA Plan**

II-M 5. An LEA operating ESEA programs implements and monitors the approved LEA plan. (20 U.S.C. § 6312(b)(1)(A)(i), (ii), (iii).)

## **Migrant Education Onsite**

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#### **Evidence**

LEA Plan that includes ME narrative with student data, services, and program goals\*

Upload ME narrative with student data, services, and program goals.

Evaluation reports\*

Upload a copy of a current evaluation of student data, student services, and program goals in the LEA plan.

LEA Plan\*

Upload a copy of current approved Plan and include page references for each instrument item using the description on the document upload screen.

Single Plan for Student Achievement (SPSA)\*

Current-year SSC and board-approved SPSA for each reviewed school. Include the name of the school site in the title of the document.

## **II. Governance and Administration**

### **II-ME 06: Inventory**

II-M 6. For all categorical programs, the LEA maintains an 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. The record describes the acquisition by:

- (a) Type
- (b) Model
- (c) Serial number
- (d) Funding source
- (e) Acquisition date
- (f) Cost
- (g) Location
- (h) Current condition

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(i) Transfer, replacement, or disposition of obsolete or unusable equipment

(*EC* § 35168; 5 *CCR* § 3946; 34 *Code of Federal Regulations (CFR)* § 80.32(d)(I).)

6.1 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. (34 *CFR* 80.32[d][2].)

#### **Evidence**

Equipment inventory records\*

Include page references for each instrument item and fund source using the description on the document upload screen (i.e., ME02 See page 45).

### III. Funding

<b>III-ME 07: Use of Funds</b>
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III-M 7. The migrant region and LEA use migrant education funds only for allowable activities and equipment. (20 U.S.C. § 6394 (c)(1)(A).)

#### **Evidence**

General Ledger\*

Upload a DETAILED general ledger for the specific resource code(s) being reviewed. The general ledger should include the date, description, vendor name, and total amount for each expenditure line item.

District Services Agreement\*

Upload only most current year agreement. Previous years' agreements may be requested by the reviewer. Include page references for each item on the document upload screen (i.e., ME02 See page 45).

Personnel Activity Reports (PARs)\*

Upload most recent year records for personnel funded by Title I Part C.

## **Migrant Education Onsite**

### **2015-16 Program Instrument**

#### III. Funding

<b>III-ME 08: Supplement Not Supplant</b>
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III-M 8. For the Migrant Education Program, the LEA uses categorical funds only to supplement, and not supplant, state and local funds: Title I, Part C. (20 U.S.C. § 6321(b), 6394 (c)(2).)

#### **Evidence**

##### District Services Agreement\*

Upload only most current year agreement. Previous years' agreements may be requested by the reviewer. Include page references for each item on the document upload screen (i.e., ME02 See page 45). Master school schedule\*

Upload only for schools that are comprised of departmentalized classrooms.

##### Duty statements; regular year and summer school\*

Upload duty statements if available or other evidence demonstrating that duties are appropriate to the funding source.

##### Expenditure reports\*

Upload most recent fiscal year records.

##### LEA summer school records\*

For all summer school employees include all official job descriptions approved by the board and on file with human resources and all available duty statements.

##### Lesson plans for before and after class and/or Saturday school programs

Upload a sample for each type. Highlight what part of the core curriculum you are supplementing.

##### ME Regional Application\*

If applicable, upload copy of ME Regional Application.

##### ME regular and summer school daily schedules\*

Upload descriptions of hours of the instructional day for each setting. Provide rationale for how and why the ME resources are being utilized to supplement services.

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#### LEA Plan\*

Upload a copy of current approved Plan and include page references for each instrument item using the description on the document upload screen.

#### Single Plan for Student Achievement (SPSA)\*

Current-year SSC and board-approved SPSA for each reviewed school. Include the name of the school site in the title of the document.

