

**CDE Categorical Program Directors' Meeting Notes**  
September 17, 2010

<b>CPM Update</b>	<b>Patrick McMenamin, Manager, Categorical Program Monitoring Office</b> 916-319-0357 <a href="mailto:pmcmenam@cde.ca.gov">pmcmenam@cde.ca.gov</a>
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Hector Rico reviewed the proposed CPM model for 2010-11. **REMINDER: The proposed model is PENDING.** It is in the final stages of CDE approval and subject to change. The Selection Criteria reflects the focus on monitoring the neediest schools/LEAs. Approximately ¼ of each cohort will be up for a review every 2 years. (Between 60-65 LEAs.) The format alternates: on-site for one year of CPM, online for the other year reviewed.

	Year 1	Year 2	Year 3	Year 4
<b>Previous Model</b>	x	x	x	<b>On-Site Review Pool</b>
<b>Proposed "4 x 2 Model"</b>	<b>ON-SITE Review Pool</b>	Optional self-review and/or work on resolving outstanding issues	<b>ONLINE Review Pool</b>	Optional self-review and/or work on resolving outstanding issues
<b>As needed: follow up reviews on site</b>				

- Selection Criteria include four independent variables: three based upon risk factors and one random sample.
  - o Tentative risk factors: 1) Academic, 2) Fiscal A – School Districts depending on Per Pupil Amount and Carryover %; COEs depending on Total Allocation and Carryover %; 3) Fiscal B – Subset of the top 20 cohort LEAs depending on Total Allocation, 5 to be selected with a history of audit findings
- LEAs will be given notice 45 days prior to the on-site visit.
- **Anticipate on-site reviews for 2010-11 starting in December.** This allows for training to use CAIS and the revised CPM instruments, plus time to prepare. LEAs with on-site reviews would still submit documents online.
- **Anticipate online reviews to start in January.**
- CPM Instruments are in the final stage of approval and will be posted as soon as possible.
- See Handout #1 for programs to be monitored. Ed Jobs and ARRA (Title I Parts A and D, SFSF, and Homeless) will be included in the monitoring process.
- CPM Website: [www.cde.ca.gov/ta/cr/cc](http://www.cde.ca.gov/ta/cr/cc)

<b>Title I Cash Management Requirements/Apportionments</b>	<b>Leslie Sharp, Consultant, School Fiscal Services Division</b> 916-323-4977 <a href="mailto:lsharp@cde.ca.gov">lsharp@cde.ca.gov</a>
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**Formal cash management for regular Title I will be due on October 31. Everyone that receives Title II has been filing cash management reports already. The process is the same: same login, same password. See Handout #2.**

- "School districts, county offices of education, and direct funded charter schools awarded a grant... must submit the [Federal Cash Management Data Collection (CMDC)] report for a particular quarter in order to receive an apportionment for that quarter. CDE will apportion funds to LEAs whose cash balance is below a certain threshold."
- Apportionment has been 40-40-20 in the past. How much cash remains in the balance changes the amount of your next **apportionment**, not the amount of **entitlement**.
- There will now be four quarterly apportionments instead of three. **If you miss reporting payment, your next "shot at getting the money is three months down the road."**
- **Book expenditures in a timely fashion. Do not wait until the end of the year.**
- In the system, you'll provide the cash balance for both Title I and Title II at the same time.
- FYI: Most LEAs saw an increase in Title I funding based on Census figures of poverty.

<b>Title I Neglected or Delinquent</b>	<b>Jeff Breshears, Consultant, Title I Accountability &amp; Partnerships</b> 916-319-0946 <a href="mailto:jbreshears@cde.ca.gov">jbreshears@cde.ca.gov</a>
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**Title I, Part A**

**An email went out to LEAs regarding Neglected institutions for 2010-11. Historically, ConApp broke out N and D figures. Those will no longer be broken out. There is no "Neglected" amount – there is only Title I, Part A.**

<b>Question:</b> Do we have to reserve what N institutions generate?
<b>Answer:</b> No. LEAs are required to reserve enough funds for students in institutions to receive services comparable to what they'd receive at a Title I school. The figure may be less or more, but comparable services must be delivered. The burden of proof is on the LEA to demonstrate comparable services. (Citation - 200.77A2)

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**Question:** Do the institutions know about this?

**Answer:** The reporting on October count won't change. The services won't change at private institutions. They don't receive the money, the LEA does. It should not be a pass-through where the funds are sent to the school.

**Title I, Part D**

**Pay attention to cash management and Title I, Part D. Because there's been no 15% carryover limit, many LEAs have been holding on to funds. Make sure you take a look at the reporting and booking on Part D.**

- Validation is needed on sites that are not shown on the community care licensing services. If you're reporting homes that are not licensed, they are not eligible for the count. If they're not posted on the web, you'll need to have a copy of their license.
- The annual survey is the sole basis for funding that comes from N or D.

**Title III AMAOs Update**

**Stephanie Woo, Consultant, Assessment, Accountability & Awards**

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Changes were made in Title III Accountability for 2009-10 related to AMAO 1 and 2. AMAO 1 and 2 were posted in August on the CDE web page. The Accountability report including AMAO 3 was posted on 9/13/2010.

