



The Buzz

A consolidated federal programs newsletter

Volume 1, Issue 3

November 2003

AYP REQUEST FOR REVIEW

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CDE Title I Consultant

The details of AYP "Request for Review" (previously known as the appeals process) have now been finalized. Schools may request an appeal from their district if the principal or the majority of parents believe the preliminary AYP determination is incorrect. Likewise, districts may request a review from the State once they receive their AYP determination.

There are several pre-requisites for requesting a review of an AYP determination. First, the Superintendent must support the request with his/her signature on the Request for Review form. Secondly, the school or district must be able to demonstrate, with data, that the original determination was incorrect. Finally, the review must lead to overturning the AYP determination.

Issues that can lead to a request for review must consist of "statistical or other substantial issues". CDE has clarified this statement to include:

1. Issues of statistical error- including the statistical impossibility of meeting the 1%

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Consolidated Federal Programs Application

What Worked?

Stan Paprocki and Gina Salazar

The annual ritual of applying for federal funds is a familiar activity for veterans, a daunting task for individuals new to federal programs and sometimes wearisome for all! The 2003-2004 Consolidated Federal Programs Application for Colorado school districts is a complete overhaul from any previous applications. This is the first application that fully addresses all requirements of the No Child Left Behind Act of 2001. In addition, this is the first time the applications were submitted electronically, jointly reviewed by all Title Programs, regional managers and/or coordinators and a single comment form for all Title Programs was sent to the districts' application coordinator. This has been a year of firsts AND a year of learning.

In September 2002, 10 districts had received substantial approval for all programs; in September 2003, 119 districts had received substantial approval for all programs. In September 2002, eight individual programs had received final approval; in 2003, 118 district applications received final approval for one or more programs. Even though we experienced success with the new system, there remain some challenges. In an effort to improve the application, we solicited comments from district personnel at the Title I Directors' meeting in September. There were overall concerns with the length of the application, clarity for completing tables and trying to fit a "plan" in the matrix instead of writing a narrative. Several districts also expressed concern that applications sent electronically were never received. CDE is working to provide an

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- advanced "Other Indicator" with less than 100 students.
2. Outdated data- including graduation rate and English Language Learners in the U.S. for less than three years.
 3. Changes in CSAP student biographical data- for example English Language Learner codes from 2002 to 2003.
 4. The condition where 95% of all students, in all subgroups meet the performance targets, but the school/district fails to meet the other requirements.

Reviews will not be considered based on arguments concerning:

1. Measurement error
2. Definition of AYP
3. CSAP student profile data being incorrectly coded
4. Prior data resulting in a different determination
5. Parent refusals

If you have not received detailed documentation concerning the request for reviews and the Request for Review form, please email Tina Tamayo at tamayo_t@cde.state.co.us.

IMPORTANT AYP DATES

October 31st- Deadline for CDE to make district AYP determinations

November 14th-Deadline for districts to appeal AYP determinations to CDE

November 21st- Deadline for districts to make school AYP determinations

November 28th- Deadline for schools to appeal AYP determinations to districts

December 15th- Deadline for CDE to make final determinations of district AYP status

December 15th- Deadline for districts to make final determination of AYP status for its schools and communicate the determinations to the schools

December 19th- CDE sends final letters to districts regarding district AYP determination

December 22nd- Deadline for districts to report to CDE regarding school AYP determinations

Parent Involvement Policies

Trish Boland

CDE Title I Consultant

No Child Left Behind (NCLB) requires that all schools receiving Title I funds adopt a policy on parent involvement that includes a school/parent compact. In Colorado, powers for policy-making reside with the local school board, as found in CRS 22-32-109. However, for districts to meet the requirements of NCLB, schools must adopt a set of school level parent involvement principles (policy) that conforms with those activities outlined in the district's Title I parent involvement policy. In addition, the school level policy includes a school/parent compact that contains the major responsibilities of the school, staff, administration, and parents. The Colorado Association of School Boards (CASB) developed a sample school-level Title I parent involvement policy that includes the school/parent compact and can be found on CDE's website at www.cde.state.co.us/cdeunified/pi.htm.

Similar to the district parent involvement policy, the school-level policy must contain some very specific language as to how the school will support and use parent involvement as a strategy for improving student academic performance. The CASB sample policy provides this language and indicates, using bold font, what is required by law. In addition, the law states that this school-level plan must be jointly developed with parents. Therefore, the CASB sample policy can be used as a draft or starting point when meeting with parents.

The school/parent compact does NOT need to be signed by parents or administrators. The law requires that once the document has been agreed upon by the staff and parents who developed it, the compact must be shared with parents at a parent-teacher conference. The compact should be discussed as it relates to the individual child's achievement. For more information or technical assistance, please contact Trish Boland at (303) 866-6998 or boland_t@cde.state.co.us.