### III. Funding

#### **III-ME 09: Salaries and Wages**

III-M 9. The LEA properly assesses administrative charges for direct or indirect costs of federal funds for salaries and wages in proportion to an allowable quantity and duties of the employee. (*California School Accounting Manual (CSAM)*; 2 *CFR* 200, subpart E, Attachment B, 8.h; 2 *CFR* 200, subpart F, ED Cross-Cutting Section, III.B.2) (20 U.S.C. § 6825 (b).)

9.1 Each employee paid in part from a single cost objective and in part from other revenue, or an employee paid from multiple cost objectives, completes a Personnel Activity Report (PAR) each pay period, or an approved sampling method is used. (*CSAM*; 2 *CFR* 200, subpart E, Attachment B, 8.h; 2 *CFR* 200, subpart F, ED Cross-Cutting Section, III.B.2) (*EC* § 52853 (a)(7).)

#### **Evidence**

##### Expenditure reports\*

Upload most recent fiscal year records.

##### ME payroll records\*

Upload most recent fiscal year records.

##### ME Personnel Activity Reports (PARs)\*

Upload most recent year records for personnel funded by Title I Part C.

##### ME time accounting records\*

Upload most recent fiscal year records.

## Migrant Education Onsite

### 2015-16 Program Instrument

Duty statements; regular year and summer school\*

Upload duty statements if available or other evidence demonstrating that duties are appropriate to the funding source.

#### IV. Standards, Assessment, and Accountability

##### **IV-ME 10: Evaluation, Assessment, and Effectiveness**

IV-M 10. The migrant region and LEA measure migrant student progress against the desired outcomes of the migrant education program and state academic content standards. (20 U.S.C. § 6396(a)(1)(D).)

10.1 The LEA completes an individual assessment of the educational and health needs of each migrant student within 30 days of enrollment. (EC 54443.1[a].)

10.2 The LEA identifies and addresses the needs of migrant children in coordination with other categorical programs. (20 U.S.C. 6396[a][1][A].)

10.3 The LEA identifies and addresses the needs of migrant children through measurable program goals and outcomes. (20 U.S.C. 6394[b][1][D].)

10.4 The LEA and migrant region use academic assessment results and other pertinent migrant student data to improve the academic achievement of students. (20 U.S.C. 6311[b][10].)

10.5 The LEA and migrant region evaluate and determine the effectiveness of their programs and projects in providing migratory children with the opportunity to meet the same challenging State content and performance standards. (20 U.S.C. 6394[c] and 34 *CFR* 200.42[a].)

#### **Evidence**

District Services Agreement\*

Upload only most current year agreement. Previous years' agreements may be requested by the reviewer. Include page references for each item on the document upload screen (i.e., ME02 See page 45).

Individual Needs Assessment form\*

Upload a completed form with student identifying information redacted.

ME Pre & Post formative assessment per the DSA\*

## **Migrant Education Onsite**

### **2015-16 Program Instrument**

Upload most recent assessment reports.

#### **ME Program Needs Assessment\***

Include page reference in the District Service Agreement using the description on the document upload screen (i.e., ME 02 See page 45).

#### **ME records of coordination with other state and federal programs\***

Evidence would include correspondence, e-mails, agenda, minutes; such as other Title I, Title III, etc.

#### **LEA Plan\***

Upload a copy of current approved Plan and include page references for each instrument item using the description on the document upload screen.

#### **Single Plan for Student Achievement (SPSA)\***

Current-year SSC and board-approved SPSA for each reviewed school. Include the name of the school site in the title of the document.

## **V. Staffing and Professional Development**

### **V-ME 11: Staffing**

V-M 11. The migrant region and LEA provide professional development programs and support for teachers and other program staff members. (20 U.S.C. 6394[c][6][B]); *EC* 54444.4[b][3], [c][5].)

11.1 Migrant program summer school staff members are properly credentialed and have cultural training and understanding of the special needs of migrant children. (*EC* 54444.3[a][4].) Elementary and Secondary Educational Act (ESEA) Section 1119)

#### **Evidence**

##### **Technical Assistance and Professional Development Activities\***

Upload evidence that the LEA/Region is providing technical assistance and professional development related to the unique needs of migrant students.

