

# Every Student Succeeds Act Title II, Part A

Federal Program Monitoring Training  
Supporting Effective Instruction Instrument  
2020–21

CALIFORNIA DEPARTMENT OF EDUCATION  
Tony Thurmond, State Superintendent of Public Instruction



# Housekeeping

- Please submit your questions and comments to [TitleII@cde.ca.gov](mailto:TitleII@cde.ca.gov). This is not a live webinar
- You can also join our listserv by sending a blank email to [join-Title-II@mlist.cde.ca.gov](mailto:join-Title-II@mlist.cde.ca.gov).
- Slides can be downloaded on our Title II web page which is located at <https://www.cde.ca.gov/pd/ti/> and navigate to the governance and accountability tab.
- Office hours via Zoom for Title II, Part A general technical assistance and pre-FPM monitoring reviews will be available upon request



# Objectives

1. Provide overview of Every Student Succeeds Act (ESSA) Title II, Part A
2. Review frequently noncompliant items and areas of concern
3. Review Supporting Effective Instruction (SEI) Instrument



# Purpose of Every Student Succeeds Act Title II, Part A

1. Increasing student achievement consistent with the challenging state academic standards
2. Improving the quality and effectiveness of teachers, principals, and other school leaders
3. Increasing the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools
4. Providing low-income and minority students greater access to effective teachers, principals, and other school leaders



# Every Student Succeeds Act Definition of Professional Development

- ESSA defines professional development (PD) as activities that are sustained, intensive, collaborative, job-embedded, data-driven, personalized or based on information from an evaluation and support system, and classroom-focused.
- This does not include PD that stands alone and does not connect to a larger schoolwide or individualized plan.
- The CDE Federal Funding Flexibility web page at <https://www.cde.ca.gov/re/es/covid19fundflex.asp>.



# Reflection and Question

Based on your understanding of Title II, what does program compliance mean to you?

The purpose of SEI reviews is compliance monitoring



# Every Student Succeeds Act Title II

- ESSA Section 2101, or Title II, Part A, provides grants to states in order to support effective instruction.
- The CDE monitors legal requirements for Title II, Part A of the ESSA via the SEI Program Instrument.
- The SEI Program Instrument is available on the CDE Compliance Monitoring web page at <https://www.cde.ca.gov/ta/cr/>.



# Compliance Monitoring

- Federal law requires the CDE to monitor implementation of categorical programs operated by local educational agencies (LEAs). LEAs are responsible for creating and maintaining programs which meet fiscal and programmatic requirements.
- Monitoring is not an audit and sample documents will be reviewed for compliance.
- LEAs must adhere to assurances signed in the Consolidated Application.





# Findings 2019–20

Item	Item Description	% of Findings
SEI 04	Identify and Address Disparities	15%
SEI 05	Use of Funds	27%*
SEI 09	Certification and Licensure	15%
SEI 13	Parental Notification	15%

*\*SEI 05 also includes findings for SEI 07 Supplement, Not Supplant*



# Supporting Effective Instruction Program Instrument (1)

## I. Involvement

SEI 01: Consultation and Staff Development

## II. Governance and Administration

SEI 02: PD Coordination

SEI 03: Review and Revise Local Control and Accountability Plan (LCAP)  
Federal Addendum

