

# OFP Highlights

...is an update on the Office of Federal Programs' federal grants & RFPs, workshops, trainings, and opportunities relevant to MS school districts, parents, community and other stakeholders.

**August 28, 2014**

## **New Releases & Web Postings**

### ***The Academic Language and Literacy Training, Monday, September 15<sup>th</sup> – Tuesday, September 16<sup>th</sup>, 2014***

The Academic Language and Literacy Training will be held September 15-16, 2014 at Table 100 in Flowood, MS. This training is being provided to General Education Teachers to help support English Language Learners (ELLs). We will provide support with vocabulary, small group instruction, language acquisition, writing, oral language and literacy.

To assist with our planning, please register by close of business Wednesday, September 10, 2014, using this link: [www.nmec.net](http://www.nmec.net).

Training specifics are as follow:	
<b>Monday, September 15, 2014</b>	<b>Tuesday, September 16, 2014</b>
8:30 a.m. - 3:30 p.m. - <b>"Elementary teachers"</b>	8:30 a.m. – 3:30 p.m. - <b>"Secondary teachers"</b>
Table 100	Table 100
100 Ridge Way Flowood, MS 39232	100 Ridge Way Flowood, MS 39232

For more information, please contact:

Tarro Funches, State Title III Coordinator, Office of Federal Programs

Email: [tfunchess@mde.k12.ms.us](mailto:tfunchess@mde.k12.ms.us) Office 601.359.3499

### ***School Effectiveness Review Process (SERP) September 16-October 9, 2014***

The Office of Federal Programs (OFP) is implementing the School Effectiveness Review Process (SERP), to offer greater support to all low-performing schools and districts in the usage of *No*

*Child Left Behind* funding. A selected panel of educators will formally interview teams from identified districts and schools. The ultimate goal of SERP is to assist districts in ensuring all federal resources are used efficiently and effectively to positively impact student achievement.

The SERP will focus on the following classifications of districts and schools based on the 2013 Accountability results:

- All districts with an accountability rating of “F”;
- All schools rated as “F”; and
- All schools rated as “D” are under consideration for review pending 2014 Accountability results.

Affected school districts will receive official notification under a separate cover.

For more information, please contact:

Marcus E. Cheeks, Office of Federal Programs

Email: [mcheeks@mde.k12.ms.us](mailto:mcheeks@mde.k12.ms.us) Office 601.359.3499

### ***OFP University: New Federal Programs Director trainings***

Directors who have been operating in their positions for three years or less are welcome to attend.

- Thursday, September 18 – Friday, September 19, 2014
  - Topics: Comprehensive Needs Assessment, Schoolwide and Target Assistance programs, Evaluation processes, and Comparability
- Wednesday, October 8, 2014
- Wednesday, November 5, 2014

For more information, please contact:

Mariea B. Jackson, Office of Federal Programs

Email: [mcheeks@mde.k12.ms.us](mailto:mcheeks@mde.k12.ms.us) Office 601.359.3499

### ***Upcoming events (additional information will be forthcoming)***

- October 15, 2014 – Comparability Reports due updated forms will be posted as of September 15, 2014
- November, 2014 – Champions of Change (pending approval of 2014 accountability results)
- Monday, November 6 – Tuesday, November 7, 2014, location TBA  
2014 Annual Neglected and Delinquent Training, “Judge not be Judged”

***MCAPS – Mississippi Comprehensive Automated Performance-based System***

I am happy to share with you a “milestone” in the Office of Federal Programs. We have authorization to begin our work on the new online application system for Title I and Title II. We have also named the project. The new OFP online application system will be known as “**MCAPS**” (M-caps) **Mississippi Comprehensive Automated Performance-based System**. This name accommodates the various programs within and outside the Office of Federal Programs. It also focuses on planning verses funding.

The project kick-off was held Wednesday, August 27 for key MDE offices. The OFP initially convened a meeting of key stakeholders to begin the process of collaboration. Special Education, Accountability, School Improvement (SIG), and others were invited to the table to begin the process by considering the areas in which MCAPS might streamline the district planning process.

We will have the vendor on site in the next few weeks and are working toward an October 31 “go-live” date. Thank you for the school districts who have volunteered to participated in the pilot. If you have interest in participating in the pilot, please send your request to [federalprograms2@mde.k12.ms.us](mailto:federalprograms2@mde.k12.ms.us).