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ME staff credentials; regular year and summer school\*

Staff credentials; regular year and summer school

ME staff roster who provide MEP services; regular year and summer school\*

Upload evidence which would include a list of ME staff, positions, and FTE percentage.

## VI. Opportunity and Equal Educational Access

### **VI-ME 12: Equal Opportunity**

VI-M 12. The migrant region and LEA provide migrant children with the opportunity to meet state academic content and achievement standards. (20 U.S.C. 6396[a][1][C].)

12.1 The migrant region and LEA provide services required by state and federal laws or regulations. (EC 54444.4[b][1].)

12.2 The LEA provides to migrant program schools general fund services comparable to those provided to other schools. (20 U.S.C. 6321[c].)

12.3 The migrant region and LEA provide educational continuity for migrant students through the timely transfer of educational and health records. (20 U.S.C. 6391; 34 CFR 200.41[c].)

#### **Evidence**

District Services Agreement\*

Upload only most current year agreement. Previous years' agreements may be requested by the reviewer. Include page references for each item on the document upload screen (i.e., ME02 See page 45).

ME sample transfer records from MSIX data system

ME sample transfer records from MSIX data system

ME samples of migrant students' class/Master schedules\*

For K-6 schools, provide a Master Schedule.

ME samples of migrant students' cumulative records (hard copy only)\*

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Do not upload. Use the description field to provide information where the reviewer can access the document.

#### VI. Opportunity and Equal Educational Access

<b>VI-ME 13: Private Schools</b>
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VI-M 13. For participating private schools, the LEA provides equitable educational services and benefits to address the needs of eligible school students, their teachers, and their families. (20 U.S.C. 6320[a][1], 7881[a][1].)

(a) Educational services are provided in a timely manner. (20 U.S.C. 6320[a][3], 7881[a][3].)

(b) The LEA expends equal per-pupil amounts for educational services and other benefits for eligible private and public school students. (20 U.S.C. 6320[a][4], 7881[a][4].)

(c) Educational services provided by the LEA are secular, neutral, and non-ideological. (20 U.S.C. 6320[a][2], 7881[a][2].)

(d) Teachers of Title I and Title III students in private schools participate on an equitable basis in professional development activities. (20 U.S.C. 6320[a][1], 7881[a][1].)

#### **Evidence**

ME multi-funded staff time and funding records for private schools

ME multi-funded staff time and funding records for private schools

ME Private School PAC Announcements\*

Upload Private School PAC announcements to parents.

ME Private School PAC Bylaws

Upload copy of the ME Private School PAC Bylaws.

ME Private School PAC meeting agendas, minutes, and sign-in sheets\*

Applies only when private schools elect to have their own PAC.

ME Private School PAC Roster\*

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Applies only when private schools elect to have their own PAC.

ME Professional Development Plan for Private School staff\*

Applies only when private schools receive services. District must show that they have offered professional development opportunities to private school staff.

ME Third-party service provider contracts\*

Upload any current contracts, purchase orders, and invoices.

## VII. Teaching and Learning

### **VII-ME 14: Educational and Other Services**

VII-M 14. The LEA provides migrant students with the full range of services available from appropriate local, state, and federal education programs. (20 U.S.C. 6394[b][1][A].)

14.1 The migrant region and LEA provide a comprehensive, supplementary program designed to meet the educational, health, and related needs of participating students, as described in the service agreement. (EC 54443.1[c].)

14.2 The migrant region and LEA give priority for service to migrant children who are failing to meet state academic content standards and whose education was interrupted during the regular school year. (20 U.S.C. 6394[d].)

14.3 The migrant region and LEA coordinate migrant education services with other state and federal programs. (20 U.S.C. 6396[a][1][G].)

14.4 The migrant region and LEA provide a brief individual learning plan, listing services to be provided, to parents annually or on enrollment. (EC 54443.1[d].)