SEI 04: Identify and Address Disparities

## III. Funding

SEI 05: Use of Funds

SEI 06: Private School Participation, Consultation, and LEA Control of Funds

SEI 07: Supplement, Not Supplant



# Supporting Effective Instruction Program Instrument (2)

## IV. Standards, Assessment, and Accountability

SEI 08: Alignment and Academic Standards

## V. Staffing and Professional Development

SEI 09: Certification and Licensure

SEI 10: Professional Growth and Improvement

SEI 11: Comprehensive Support and Targeted Support Prioritization

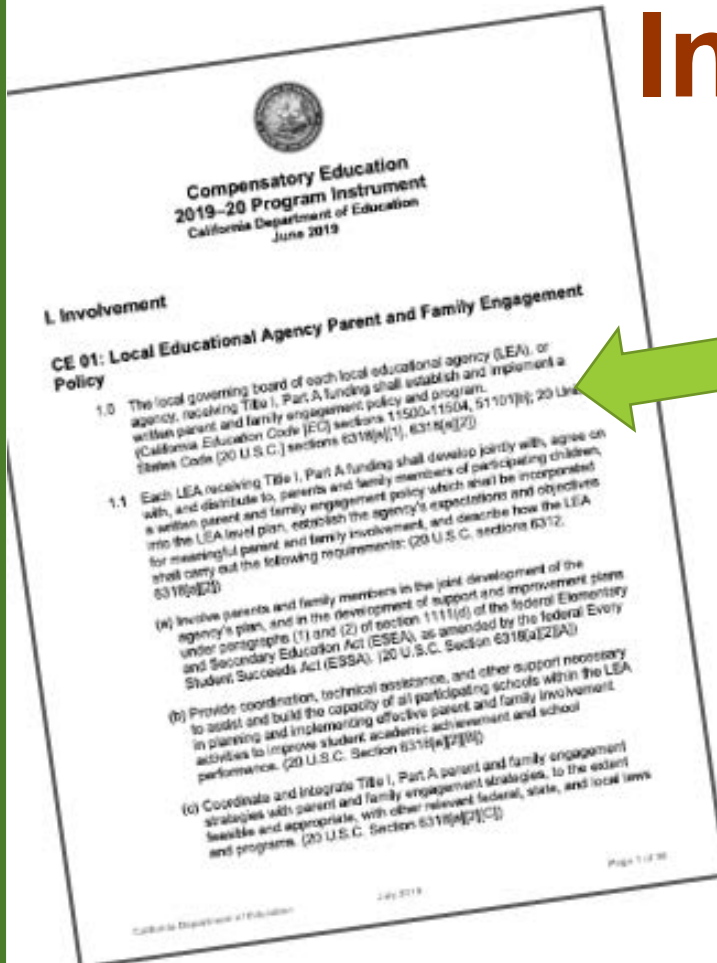
SEI 12: Data and Ongoing Consultation

SEI 13: Parents' Right to Know Teacher Qualification

The program instruments are available on the CDE Compliance Monitoring web page at <https://www.cde.ca.gov/ta/cr/>.

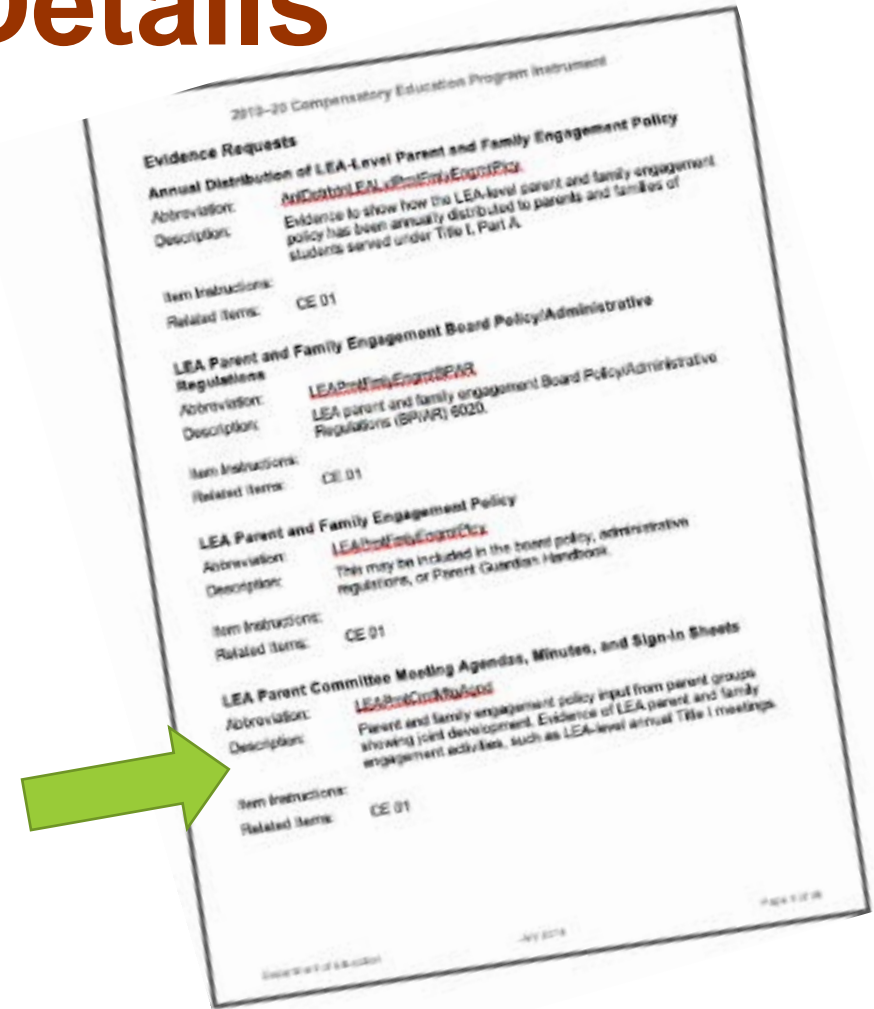


# Instrument Details



The Instrument details the legal requirements.