For more information, please contact:

Mariea B. Jackson, Office of Federal Programs

Email: [mcheeks@mde.k12.ms.us](mailto:mcheeks@mde.k12.ms.us) Office 601.359.3499

### *FY 2015 CFPA Training Material*

The presentations and video recordings of all major sessions from the FY 2015 CFPA training are posted to [Share Point](#) and [OFP CFPA](#) website. If you were not able to attend this year’s training or need to be reminded of key elements to developing your CFPA, please visit one or both of the above-mentioned sites.

### *FY 2015 CFPA Submission and Preliminary Approval Deadline*

Thank you to the one hundred and twenty-two (122) LEAs who have submitted and received “preliminary approval” of their FY15 Consolidated Federal Programs Application (CFPA). Your hard work and the proactive actions of your district contact has provided a great start to the CFPA approval season. As a reminder for LEAs who have not submitted their application, ***failure to submit the completed application in its entirety by the established deadline may delay the approval of your application and the disbursement of funds to your district.*** The CFPA documents should be saved in an **Adobe PDF** format and uploaded to SharePoint. Using your assigned username and password, log into [SharePoint](#) and upload your application into the “FY15” folder by selecting Federal Programs > CFPA > FY15.

Mail all pages requiring original signatures (i.e. Cover Page, Private School Participation Forms, General Assurances...) to the Office of Federal Programs:

**Mississippi Department of Education**  
**Office of Federal Programs**  
**Attention: Marcus E. Cheeks**  
**359 North West Street**  
**P.O. Box 771**  
**Jackson, MS 39205-0771**

All LEAs who have submitted their application but have not submitted the requested revisions, please submit **immediately**.

*FY15 Final CFPA Allocations released*

For **informational and planning purposes only**, the FY15 allocations for Title I, Part A – Low Income; Title I, Part A Neglected; Title I, Part D Subpart 2 – Delinquent; Title II, Part A – Improving Teacher Quality and the *optional* SES per-pupil expenditure rates are now posted to the OFP webpage. Click [here](#). Be mindful that this information is *subject to change* as OFP has not received a final grant award notification from USDE. We anticipate receiving final award notification on or about October 1. The deadline for submission of the FY15 FINAL CFPA will be announced upon receipt of the grant award.

In keeping with the continued focus on effective schools and improved student outcomes, offices in the Mississippi Department of Education are carefully assessing program plans with attention to resulting academic achievement. The intent is a thoroughly planned instructional program which guides budget considerations and directs supplementary federal program funding.

Here follows a checklist to focus on refinements or revisions to the preliminary FY15 CFPA as final plans and budgets for Title I and Title II are developed.

1. Consider specific changes to be implemented in the final FY15 CFPA as a result of the review and analysis of most recent student achievement data.
2. Consider revisions needed following the analysis of state test scores for the district as a whole and for individual schools and subgroups participating in Title I and Title II funding. Include in the review of school data the results of the 2013-14 measures of academic progress.
3. Identify components of the preliminary CFPA plan to be realigned and strengthened through renewed focus and attention.
4. Ensure schoolwide and targeted assistance plans address strategies for improvement of instruction and achievement as revealed by data analysis.
5. Address cost factors of revisions needed to ensure increases in student achievement and revise budgets accordingly.

6. Review preliminary federal program budgets to identify and strengthen the direct parallel between budget expenditures and the focus on improved outcomes, which can be quantified by test data.
7. Convene planning committees of stakeholders and, specifically, parents of participating children to strengthen overall parent involvement in ongoing educational initiatives.
8. Revise school shares and off-the-top set-asides to ensure balances with final FY15 federal program allocations.
9. Adjust budget narratives supporting the overall Title I and Title II programs and, for Title I, parent involvement, priority, and focus schools, to ensure narratives are in keeping with budgets and revised plans resulting from review and analysis of achievement data.
10. Determine if all accreditation standards were met prior to the assignment of federally funded positions including administrative personnel, teachers and paraprofessionals, support services personnel, including guidance counselors, social workers, nurses, attendance, and all other personnel paid with federal funds.
11. Adjust assignments of teachers paid with federal funds based on first month enrollments to ensure non-supplanting of federal funds in teacher assignments.
12. Review district policies to determine adherence to comparability requirements in the equivalent assignment of personnel, equivalent distribution of materials and supplies, and adherence to district salary scales.
13. Review procedures to document time and effort of personnel paid from multiple funding sources.
14. Ascertain if time and effort records of personnel paid from multiple cost objects are substantiated by concurrent verifiable documentation commensurate with payroll calendars and are adjusted on a quarterly basis to actual time expended on each cost objective, if the variation in projections is exceeded by more than 10%.
15. Review the FY14 cumulative payroll for personnel paid from multiple funding sources and adjust to actual payroll amounts without variation from actual document time and effort records.

