



**THE PUBLIC SCHOOLS OF BROOKLINE**  
BROOKLINE, MASSACHUSETTS 02445

PHONE 617-730-2425  
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ANDREW BOTT  
SUPERINTENDENT OF SCHOOLS

MARY ELLEN N. DUNN  
DEPUTY SUPERINTENDENT  
FOR ADMINISTRATION AND FINANCE

**Request for Grant Acceptance**  
**November 5, 2018**

The School Department requires specifically authorized accounts for new grants.

School Committee Action Requested: The School Department would like to request that the School Committee authorize the Town Accountant to set up a Grant Account for the following:

- Title III: English Language Acquisition and Academic Achievement Program for English Learners and Immigrant Children and Youth
  - Account Number: 3219SE15
  - Program Description: The priorities of Title III are to increase English proficiency and academic achievement in core academic subjects of English learners by providing effective language instruction programs and content area teaching; provide effective professional development such as that which would enhance the skills and knowledge of classroom teachers to increase students' English language proficiency and subject matter knowledge; provide and implement effective activities that enhance or supplement language instruction educational programs which shall include parent, family, and community engagement programs.

NAME OF GRANT	
<u>Budget</u>	<u>Amount</u>
Salaries	\$109,213
Outside Services	\$7,984
Supplies	-
Other Charges	-
Fringe Benefits	-
Capital	-
<b>Total</b>	<b>\$117,197</b>

Motion: Approve account creation for "Title III" grant per the attached documentation.



- [Finance Home | News](#)
- [Accounting & Auditing](#)
- [Chapter 70 Program](#)
- [Charter Schools](#)
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- [Educational Collaboratives](#)
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- [Nutrition Programs](#)
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## Grants and Other Financial Assistance Programs: FY2019

### Title III: English Language Acquisition and Academic Achievement Program for English Learners and Immigrant Children and Youth

Fund Codes: 180

**Purpose:** Title III of the federal Elementary and Secondary Education Act (ESEA) provides supplemental resources to local school districts to help ensure that English learners (ELs) and immigrant children and youth attain English proficiency and develop high levels of academic achievement in English, assist teachers and administrators to enhance their capacity to provide effective instructional programs designed to prepare ELs and immigrant children and youth to enter all-English instructional settings, and promote parental, family, and community participation in language instruction programs for parents, families, and communities.

Title III, Part A is one of four principal programs that are available to districts through formula grants under the Every Student Succeeds Act (ESSA), the current reauthorization of ESEA. The other programs are Title I, Part A; Title II, Part A; and Title IV, Part A.

**Priorities:** The priorities of Title III are to:

- Increase the English language proficiency of ELs by providing effective language instruction programs that meet the needs of ELs and increase student academic achievement
- Provide effective professional development designed to improve the instruction and assessment of ELs, to enhance the ability of teachers and school leaders to understand and implement curricula and assessment practices and measures, and to increase children's English language proficiency or substantially increase the subject matter knowledge, teaching knowledge, and teaching skills of teachers
- Provide and implement other effective activities and strategies that enhance or supplement language instruction programs for ELs which shall include parent, family, and community engagement activities

In addition to the above priorities, the Title III program supports Massachusetts' goals and strategies (listed below) for increasing student achievement by enhancing grant recipients' capacity to increase students' English language proficiency and academic achievement.

#### State Goal, Core Strategies, and ESSA Priorities

The goal of Massachusetts' public K-12 education system is to **prepare all students for success after high school**. Our five core strategies to accelerate the pace of school improvement are:

1. Strengthening standards, curriculum, instruction, and assessment
2. Promoting educator development
3. Supporting social-emotional learning, health, and safety
4. Turning around the state's lowest performing districts and schools
5. Enhancing resource allocation and data use

Additionally, Massachusetts has identified four priority focus areas under its plan for implementing the Every Student Succeeds Act:

- Early grades literacy
- Middle grades math
- High-quality college and career pathways for high school students
- Supporting historically disadvantaged subgroups of students

**Eligibility:** Funds are awarded to districts or consortia of districts with more than 100 students identified as English learners (ELs) in the March 2018 student data transmission (SIMS). Districts interested in forming a consortium for Title III purposes were required to submit letters of intent by June 15, 2018.

See the FY19 **List of Eligible School Districts and Consortia** under "Additional Information" below.