Each item has a list of evidence requests with specific item instructions and a brief description of what is required.



# SEI 01: Consultation and Staff Development

- 1.0 The LEA shall consult with teachers, principals, other school leaders, paraprofessionals, parents, community partners, and other organizations or partners with relevant and demonstrated expertise in programs and activities regarding the planning of staff development activities and preparation of the LCAP Federal Addendum.



# SEI 02: Professional Development Coordination

- The LEA shall coordinate PD activities with other related strategies, programs, and activities being conducted in the community.
- The LEA will coordinate PD activities intended to support effective instruction with PD activities provided through other federal, state, and local programs.

## Supporting Evidence

- PD calendar for district and sites
- Documentation of planning for PD both short and long-term
- PD records should include agenda, PowerPoint (if any), other handouts, sign-in sheets, feedback from PD



# SEI 03: Review and Revise Local Control and Accountability Plan Federal Addendum

- The LEA shall review and revise its LCAP Federal Addendum as required, which shall remain in effect for the duration of the LEA participation in the Title II, Part A Program.
- The LCAP Federal Addendum shall be coordinated with other federal programs.



# SEI 04: Identify and Address Disparities

The LEA shall identify and address any disparities that result in low-income students and minority students being taught at higher rates than other students by ineffective, inexperienced, or out-of-field teachers.

Evidence must include data on comparable sites that includes the number of ineffective/misassigned and inexperienced teachers teaching minority students and low-income students.

You can find tools on the CDE Promoting Equitable Access to Teachers web page at <https://www.cde.ca.gov/pd/ee/peat.asp>.





# SEI 05: Use of Funds

5.0 An LEA that receives a subgrant under Title II, Part A shall use the funds made available through the subgrant to develop, implement, and evaluate comprehensive programs and activities:

1. In accordance with the purpose of Title II; and
2. That address the learning needs of all students, including children with disabilities, English learners, and gifted and talented students.

Information regarding ESSA Local Use of Funds is available on the CDE Title II, Part A Resources and Guidance web page at <https://www.cde.ca.gov/pd/ti/>.



## Activity 2

What types of activities in your district could align with Title II, Part A?



# SEI 07: Supplement, Not Supplant

- 7.0 Funds made available under Title II, Part A shall be used to supplement, and not supplant, state and local funds that would otherwise be used for activities authorized under Title II, Part A.



# Supplement, Not Supplant

## How to determine if the cost is supplanting:

- Are the Title II funds being used to provide services that the LEA was required to make available under other federal, state, or local laws? For example, English Language Development (ELD) or child-abuse training.
- Are the Title II, Part A funds being used to provide services that the LEA provided with non-federal funds in prior years? For example, a position paid from another source the year before.



# Evidence for SEI 05: Use of Funds and SEI 07: Supplement, Not Supplant

- Detailed General Ledger for Title II, Part A (Resource Code 4035)
- Position Control Report for Resource Code 4035
- Duty Statement/Job Description
- Time and Effort Records
- Invoices and Purchase Orders
- Memorandums of Understanding, Justifications



# Scenario 1

- A district uses Title II funds to pay for 50 percent of a teacher on special assignment (TOSA) salary.
- Review of the job description and interview revealed that the TOSA only provides PD and coaching targeted to ELD and long-term English learners (LTEL).
- Is this an appropriate use of funds? Why?



# Scenario 1: Answer

- This would **not** be an appropriate use of funds and considered supplanting.
- Programs and activities must address the learning needs of **all** students, including children with disabilities and English learners, not just English learners.
- Other state and local funds should have been utilized.



## Scenario 2

- A district uses Title II funds to pay for 50 percent of salaries for three TOSAs to provide coaching support to teachers who focus on math and English Language Arts (ELA)/ELD.
- Is this an allowable use of funds? Why?





## Scenario 2: Answer

- This would be allowable because the additional services being provided by the TOSA would not be possible without the existence of Title II.
- Job description, duties, and activities performed could include professional learning activities and coaching related to alignment of ELA and ELD. These services are supplemental.



# Scenario Overview

## Scenario 1: Not Allowable

- A district uses Title II funds to pay for 50 percent of a TOSA salary.
- The TOSA only provides PD and coaching targeted to ELD and long-term English learners.

## Scenario 2: Allowable

- A district uses Title II funds to pay for 50 percent of salaries of three TOSAs to provide math and ELA/ELD coaching support to teachers.



# SEI 05: Finding (Sample)

- A review of sample expenditures and interviews with staff demonstrated that Title II, Part A funds were used to pay for catering during summer staff training.
- An LEA shall use the funds under Title II, Part A to develop, implement, and evaluate comprehensive programs and activities: (1) in accordance with the purpose of Title II; and (2) that address the learning needs of all students.



