Florida Migrant Education Program

"Listen, Listen"
New MEP Coordinator Webinar

June 19, 2014

Carol Gagliano, FMEP
Tom Hanley, ESCORT

Before We Begin ….

- Please put phones on mute - *6
- For all questions and responses, please input them in chat box to the right of the screen
- Materials you will need:
  - Technical Assistance Review Checklist*
  - Needs Assessment Process Worksheet*
  - Regional Assignment by Specialist*
  - Reasonable, Allowable, Necessary document*
  - Bureau of Contracts, Grants, and Procurement office presentation called **"Did I Do That?" How to Avoid Pitfalls in a Federal Programs Budget***

*Project Application technical assistance documents and Grants presentation may be downloaded from http://www.ectacfl.net/fasfepa.html

Agenda/Objectives

Review and discuss…

- Tips for completing project application/ grant writing
- Tips for completing project application budget
- Parent involvement

Overall, this is an opportunity for new coordinators to ask questions!

Project Application Tips

Project application – Tip #1

Answer every part of the question.

Example 1: **OUT-OF-SCHOOL YOUTH Section**

- For this section an Out-of-School Youth is a youth who is a single (not traveling with parents/legal guardians) farm worker, younger than 22 years old, and without a high school diploma. Generally, the goal is to help the Out-of-School Youth develop and/or achieve their educational goals (such as earn a GED or high school diploma, improve English language proficiency, enhance life skills, work towards a career path, etc.). In this section, **describe the strategies the local MEP will implement to identify and recruit OSYs. Identify the educational/supportive services the local MEP will provide to or facilitate for this population.** In the description, **address the use of technology and OSY needs identified in the local MEP needs assessment, where applicable.** In your description, **identify how the project will document/track services and OSY outcomes.**

Project application – Tip #1

Answer every part of the question.

Example 2: **DISSEMINATION PLAN Section**

- **Describe methods/strategies you will use to disseminate and publicize information about the project to appropriate populations.** In your description, **include how the project will report the progress made in attaining the LEA's goals and objectives.** Also, **identify the steps to be taken by the LEA to disseminate general information regarding the Title I, Part C Program, including the dissemination of information to parents/guardians whose native language is not English**.

Project application – Tip #1

Answer every part of the question.

Example 3: **MEP ANNUAL NEEDS ASSESSMENT PROCESS Section**

- **Briefly describe the local Migrant Education Program annual needs assessment process.** The needs assessment process in this section would **include a description of how data from multiple sources such as educational data (state assessment, GPA, annual learning gains, graduation, school readiness, etc.), survey data (parent, staff, student, community, other stakeholders), private schools/student request for services data, pre-kindergarten children data, Out-of-School Youth identification/recruitment/service data, Priority for Services student data, etc. is used to develop an overall picture of the needs of the migrant service population of the local MEP. Discuss the results of the data collected as a part of the needs assessment process and what it revealed about needs and services in your district. In the description, include reference to the method(s) used to determine and prioritize the unique needs of migratory children.** [NCLB Act of 2001, Section 1306]

- Utilize the Needs Assessment Process Worksheet to assist in drafting your response to this section.

Project application – Tip #2

Draft your responses in a Word document then cut and paste into application when you finalize review.

- This facilitates your ability to review and edit your responses.
- Helps you maintain a Word file of your responses for the following year.

Project Application – Tip #3

Follow the Technical Assistance Guide (TAG)

- TAG contains clear guidance for responses
- Particularly review TAG for the more complex sections of the application. Such as the Needs Statement and Activities section (see TAG pages 10-16) and the Early Childhood Section (see TAG pages 17-19).

Project Application – Tip #4

It's best not to wait to the last minute to complete your project application.

- Allow yourself time to respond to the project application
- Remember: This is basically the district-level MEP "Service Delivery Plan!"
- Let project specialist know when it is complete.

Budget Preparation Tips

Budget Preparation Tip #1

Correspond need statements/activities subject area/topic to the appropriate budget line items (DOE101).

Budget Entry Examples

(1) Activity	(1) Function	(2) Object	(3) Account Title & Description	(4) FTE	(5) Amount
Provide Reading, Mathematics, School Readiness tutoring during the regular and/or extended school day to migrant students. (Need: Reading, Math, School Readiness) ⬅	5100	510	Materials and supplies (pencil, paper, ink, paper clips, staplers, poster paper and staples-instructional). (Consumable)	0	$1200
Assist with Title I Part C tutorials, extended school year (before/after/ weekend). (Need: Reading, Math, School Readiness or Graduation) ⬅	5100	150	Teacher Aide stipends (four staff) for before/after/ weekend school tutorial programs	0	$16000

Budget Preparation Tip #2a

Use Appropriate Resources for Fiscal Calculations

- Use the 2014-2015 Indirect Cost Plan & Rate found at FLDOE Comptroller's Website (http://www.fldoe.org/comptroller/Default.asp). The rate period is July 1, 2014 – July 30, 2015.