For more information, please contact:

Melanie Diggs, Director of Finance, Office of Federal Programs

Email: [mcheeks@mde.k12.ms.us](mailto:mcheeks@mde.k12.ms.us) Office 601.359.3499 or 601.359.3487

### *NEW – MSIS User Manual for Federal Programs*

The NEW – [MSIS User Manual](#) for Federal Programs is available for the 2014-2015 school year. The manual is located on the website of [Office of Federal Programs](#) and MSIS under [MSIS Resources](#), Student. It provides step by step procedures with screen shots to guide the process for reporting accurate federal data on a monthly basis. **The manual is very important for Month 1 due Sept 30.** Also, share the manual with each schools designated MSIS personnel for accuracy in selecting the student indicators. Please print or save for daily use.

For more information, please contact:

Rhushell Moore, Data Content Specialist, Office of Federal Programs

Email: [rhmoore@mde.k12.ms.us](mailto:rhmoore@mde.k12.ms.us) Office 601.359.3499 or 601.359.3487

### *U.S. Dept. of Education Decision on Transitional Timeline*

## **U.S. Department of Education Grants Mississippi One-year Waiver on Accountability Letter Grades**

JACKSON, Miss. – The U.S. Department of Education (ED) approved a one-year waiver from school letter grades for the 2013-14 school year as Mississippi transitions to college- and career-ready standards and aligned assessments.

The ED notified the Mississippi Department of Education (MDE) late Tuesday of its approval of MDE's request for a one-year transitional timeline, which will apply to accountability letter grades released this fall for the 2013-14 school year. The waiver will allow a school to retain the letter grade it received in the 2012-13 school year if the 2013-14 grade is lower as a result of assessment results.

However, the ED's approval is based upon Mississippi's commitment to report all assessment data from the 2013-14 assessments, including school letter grades based upon 2013-14 assessment results, and to require interventions in all Title I schools that miss annual goals for two consecutive years.

"We are confident that these measures will help to ensure that all schools are held accountable for student achievement, while also acknowledging that this is a time of transition," stated Dr. Monique Chism, director of student achievement and school accountability programs at the ED, in the notification.

The MDE, at the request of the Mississippi Board of Education, made the appeal to ED because current state tests are not aligned to Common Core State Standards, meaning tests are not measuring what students are currently learning. In 2010, the Board adopted Common Core State Standards, and school districts began implementation of the standards. New state tests aligned to the new standards will be implemented in spring 2015.

Dr. Carey Wright, state superintendent of education, said she was pleased that the ED recognized the hard work of teachers, students, and school and district leaders in implementing Common Core State Standards and understood the challenge of transitioning to new standards and assessments.

"I appreciate the ED's approval of our request, and we will continue to work toward providing our students every opportunity for a high-quality education. The MDE looks

forward to working with schools and districts in helping them to meet these more rigorous standards," she said.

For more information, please contact:

Staci Curry, Director, Accountability Services

Email: [scurry@mde.k12.ms.us](mailto:scurry@mde.k12.ms.us) Office 601.359.1878 | Fax 601.359.5527

### *Text to E-mail Questions*

Responding to your questions is critical to the success of your program. In an effort to enhance the efficiency and timely responses you are welcome to send questions, comments, or ideas to enhance our services by texting or emailing questions to [federalprograms2@mde.k12.ms.us](mailto:federalprograms2@mde.k12.ms.us). This tool was used during the FY 2015 CFPA training to capture questions, which have been posted to the OFP website under [FAQ](#).