# SEI 05: Resolution (Sample)

- Title II, Part A funds cannot be used to purchase food. Therefore, the LEA must credit back Title II, Part A, Resource Code 4035, for the total amount of expenses associated with the food. The LEA must upload into the CDE Monitoring Tool evidence of the Budget Transfer that Title II, Part A was reimbursed with unrestricted funds.



# Examples of Allowable Expenditures

- Stipend to pay teachers after contract hours for PD and professional learning
- Recruitment and retention
- Stipend and/or substitute costs to participate in PD or mentorship (i.e., induction)
- Conference fees, lodging, and travel costs that adhere to state and federal guidelines

**All expenses must be supplemental, reasonable, necessary, and benefit the program.**

ESSA Section 2103 (20 *United States Code* 6613) Local Uses of Funds



# SEI 06: Private School Participation, Consultation, and Local Educational Agency Control of Funds (1)

- Timely and meaningful consultation
- Equitable services
- Control of funds
- Services shall be provided by individuals or organizations independent from the private school and any religious organization



# SEI 06: Private School Participation, Consultation, and Local Educational Agency Control of Funds (2)

## Evidence required for this item include:

- Dated Notice of ESEA Eligibility to Private Schools for Title II
- Consultation with Private Schools for Title II
- Private School Affirmation of consultation for Title II
- Detailed General Ledger for Title II, Part A (Resource Code 4035)
- Samples of Title II Equitable services expenditures



# SEI 08: Alignment and Academic Standards and SEI 10: Professional Growth and Improvement

- PD Planning Documents
- PD Records
- LEA-level Planning Documents





# SEI 11: Comprehensive Support and Targeted Support Prioritization and SEI 12: Data and Ongoing Consultation

- School Accountability Report Cards (SARCs) from school sites
- Evidence of implementation and monitoring
  - Specifically, how are you measuring the effectiveness of the program and impact on student achievement?



# SEI 09: Certification and Licensure

All teachers and paraprofessionals meet applicable state certification and licensure requirements.

- **Certificated:** Provide a sortable spreadsheet of all certificated staff throughout the LEA displaying credentials and full staff names including full middle name, credential(s), subject matter authorization(s), current assignment(s), and years of experience.
- **Non-Certificated:** Provide a sortable spreadsheet of non-certificated staff including full names and qualifications.



# SEI 13: Parental Notice (1)

- An LEA that receives Title I funds shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers.
- This is often found in the family handbook. We need to know how families receive this information as well.



# SEI 13: Parental Notice (2)

- Timely notice that the student has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade-level and subject area in which the teacher has been assigned.
- Include the procedure in place to ensure teachers are correctly assigned based on their credentials and the practice of sending a four-week letter.



# SEI 13: Parental Notice (3)

- Evidence must include sample letter and evidence letter was sent, if applicable.
- A sample of the four-week letter and Title I Parent Notification can be found on the CDE Title I, Part A Parent and Family Engagement web page at <https://www.cde.ca.gov/sp/sw/t1/parentfamilyinvolve.asp>.



# Resources

**CDE Federal Program Monitoring Frequently Asked Questions**

<https://www.cde.ca.gov/ta/cr/fpmfaqs.asp>

**ESSA Information**

<https://www.cde.ca.gov/re/es/>

**Compliance Monitoring**

<https://www.cde.ca.gov/ta/cr/>

**CDE Professional Learning**

<https://www.cde.ca.gov/pd/>

**LCAP**

<https://www.cde.ca.gov/re/lc/>

**COVID-19 and California Responses**

<https://www.cde.ca.gov/ls/he/hn/coronavirus.asp>



# Contact Us

## SEI Program Reviewers

- Jill Johnson, Education Program Consultant (EPC), 916-323-5505 or [jjohnson@cde.ca.gov](mailto:jjohnson@cde.ca.gov)
- Geeta Rezvani, EPC, 916-323-5595 or [grezvani@cde.ca.gov](mailto:grezvani@cde.ca.gov)
- Paula Evans, (EPC) 916-322-5836 or [pevans@cde.ca.gov](mailto:pevans@cde.ca.gov)
- Lisa Fassett, EPC, 916-323-4963 or [lfassett@cde.ca.gov](mailto:lfassett@cde.ca.gov)
- Standards Implementation Support Office (main office line) 916-323-5847 or [TitleI@cde.ca.gov](mailto:TitleI@cde.ca.gov)



# Office Hours

- Office hours available upon request. Please email the reviewer assigned to your LEA for the SEI monitoring review.