**AMAO 1 Change:**

- Prior year CELDT score can be from a year other than immediately preceding.
- K-1 reading and writing domains were included. New performance levels were used.

**AMAO 2 Change:**

- Inclusion of K-1 read and writing
- Include all EL tested, including Initials
- Two cohorts: > 5 years in program, and <5 years in program
- Meet targets for both cohorts

**LEA Plan Revisions, Improvement Plan Addendum (Title III)**

**Carlos Rivera, Manager, Language Policy & Leadership Office**

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In the current proposed state budget, flexibility is recommended for remaining funds for English Learners. For Title III, English Learner = \$10,000 minimum threshold. If an LEA doesn't meet the minimum, it joins other LEAs to meet it. Immigrant threshold = \$5,000. The accountability strand does not apply to these funds.

**Parent Notification:** Reports were posted 9/13. LEAs have until 10/13 to notify parents of Title III Improvement status.

**Improvement Plan Addendum:** Due January 13, 2011, the same day as any district that has a LEAP addendum due.

Year 2	Year 4
<ul style="list-style-type: none"> <li>- <b>Develop Improvement Plan Addendum</b></li> <li>- Address factors that prevented the LEA/Consortia from achieving the AMAOs</li> <li>- In CA: 79 Year 2, with 6 pending</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Develop Online Action Plan</b></li> <li>- Address factors that prevented the LEA/Consortia from achieving the AMAOs</li> <li>- In CA: 56 Year 4, with 1 pending</li> </ul>

**SASA Monitoring of Title I Services to Students in Private Schools**

**Jyoti Singh, Consultant Title I Accountability & Partnerships**

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The purpose of the August 4, 2010 letter was to provide technical assistance following findings from the ED monitoring visit.

(Handout #5 – also available at: <http://www.cde.ca.gov/sp/sw/t1/documents/prvtschltr.pdf>)

- **Calculating Amounts Available to serve Private School Children, Their Teachers and Families**
  - o LEAs must meet set-aside requirements with ARRA funds. Not all LEAs included ARRA funds in calculating reservations for equitable services.
  - o ConApp provides the figure for regular Title I reservation. It is hoped that the ARRA Application (Reporting Tool) will assist LEAs in correcting their private school reservations for the ARRA funds.
- **Reimbursement to another LEA**
  - o Establish a formal inter-agency agreement that spells out the fiscal component: how many students served, the per pupil amount, and total amount of reimbursement to other LEA.
- **Maintaining control of funds**
  - o "LEAs receiving Title I, Part A funds and providing services to students in private nonprofit schools have the administrative responsibility for implementing the Title I Program. In consultation with appropriate private school officials, an LEA must design a Title I program that meets the needs of private school participants."

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- **Consultation**
  - o **Some LEAs turned over consultation to a third party provider; however, the LEA is responsible for consulting with the private schools, THEN hire a third party provider.** They are now in charge of delivery of the program.
  - o "... LEAs must consult with nonprofit private schools located within an LEAs attendance boundary and with private schools located within the boundaries of adjoining school districts to ensure that eligible private school students are provided an opportunity to participate in the Title I Program." (p. 3.)
- **Third Party provider Contracts**
  - o There must be activities described and a cost breakdown in the contract. Contractors do not receive a lump sum for their services.
  - o Administrative costs must be paid from the 15% reservation located on the District Allocation page on the ConApp. It may not come from the reservation for equitable services.
  - o If a third party provider wants to charge administrative costs that you question, you may tell them how much you're going to allow. (Example from the field: The contractor said admin costs = 35%, the LEA said 3% and the third party came down.)
  - o The LEA is responsible for doing the evaluation of the program. Do not accept submissions for costs of program evaluation.
- **Program Evaluation**
  - o **Must be conducted annually. See the template, which was developed by CDE and LAUSD and approved by ED on the monitoring visit.**

**Legislative Update**

**Chris Reeve, Legislative Representative, Legislative Affairs Division**  
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See Handout #6.

**ARRA Quarterly Reporting**

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**Ed Jobs Fund was signed last Friday, 9/10. The money should arrive in the LEA in the week of 9/20. (90% of the funds.) The preliminary entitlement is posted on the website. Refer to the handout for guidance on appropriate uses of the funds.**

- EETT went out in July. This quarter's 1512 reporting covers July through September. Of 5,000 grants, only 1,600 have reported. Deadline is Wednesday, September 22<sup>nd</sup>.
- SIG: The legislature approved to appropriate the money. CA needs the approval from ED for the waiver, and then the adjusted LEA amounts will be current.
- K-12 will get \$271M of SFSF, Phase II (the last 10%)

**Question: What's going to happen at the end of the reporting cycle? If we miss at the end of one cycle, we can catch up with the next...**

Answer: The feds have allowed a correction period. One is anticipated for the final report.

**Single Plan for Student Achievement Update**

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**Bob Storelli stood in for Julie Baltazar.**

- Currently in the review process.
- If you're going to use the CDE template, it's available online.

**The next meeting of the Categorical Program Directors is Friday, December 10, 2010.**