CALENDAR OF EVENTS

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November 1st

Annual Financial Report for NCLB Consolidated Budget due to Grants Fiscal Department. Contact Debbie Wolfe at wolfe_d@cde.state.co.us or (303) 866-6724.

November 1st

CDE submits Comparability Reports to districts for completion prior to December 1.

November 10th

State Committee of Practitioners Meeting
10 a.m.-1 p.m., Colorado Association of School Boards (CASB), 1200 Grant Street, Denver
Contact Trish Boland at boland_t@cde.state.co.us

November 12th

Supplemental Services Networking Day
1-4 p.m., Wheat Ridge Recreation Center,
4005 Kipling Street, Denver. Contact Laura Hensinger at hensinger_l@cde.state.co.us

November 12th and 13th

Leading in a Culture of Change:
Becoming a High-Performing School
8:30 a.m.-4 p.m., Garden of the Gods Club,
Colorado Springs. Visit www.co-case.org to register.

November 14th

Deadline for districts to appeal AYP determinations to CDE

November 21st

Deadline for districts to make school AYP determinations

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March 3rd and 4th

Single Accountability Conference
Radisson Southeast, Denver
Details to follow at a later date



immediate, automatic confirmation when a document is received. Below are some other specific comments from districts:

Things that worked well (clear and easy):

- The approval process. CDE was professional and gave quick response.
- Electronic budget
- Instructions with definitions and examples
- Comments were in writing. One feedback form; no multiple calls from CDE
- Only necessary data requested

Things that need work (unclear or hard to complete):

- Better directions for Title V
- Addressing goals was a difficult format, rather than title programs
- Streamline the ELL data
- Districts need to know final allocations for the application
- The application needs a separate section for Title II-D (technology)
- Provide examples in the directions, especially for tables
- Provide an electronic format for the tables like the electronic budget

What's next? CDE will address these and any other additional comments to enhance the current application. One of the realities is that data needs to be collected annually as required by the U.S. Department of Education and NCLB. As a result, data tables will always be part of the Consolidated Federal Programs application. However, the 2004-2005 application should not be much different from the current application. The process should build upon what we have established. If you would like to add your voice to this discussion, please send your comments to salazar_g@cde.state.co.us



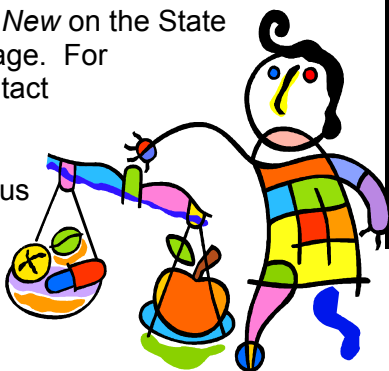
COMPARABILITY REPORT

Consider the question: If federal funds were extracted from the budget of all schools at each grade span, would all children receive essentially the same per-pupil expenditure from State and local sources? Furthermore, would the pupil/instructional staff ratio be the same for all schools in the district? Comparability exists when an LEA uses State and local funds to provide services in participating schools that are “at least comparable” to the services provided in schools that are not receiving Title I funds. Moreover, if an LEA serves all of the schools in its district with Title I funds, the LEA must use State and local funds to provide services that, taken as a whole, are “substantially comparable” in each school.

In accordance with the comparability requirement, LEAs must 1) develop procedures that ensure services provided with State and local funds in Title I schools are comparable to those provided in non-Title I schools in the LEA; and 2) implement those procedures annually. An LEA is only required to document compliance by completing a report for the State every other year. We are presently in a year where documentation must be made available to CDE. Please note, an LEA does not have to demonstrate comparability if it only has one building for each grade span. An LEA may also exclude schools with 100 or fewer students from its comparability determinations.

The purpose of Federal funds is to supplement and, to the extent practical, increase the level of funds that would, in the absence of Title I funds, be made available from non-Federal sources for the education of children participating in Title I programs. In no case may Title I funds be used to supplant – take the place of – funds from non-Federal sources.

Districts will be receiving a copy of the Comparability Report by email in November. This report will also be posted on the CDE website under *What's New* on the State and Federal Grants page. For assistance please contact Darrell Ryan at (303) 866-6965 or ryan_d@cde.state.co.us



What must be included in the “parents’ right to know” notification?

The provision requires all LEAs to notify parents of **all** children in **all** Title I schools that they have the right to request and receive timely information on the professional qualifications of their children’s classroom teacher. This notification must take place at the start of each school year. Notification may be made by including the “parents’ right to know provision” in the student parent handbook under the rights and responsibilities of parents, send the information as a letter to all the parents or place it in a school newsletter.

When do schools need to notify parents that their child’s teacher is not highly qualified?

Teachers have until the end of the 2005-2006 school year to become “highly qualified”. If at that time a teacher still is not “highly qualified”, parents must be notified. However, if a class is being taught by a substitute teacher that is not “highly qualified” for **four or more** consecutive weeks, a letter must be sent to parents informing them that the teacher does not meet the definition of “highly qualified”.