### **Guidance Notifications**

### *Comparability*

At the beginning of each school year, local educational agencies (LEAs) are required to calculate and submit to the MDE, their Title I, Part A Comparability reports.

### **Definition of Comparability**

Comparability is defined by the federal Elementary and Secondary Education Act (ESEA) which states an LEA may receive Title I, Part A funds only if it uses state and local funds to provide services in Title I schools that, taken as a whole, are at least comparable to services provided in schools that are not receiving Title I funds.

### **Requirements for Comparability**

A written assurance stating that an LEA has established and implemented a:

- LEA-wide salary schedule
- Policy to ensure equivalence among schools in teachers, administrators, and other staff
- Policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies

An LEA must provide a written assurance demonstrating comparability of services among district schools. Through the Local Boards of Education, the following items must be adopted and implemented: (1) LEA salary schedule; (2) a policy to ensure equivalence among schools in teachers, administrators, and other staff; and (3) a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies.

For more information, please contact:

Pamela Payton-Curry, Parent Involvement Coordinator, Program Development

Email: [pcurry@mde.k12.ms.us](mailto:pcurry@mde.k12.ms.us) Office 601.359.3499

### *Federal Programs' Organization Affiliates*

The Office of Federal Programs has added a new link <http://www.mde.k12.ms.us/federal-programs/federal-programs-organization-affiliates> on its webpage. The **Organization Affiliates** page is intended to provide educators and all stakeholders' access to professional organizations specifically dedicated to improving and implementing the Elementary & Secondary Education Act (ESEA). The OFP encourages membership and participation in these professional organizations that provide professional development, resources, and training support for those interested in supporting the academic success of children and youth.

### *MDE Guidance Letters to LEAs*

Policy letters have been added for the Title III, ELL & Immigrant Education and Title X, McKinney-Vento/Fostering Connections Act programs. For more information, please visit the OFP website at: [OFP Guidance Letters](#).

## **News You Can Use & Friendly Reminders**

### *Literacy Communications*

*Message from Dr. Kim Benton – August 20, 2014*

I'm writing to let you know that MDE has created a [Literacy Communications Toolkit](#) for your use when communicating with staff and parents about the Mississippi Literacy-Based Promotion Act. The toolkit includes key messaging, frequently asked questions, fact sheets, and a sample letter to parents explaining the K-3 assessment process. I've attached this sample letter for your convenience. We recommend you send this letter to parents as soon as possible because the start-of-the-year assessment period is upon us. Please feel free to modify these resources to suit your individual needs. If there is something that you need that's not included in the toolkit, please contact Patrice Guilfoyle at [pguilfoyle@mde.k12.ms.us](mailto:pguilfoyle@mde.k12.ms.us) or Jean Cook at [jcook@mde.k12.ms.us](mailto:jcook@mde.k12.ms.us). We want this toolkit to be as useful and comprehensive as possible, so your input is extremely valuable.

The MDE has also created an [Implementation Guide](#) for educators. The Guide includes information on requirements of the law, the literacy coaching model, assessments, school literacy plans, response to intervention, and appendices with useful resources. Please note that

this is the first edition of the Implementation Guide and we welcome input as we continue to add resources and information.

Finally, please be aware that K-3 teachers who participated in the LETRS Phase 1 training during the 2013-2014 term will be receiving a materials kit in the coming days. Shipments will be sent directly to each district for distribution. Kits will be provided to teachers going forward at the face-to-face Phase 1 sessions. If you need information regarding which teachers have completed the training and should receive these instructional resources, please email Cathy Dickerson at [cathy.dickerson@mde.k12.ms.us](mailto:cathy.dickerson@mde.k12.ms.us).

### *New Authority for Uses of Title I, Part A for Homeless Students*

The U.S. Department of Education (ED) has been asked whether Title I funds may be used to meet two requirements of McKinney-Vento: (1) to provide a local homeless liaison and (2) to pay the cost to transport homeless children and youth to and from their school of origin. New authority in the Consolidated Appropriations Act, 2014 expands the allowable use of Title I funds to support these activities. The appropriations language applies to FY2015 (SY2014-2015) Title I funds and, under the authority in section 425(b) of the General Education Provisions Act (GEPA), to FYs 2013 and 2014 Title I carryover funds as well. Accordingly, an LEA may spend funds from its FY 2015 Title I allocation and unobligated Title I carryover funds to pay for the homeless liaison or to transport homeless children and youth to their school of origin. For your reference, the Consolidated Appropriations Act, 2014 guidance is available at: <http://center.serve.org/nche/legis/2014-omnibus.php>