- Use the appropriate Function & Object codes found in Chapter 4 & Appendix B of the Red Book 2013: http://www.fldoe.org/fefp/redtoc.asp.

- Itemize Salaries (100 series) & Benefits (200 series) object codes in budget– e.g., 110 is for administrators, 120 is for classroom teachers, 750 is for substitutes, 210 is for retirement, 220 is for social security, etc.

- Assign a Full Time Equivalent (FTE) value if applicable for each staff position supported by the Title I, Part C grant

Budget Preparation Tip #2b

Use Appropriate Resources for Fiscal Calculation

- For methods to calculate Full time Equivalent (FTE) value as well as other important budget information, review the Bureau of Contracts, Grants, and Procurement office presentation called **"Did I Do That?" How to Avoid Pitfalls in a Federal Programs Budget**.

- This presentation can be found and downloaded from http://www.ectacfl.net/fasfepa.html

Budget Preparation Tip #3

When we review the budget we will check to see if budget items have met the Reasonable, Allowable, Necessary (RAN) criteria.

- Refer to your RAN document for guidance on determining if an item/expense meets the RAN criteria

- RAN document can be found at http://www.ectacfl.net/fasfepa.html

Budget Preparation Tip #4

Where possible, include migrant summer program expenses into 2014-2015 Title I, Part C budget.

REMEMBER!!!

Call your program specialist at any time if you have a question or need assistance!

Go to http://www.ectacfl.net/fasfepa.html **for a copy of the Regional Assignment by Specialist.**

Parent Involvement

- Two major areas in parent involvement…
    - **_Parent Feedback_**
    - **_Parent Engagement_**

- Encouraging parent involvement is not intended to be an afterthought or a box you check to say "done." **_It is a interactive and fundamental activity_**.

PI: Parent Feedback

- According to non-regulatory guidance, Section 1118, "requires SEAs and local operating agencies to involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the MEP."*

- The Local Educational Agency (LEA) shall consult with Migrant Parent Advisory Councils (MPACs) about program development, implementation, and evaluation in a language and format that parents can understand."*

The key concept for parent feedback is:
"meaningful consultation in all aspects of the program."

*See Sections 1118(c)(3), Sections *1304(c)(3)(A)(B),(5) and Sections 1304(c)(6)(A),(C), P.L.107-110*

PI: Parent Engagement

- According to non-regulatory guidance, "The statute requires the MEP provide for the same parental involvement as is required in section 1118."*

- Section 1118 indicates parents are to receive the necessary support to assist in improving student academic achievement and school performance as well as build their capacity for strong parental involvement.*

The key concept for parent engagement is:
"involve parents in the education of their children"

*See Sections 1118(c)(3), Sections *1304(c)(3)(A)(B),(5) and Sections 1304(c)(6)(A),(C), P.L.107-110*

Two types of Parent Surveys

- Parent Feedback or "Customer Satisfaction" survey. Sample survey found in Title I Part C Monitoring Toolkit at http://flrecruiter.org/node/176
- Parent Involvement Survey – required by FMEP. Surveys found at http://flrecruiter.org/node/265
- Data from both can be used as part of your programs needs assessment.

Helpful Tips on Organizing Parent Feedback

- When meeting notes are typed up, change the parent feedback to a different font color or style so you can create an easy visual for the wealth or scarcity of the feedback received from parents.
- Any others???

Examples of Feedback on the "Development, Implementation, and Evaluation of the MEP."

- At a Health Fair, a parent verbally shares that they would like to see the health department at the event.

- During an school open house, a parent shares with a Migrant staff person they would like to learn how to better communicate with teachers.

- On a parent feedback survey ("customer satisfaction survey"), parent indicates MEP staff are friendly, accessible, and respectful.

- During a home visit, a parent indicates their child as well as other migrant children in the neighborhood need more assistance with homework.

- At a district MPAC meeting, a parents tells the MEP staff that attendance at meetings would most likely increase if the MEP allows parents to bring food to share.

- A parent calls the MEP office and asks if the MEP can extend the parent resource centers hours so they can use the computers.

- A parent was concerned that they were not informed of the availability of the summer program.

- On the parent training evaluation form, parents indicates the Survival English classes were helpful and needed.

Examples of How to Promote Parent Engagement

- When you modify the MEP based on parent feedback, let parents know.

- Host family night, health fair or other family event.

- Encourage parent leaders/MPAC officers to engage parents in the education of their children.

- During and after home-based tutoring, provide educational materials parents may use with their child. Couple that with mini-lessons on how to assist a child with homework.

- Model or role play phone calls and/or meetings with school administrative and/or instructional staff.

- Create list of activities and events parents can participate in with their children. Share list with all parents in language they understand.

- Share pictures with parent of their children engaged in MEP activities (e.g., summer program, tutoring, computer lab). Encourage parents to ask their children about what was going on in the picture.

Wrap Up

- Presentation will be available on Florida Recruiter website under New MEP Coordinator

- Please tell us what you think:

https://www.surveymonkey.com/s/D8TCQ2J