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MEMORANDUM

TO: Superintendents and CFP Team Leaders
FROM: Consolidated Federal Program Team
SUBJECT: October, 2014 Technical Assistance Alert – Part II
DATE: October 23, 2014

It is the goal of the CFP team at the Agency of Education to provide high quality technical assistance and support to LEA's while fulfilling federal requirements.

Items Included in this Technical Assistance Alert:

- Community Eligibility (CEP)
- One Plan
- Pre- approval Process for Investments
- Clarification on the use of Title II, Part A to develop educator evaluation systems
- Visit our updated Federal Program webpage

[Community Eligibility \(CEP\)](#)

With the passage of the Healthy, Hunger-Free Kids Act of 2010, the National School Lunch Program (NLSP) now includes a new universal meal program, the *Community Eligibility Provision* (CEP). CEP permits eligible schools to provide meal service to all students at no charge, regardless of economic status, and eliminates the need to obtain eligibility data from families. CEP schools use only direct certification data.

While NLSP and Title I are two separate programs, there has long been a connection as State Educational Agencies and LEAs use the data from the NLSP to carry out certain Title I requirements. Targeting & ranking eligible schools, choosing students for SES eligibility, and disaggregating low income students in the accountability system are all Title I requirements that have used school meals data. Schools that have chosen the *Community Eligibility Provision* for this year have received a memo on how to collect family income data that may be used for Title I and other grant purposes. The sample form and letter to parents may be found at the web address listed above. Choosing the *Community Eligibility Provision* will not affect a school's eligibility for Title I funds or the amount of funds they are allocated.

The Vermont Agency of Education is currently developing additional guidance to all schools that may be considering choosing the *Community Eligibility Provision*.

One Plan

The State Board passed the Education Quality Standards, Rule 2000 which requires a Continuous Improvement Plan. The plan shall be developed and implemented in each public school district. The plan shall be designed to improve the performance of all students enrolled in the district. If a school district comprises more than one school building, a combined plan for some or all the buildings may be developed. The plan, however, may reflect the different needs of individual schools. The plan should be the overall planning and implementation document for the school, incorporating other planning requirements (either from the state, the federal government, local requirements, or external grant requirements) into a single planning document.

The plan shall be developed with the involvement of school board members, students, teachers, administrators, parents and other community members. The plan shall be reviewed at least annually for effectiveness toward meeting the stated goals, and shall be revised as necessary.

The Agency staff has worked on a template to assist school districts in meeting this requirement that will also meet the requirements of school effectiveness plans and Title I schoolwide plans if required. For those districts that use the Green Mountain Star online planning tool, the template is incorporated into the tool. The template and implementation resources can be found on the Agency's website in the *School Effectiveness* section and links below.

[Continuous Improvement Plan Template](#)

This template provides the plan format for schools creating their Continuous Improvement Plan for the 2014-2015 school year.

[Continuous Improvement Plan \(CIP\) Criteria Checklist](#)

This checklist must to be completed as schools develop their Continuous Improvement Plan for the 2014-2015 school year.

[Continuous Improvement Plan \(CIP\): Supplemental Narrative](#)

This supplemental narrative may be used as schools develop their Continuous Improvement Plan for the 2014-2015 school year.

Pre- approval Process for Investments

Occasionally unusual circumstances arise in the administration of the CFP grant that no amount of pre-planning can eliminate. If such a circumstance arises and it requires an

approval of an investment before an amendment may be submitted, follow the process outlined below.

Send an e-mail to the Title I person (Mary Mulloy, Beth Meyer) or the IIA person (MC Moran) requesting the approval;

State the unusual circumstance; and

Write the investment as you would write it in the application (or how you are changing an existing investment).

The program person will send you an e-mail back with the approval decision. This e-mail should be kept in your auditable grant records as documentation.

This process should only be used in those rare circumstances when there is not time to submit an amendment. If you have questions if an activity or initiative is approvable, continue the process of asking the program consultants as you have done in the past.

Clarification on the use of Title II, Part A to develop educator evaluation systems

After careful consideration of the regulations, feedback from DOE staff, and considerable discussion with my AOE colleagues, I have determined that Title II, Part A funds may not be used to pay for a subscription fee for an evaluation system.

Additionally, IIA funds may not be used to pay for the development of an evaluation plan, for example by paying a team of teachers to develop and pilot an evaluation protocol.

For those who have had investments accepted for this year I will honor the approval for the remainder of this grant cycle, but keep in mind that, if you are audited, the burden of proof remains on you to show how the system is integral to implementing one or more of the allowable uses of IIA funds.

IIA funds can be used to pay for the professional learning associated with an evaluation system. For example, if you subscribe to a product, you could offer professional support on utilizing the data collected for making instructional decisions. Or when you develop a protocol, professional learning can be provided on the instructional implications of the framework.

Effective immediately, no new investments this year, or any continuing investments next year to develop a system or to pay a vendor subscription fee will be approved

[Visit our updated Federal Program page](#)

Let us know what you think – your suggestions matter! E-mail ed.haggett@state.vt.us .