Grants are awarded to local school districts after the state reviews and approves a district's application.

**Funding Type:** Federal CFDA 84.365

**Funding:**  Title III, Part A allocations

Funding is contingent upon availability. All dollar amounts listed are estimated/approximate and are subject to change. If more funding becomes available it will be distributed under the same guideline as listed in the initial RFP document.

**Fund Use:** Title III formula subgrants are to be used to fund supplemental instruction for ELs, professional development for teachers and administrators of ELs, and EL family and parent engagement. Title III funds must be used to supplement the level of local, state, and federal funds that, in the absence of Title III funds, would otherwise be expended for programs for ELs and in no case supplant such federal, state, and local funds. There is a maximum 2% cap on direct administrative costs, and a suggested maximum of 15% for travel, and 20% for supplies and materials.

**Important:** Please note that Title III funds may not be used to support or provide either the SEI Teacher or SEI Administrator Endorsement course or to meet the requirements under the [LOOK Act](#).


**Project Duration:** Upon approval – 6/30/2019 (Year 1)\*

\*The period of availability for this grant award can be extended beyond Year 1 based on utilizing the multi-year feature for this Funding Opportunity in EdGrants. Extended period as follows: 7/1/2019 – 6/30/2020 (Year 2); 7/1/2020 – 9/30/2020 (Year 3).

**Program Unit:** [Resource Allocation Strategy and Planning](#)

**Contact:** [Federal Grants](#)

**Date Due:** Friday, September 28, 2018

**Required Forms:**  **FY19 completed Consolidated ESSA Application workbook** \*\*Please see Submission Instructions below. This document is to be uploaded with your Title I grant submission only. Do not upload to the 180

submission in EdGrants. If you do not receive Title I funding, please contact the federal grants programs at [Federal Grant Programs](#).

For Consortia Only: Complete the Schedule A tab to reflect all districts participating in the consortia

**Additional Information:**



Required and Authorized Activities

List of Eligible School Districts and Consortia



Guidance to Consortia Memo (dated June 4, 2018)



Title III, Part A Quick Reference Guide on allowable and unallowable costs



Guidance to Consortia Memo

**Note:** Applicants may only legally claim expenses to the grant starting from the date of final ESE approval. The start date for the grant is the date on which the district submits substantially approvable budget and information for the grant. Therefore, to expedite approval, it is essential to have district staff that can be reached in July and August to respond to questions, as needed.

**Submission Instructions:**

Submit all required grant materials through [EdGrants](#)

In EdGrants, districts are required to create and name the project. Please use the following naming convention for your "Applicant Project Name" in EdGrants:

**FY19 FC 180 Title III Applicant Number**  
**For example, Abington (0001) would name the file as FY19 FC 180 Title III 0001**

In EdGrants, district staff assigned the role of "control user" enter the Title III grant budget and attach a PDF of the Signature Page with an original signature of the Superintendent/Executive Director and a Schedule A form if it's applicable.

**Note:** The entire Consolidation Application Workbook must be uploaded with your Title I budget in EdGrants. This is the only place your entire FY19 Consolidated Application workbook will be uploaded.

For additional submission instructions, see the "Read Me First" tab of the FY19 Consolidated ESSA Application workbook.

For Guidance Documents regarding EdGrants, visit [EdGrants: User Guides and Information](#).

Please note: It is up to the district to determine who they want to add as EdGrants Front Office users in order to submit grant application as well as payment request information. Please review the EdGrants: [User Security Controls](#) to make informed decisions regarding assigning your district level users.

Last Updated: July 9, 2018

[E-mail this page](#) | [Print View](#) | [Print Pdf](#)

## Applicant Information

**Note: All fields prefaced with an asterisk (\*) are mandatory and must be completed.**

**Allocation Amount:** \$117,197

### General

**Program name:** Title III

**Fund Code:** 180

**Fiscal Year:** 2019

**Will this project be using funds assigned by more than one agency?** No

**Will any allocation funds be assigned to another agency?** No

**If Yes is selected:**

You must attach a completed Schedule A in Word or PDF format to this application, with signatures and the amount of funds assigned by each participating agency, when completing the "Attachments List" step of the application.