14.5 The migrant region and LEA maintain migrant student records for kindergarten through grade twelve students, or copies, in the student cumulative record. (20 U.S.C. 6394 [b] [3].)

### **Evidence**

Individual students' records of migrant services provided\*

For example COESTAR Report.

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ME list of ME students currently enrolled\*

For example a COESTAR Report. Redact student identifying information.  
Redact student identifying information.

ME list of Priority for Services (PFS) students\*

Provide a current list of PFS students at school site and district levels. For example a COESTAR Report. [Onsite review only]

ME samples of migrant students' cumulative records (hard copy only)\*

Do not upload. Use the description field to provide information where the reviewer can access the document.

LEA Plan\*

Upload a copy of current approved Plan and include page references for each instrument item using the description on the document upload screen.

Single Plan for Student Achievement (SPSA)\*

Current-year SSC and board-approved SPSA for each reviewed school. Include the name of the school site in the title of the document.

## VIII. Identification, Recruitment & Quality Control

### **VIII-ME 15: Identification, Recruitment, and Quality Control**

VIII-M 15. The LEA has established and implemented a system of quality controls for the proper identification and recruitment of eligible migratory children. (34 *CFR* 200.89 [d] [1] [2] [3] [4] [5] [6] [7].)

15.1 The migrant region and LEA provide comprehensive training to ensure that recruiters and all other staff involved in determining eligibility and in conducting quality control procedures know the requirements for accurately determining and documenting child eligibility under the MEP. (34 *CFR* 200.89 [d] [1].)

15.2 The migrant region and LEA have implemented a system that provides for the supervision and annual review and evaluation of the identification and recruitment practices of individual recruiters. (34 *CFR* 200.89 [d] [2].)

15.3 The migrant region and LEA have implemented a formal process for resolving eligibility questions raised by recruiters and their supervisors and for

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ensuring that this information is communicated to all local operating agencies. (34 *CFR* 200.89 [d] [3].)

15.4 The migrant region and LEA have implemented a process by which an examination by qualified individuals of each COE to verify that the written documentation is sufficient and that, based on the recorded data, the child is eligible for MEP services. (34 *CFR* 200.89 [d] [4].)

15.5 The migrant region and LEA have implemented a process to validate that the eligibility determinations were properly made, including conducting prospective re-interviewing. (34 *CFR* 200.89 [d] [5].)

15.6 The migrant region and LEA have implemented a documentation process that supports the implementation of this quality control system and of a record of actions taken to improve the system where periodic reviews and evaluations indicate the need to do so. (34 *CFR* 200.89 [d] [6].)

15.7 The migrant region and LEA have a process for implementing corrective action if the SEA finds COEs that do not sufficiently document a child's eligibility for the MEP, or in response to internal audit findings, or monitoring. (34 *CFR* 200.89 [d] [7].)

### **Evidence**

#### **District Services Agreement\***

Upload only most current year agreement. Previous years' agreements may be requested by the reviewer. Include page references for each item on the document upload screen (i.e., ME02 See page 45).

#### **Annual evaluation of Identification and Recruitment staff\***

Upload evidence that each individual responsible for conducting identification and recruitment activities receive an annual evaluation based on I and R competency.

#### **Annual re-interview and verification records\***

Upload evidence that shows the annual parent re-interviews were conducted to verify continuing eligibility and accuracy of Migrant Education records. Provide COE numbers for those re-interviewed.

#### **COE verification records\***

Upload evidence of a sample that shows annual re-verification records.

#### **Corrective action records\***

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Upload logs or spreadsheets of corrective actions taken.

#### **Local Quality Control Plan\***

For districts conducting identification and recruitment activities, upload most recent plan.

#### **Professional Development Activities for Identification and Recruitment Staff\***

Upload evidence that the staff development plan is being implemented (sample of notices, agendas, sign-in sheets, and presentation materials) addressing identification and recruitment activities.

#### **Records of supervision of recruiters\***

Upload evidence of annual evaluation report of Identification and Recruitment staff.