#### *May an LEA use funds it reserves under ESEA section 1113(c)(3)(A) to pay for a homeless liaison or to provide transportation to the school of origin?*

No. Under ESEA section 1113(c)(3)(A), an LEA must reserve Title I funds, as necessary, to provide instructional and related services to homeless children and youth who attend non-Title I schools that are comparable to those services the LEA provides to children in Title I schools. The amount an LEA must reserve is dependent on the number and needs of homeless children and youth attending non-Title I schools in the LEA; if there are no such homeless children or youth, for example, the LEA would not need to reserve any funds. Reserving funds to pay the homeless liaison or to transport homeless children and youth does not satisfy an LEA's responsibilities under section 1113(c)(3)(A). Over and above those responsibilities, however, an LEA may now reserve Title I funds to pay for the homeless liaison or to transport homeless children and youth to and from their school of origin.

The intent of this question and answer simply was to make clear that, while the new authority under the appropriations act now permits an LEA to use Title I funds to support a homeless liaison and to transport homeless children and youth to their school of origin, it does not otherwise change an LEA's existing obligation under ESEA section

1113(c)(3)(A) to provide comparable Title I services to homeless children and youth who attend non-Title I schools. However, as a result of the questions that have been received, ED wishes to clarify that the existing obligation under section 1113(c)(3)(A) in no way inhibits an LEA's new authority to use Title I funds to support a homeless liaison and school-of-origin transportation. As a result, ED has revised the answer to the question to read as follows:

***May an LEA use funds it reserves under ESEA section 1113(c)(3)(A) to pay for a homeless liaison or to provide transportation to the school of origin?***

Yes. The Consolidated Appropriations Act, 2014 expanded the allowable uses of Title I, ESEA funds to include supporting a homeless liaison and transporting homeless children and youth to their school of origin. The requirement under ESEA section 1113(c)(3)(A) that an LEA set aside sufficient Title I funds to provide comparable Title I services to homeless children and youth who attend non-Title I schools does not restrict the amount of Title I funds that an LEA may decide to use under the new authority to support a homeless liaison and to transport homeless children and youth to their school of origin. As before, LEAs must continue to provide homeless children and youth with the comparable services required by ESEA section 1113(c)(3)(A), and using Title I funds to support a homeless liaison and to transport homeless children and youth to their school of origin does not satisfy an LEA's "comparable services" obligation. Note that the McKinney-Vento Homeless Assistance Act requires LEAs in States that receive funding under McKinney-Vento, which currently all States do, to provide a homeless liaison and to provide transportation for homeless children and youth to their school of origin, regardless of the amount of Title I funds, if any, that the LEA decides to use to support such activities.

For more information, please contact:

Barbara Greene, Office of Federal Programs @ 601-359-3499

Email: [bgreene@mde.k12.ms.us](mailto:bgreene@mde.k12.ms.us)

### ***Community Eligibility Provision***

The Healthy, Hunger-Free Kids Act of 2010 Community Eligibility Provision (CEP) is being phased in over several years by the U.S. Department of Agriculture (USDA) and will be available in all States starting in the 2014-2015 school year. CEP permits eligible schools to provide meal service to all students at no charge, regardless of economic status, while reducing burden at the household and local levels by eliminating the need to obtain eligibility data from families through a separate collection.

In addition to promoting nutrition for at-risk students, these changes to the National School Lunch Program (NSLP) are important to the implementation of Title I, Part A because SEAs and LEAs often use NSLP data to carry out certain Title I requirements. The Office of Child

Nutrition and Office of Federal Programs are working collaboratively to support LEAs and schools desiring to exercise this CEP options. Specific guidance and support material may be located at the following link: <http://www.mde.k12.ms.us/cep>

For more information, please contact:

Stephanie Robinson, Office of Child Nutrition @ 601.359.1737

Email: [SNRobinson@mde.k12.ms.us](mailto:SNRobinson@mde.k12.ms.us) or

Office of Federal Programs @ 601.359.3499

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