### Applicant Grant Information

**Applicant:** Brookline

**LEA/District Code:** 0046

**Address 1:** 333 Washington Street

**Address 2:**

**City:** Brookline

**State:** Massachusetts  
**ZIP Code:** 02445  
**Phone Number:** (617) 730-2403

**Superintendent / Executive Director**

**Name:** Andrew J. Bott  
**Title:** Superintendent  
**Phone Number:** (617) 730-2403  
**Extension:**  
**Alternate:**  
**(i.e. Summer Phone #)**  
**Fax Number:** (617) 264-6451  
**Email Address:** andrew\_bott@psbma.org

## Applicant Contacts

**At least one primary contact person must be added before the grant can be submitted. Click on the document icon to the left below to add contact persons associated with this application.**

Contacts added should be people who can answer programmatic questions and if applicable the person who is entering this application on their behalf.

First Name	Last Name	Title	Phone Number	Ext	Email Address	Alternate Phone #
Mindy	Paulo	Coordinator of th...	(617) 264-6413	---	mindy_paulo@psbma...	---
Meg	Maccini	Senior Director o...	(617) 730-2427	---	meg_maccini@psbma...	---

## **Applicant Contacts**

**Note: All fields prefaced with an asterisk (\*) are mandatory and must be completed.**

**First Name:** Mindy  
**Last Name:** Paulo  
**Title:** Coordinator of the Office of English Learner s  
**Phone Number:** (617) 264-6413  
**Extension:**  
**Email Address:** mindy\_paulo@psbma.org  
**Alternate Phone #**  
**(i.e. Summer Phone #)**

## **Applicant Contacts**

**Note: All fields prefaced with an asterisk (\*) are mandatory and must be completed.**

**First Name:** Meg  
**Last Name:** Maccini  
**Title:** Senior Director of Programs  
**Phone Number:** (617) 730-2427  
**Extension:**  
**Email Address:** meg\_maccini@psbma.org  
**Alternate Phone #**  
**(i.e. Summer Phone #)**

## **Applicant Contacts**

**Note: All fields prefaced with an asterisk (\*) are mandatory and must be completed.**

**First Name:**

**Last Name:**

**Title:**

**Phone Number:**

**Extension:**

**Email Address:**

**Alternate Phone #  
(i.e. Summer Phone #)**



## Budget Entry

**\*Response to this field is only required when amending the grant\***

**Please explain the reason for amending your grant. When making a budget change, please identify the line number and the amount changed.**

**Response:**

### Budget Information

#### <br/>ALLOCATION OF FUNDS <br/><br/>

1. Administrator Salaries:	Comments	# of Staff	FTE	MTRS	Amount	Select a Primary Function
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
Sub-Total						

**If “Other” has been selected above, you must provide details in the corresponding Comment sections.**

2. Instructional/Professional Staff Salaries:	Comments	# of Staff	FTE	MTRS <sup>1</sup>	Amount	Select a Primary Function
Other	EL Family Advisor	1	0.20	<input type="checkbox"/>	\$26,003	Parent/Family Engagement for currently served Title III ELs
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
Sub-Total					\$26,003	

**If “Other” has been selected above, you must provide details in the corresponding Comment sections.**

3. Support Staff Salaries:	Comments	# of Staff	FTE	MTRS <sup>1</sup>	Amount	Select a Primary Function
Non-Clerical Paraprofessionals/Instructional Assistants	Instructional Aides	2	2.0	<input type="checkbox"/>	\$59,357	Other
				<input type="checkbox"/>		
				<input type="checkbox"/>		
<b>Sub-Total</b>					\$59,357	

**If “Other” has been selected above, you must provide details in the corresponding Comment sections.**

4. Stipends:	Comments	# of Staff	Rate	Rate Type	MTRS <sup>1</sup>	Amount	Select a Primary Function
Teacher/Instructional Staff Professional Days	Summer Program teachers (BEL)	6	42	Hour	<input type="checkbox"/>	\$23,853	Instruction Extended day/year
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
<b>Sub-Total</b>						\$23,853	

**If “Other” has been selected above, you must provide details in the corresponding Comment sections.**

5. Fringe Benefits:	Comments	Amount
5-a MA Teachers' Retirement System (Federally-Funded Grants Only)		\$0
5-b Other		
Health Insurance		
Other Retirement Systems		
Federal Insurance Contributions Act (FICA)		
Other (Explain)		
<b>Sub-Total</b>		\$0