What are the consequences for a district that did not make AYP for the 2002-2003 school year?

There are no consequences this year for districts that did not make AYP. A district will be placed on improvement after it fails to make AYP for two consecutive years. On October 31st, CDE will determine which districts made AYP and notify superintendents. At the earliest, districts will be placed on improvement for the 2004-2005 school year. CDE will provide greater detail on the requirements of districts on improvement in December.

Please submit any questions you may have to hensinger_l@cde.state.co.us



UPDATES

Schools on improvement that did not make adequate yearly progress (AYP) for the 2002-2003 school year are required to offer **Supplemental Services**. CDE will be hosting a networking day on November 12th at the Wheat Ridge Recreation Center from 1-4 p.m. The meeting will provide the opportunity for approved providers and districts to discuss the challenges being faced in implementing this provision.

Representatives from all LEAs are invited to attend a free **Comprehensive School Reform Workshop** hosted by CDE in partnership with McREL. Participants will be introduced to a strategic planning process that will align all eleven components of Comprehensive School Reform (CSR) with the school improvement process. CSR funds are aimed at both Title I and non Title I schools that are low performing (e.g., identified as in need of improvement under Title I or rated as "low" or "unsatisfactory" on the State Accountability Report). At this time the status of CSR funds is pending final Congressional approval. The workshops include breakfast and lunch and begin at 8:30 a.m. on

Tuesday, November 18, 2003

Doubletree Hotel on Quebec and I-70, Denver

Thursday, November 20, 2003

Basil T. Knight Training Center, Grand Junction

There must be a minimum of twenty participants/per site registered by Wednesday, November 12, 2003. For more details and to register online visit www.cde.state.co.us/cdecomp/CSR/index.htm or contact the CSR program administrator Valerie Bass at (303) 866-6791 or bass_v@cde.state.co.us

Free training, materials and an opportunity for **Sun Safety** funding! Training will be held on December 12, 2003 from 9-4 p.m. in Denver (location TBD). Training will be provided on a new website to conduct your local needs assessment on sun safety, and new guidelines and materials from CDC to prevent skin cancer for schools. Participants can develop an action plan following the training to submit to CDE for funding. Eight districts will receive up to \$10,000 grants in January, based on their action plans. Funds can be used for playground improvements in shade or landscape, hats, sunglasses, sunscreen, staff training, community meetings and teaching materials. Travel, subs and all expenses to the training will be paid by CDE. Districts are encouraged to attend as a team of three representatives. Please contact Karen Connell, CDE Coordinated School Health Initiative, at (303) 866-6903 or Connell_k@cde.state.co.us

Award Information

Within the No Child Left Behind Act, there is the opportunity to honor the schools, teachers and students who have shown success in Title I programs. The following describes the programs that will recognize accomplishments for the 2003-2004 school year.

★ National Title I Distinguished Schools ★

At the National Title I Conference in February, two Title I schools from Colorado will be recognized for their academic achievements and awarded \$10,000. CDE will be identifying a Title I school that has 1) the highest scores in reading and math for the past three years and 2) has made the most significant progress in closing the achievement gap over a three year period. In addition, selected schools must have a poverty rating of 40% or greater and have made adequate yearly progress (AYP). Selected schools will be contacted in November.

★ State Title I Distinguished Schools ★

CDE initiated a State Title I Distinguished Schools Program in 2003 which will continue in 2004. The State will identify one school from each of the eight Colorado Regions for recognition. Eligible schools must be high performing, have met AYP goals, have 40% or higher poverty and cannot have received the award last year. The eight schools will each receive an award of \$5,000 from CDE. Selected schools will be presented their award at the State's Single Accountability Conference in March.

★ Title I Distinguished Teacher of the Year ★

Nomination for Title I Distinguished Teacher of the Year must be received by CDE no later than February 16th or postmarked no later than February 12, 2004. This is a change from a recently published date. Nomination criteria and forms can be found on the CDE website under *What's New* on the State and Federal Grants page. The two selected teachers will be presented an award of \$5,000 at the State's Single Accountability conference in March.

★ Title I Distinguished Student ★

The Title I Distinguished Graduate Award will be a new program offered by CDE for the 2003-2004 school year. This award takes the place of the National Title I Distinguished Student award which was discontinued by the National Title I Directors Association. The award will recognize two Title I students for whom the program has made a significant difference in their lives and who can serve as role models for other struggling students. An application form will be available on the CDE web site in November and due early February.

Colorado Department of Education
Office of Special Services
201 E. Colfax Avenue
Denver, CO 80203



Did you miss the last Buzz? Visit www.cde.state.co.us/index_funding.htm for a copy.

Concerns!!

Questions??

Comments

Do you want to be on the mailing list?

Contact Laura Hensinger at (303) 866-6675 or hensinger_l@cde.state.co.us