6. Contractual Services: Indicate the services to be provided and the rate to be paid per hour or per day.	Comments	Rate	Rate Type	Amount	Select a Primary Function
Contracted Service Providers - Private School Services	EL tutor	47	Hour	\$4,196	Instruction Extended day/year

Other	EL Parent Conversation groups	39	Hour	\$2,888	Parent/Family Engagement for currently served Title III ELs
Other	EL Parent Lounge	150	Flat	\$900	Parent/Family Engagement for currently served Title III ELs
<b>Sub-Total</b>				<b>\$7,984</b>	

**If “Other” has been selected above, you must provide details in the corresponding Comment sections.**

7. Supplies and Materials: Items costing less than \$5,000 per unit or having a useful life of less than one year.	Comments	Amount	Select a Primary Function
<b>Sub-Total</b>			

**If “Other” has been selected above, you must provide details in the corresponding Comment sections.**

8. Travel: Mileage, conference registration, hotel, and meals.	Comments	Amount	Select a Primary Function
<b>Sub-Total</b>			

**If “Other” has been selected above, you must provide details in the corresponding Comment sections.**

9. Other Costs: Please indicate the amount requested in each category.	Comments	Amount	Select a Primary Function

<b>Sub-Total</b>			

<b>11. Equipment: List only items costing \$5,000 or more per unit.</b>	<b>Comments</b>	<b>Amount</b>	<b>Select a Primary Function</b>
<b>Instructional Equipment</b>			
<b>Non-Instructional Equipment</b>			
<b>Sub-Total</b>			

**Total Activity Funds Requested: \$117,197**

## Project Expenditures - Detailed Information

### Note:

Lines 1 to 9 and 11 on this form are automatically populated based on details entered on Activity forms. To change these totals, edit the Budget Entry form. The Indirect Cost information, if applicable, should be entered directly in Line 10 on this form.

### STAFFING CATEGORIES DETAIL EXPENDITURES

1. Administrator Salaries:	# of Staff	FTE	MTRS <sup>1</sup>	Amount
Administrator Salaries (MTRS)			<input type="checkbox"/>	
Administrator Salaries (non-MTRS)				
Sub-Total				

2. Instructional/Professional Staff Salaries:	# of Staff	FTE	MTRS <sup>1</sup>	Amount
Instructional/Professional Staff Salaries (MTRS)	0	0.00	<input type="checkbox"/>	\$0
Instructional/Professional Staff Salaries (non-MTRS)	1	0.20		\$26,003
Sub-Total				\$26,003

3. Support Staff Salaries:	# of Staff	FTE	MTRS <sup>1</sup>	Amount
Support Staff Salaries (MTRS)	0	0.00	<input type="checkbox"/>	\$0
Support Staff Salaries (non-MTRS)	2	2.00		\$59,357
Sub-Total				\$59,357

4. Stipends:	# of Staff	MTRS <sup>1</sup>	Amount
Stipends (MTRS)	0	<input type="checkbox"/>	\$0
Stipends (non-MTRS)	6		\$23,853
Sub-Total			\$23,853

5. Fringe Benefits:	Amount
5-a MA Teachers' Retirement System (Federally-Funded Grants Only)	\$0
5-b Other (total)	\$0
Sub-Total	\$0

<b>6. Contractual Services:</b> Services provided and the amount to be paid.	<b>Amount</b>
<b>Contractual Services Total</b>	\$7,984

<b>7. Supplies and Materials:</b> Items costing less than \$5,000 per unit or having a useful life of less than one year.	<b>Amount</b>
<b>Supplies and Materials Total</b>	

<b>8. Travel:</b> Mileage, conference registration, hotel, and meals.	<b>Amount</b>
<b>Travel Total</b>	

<b>9. Other Costs:</b>	<b>Amount</b>
<b>Other Costs Total</b>	

<b>10. Indirect Costs:</b>	<b>Rate (%)</b> Cannot exceed approved rate	<b>Amount</b>
<b>Indirect Costs:</b>		

<b>11. Equipment:</b> List only items costing \$5,000 or more per unit.	<b>Amount</b>
<b>Equipment Total</b>	

**Total Allocation Amount:** \$117,197  
**Total Funds Requested:** \$117,197  
**MTRS Applicable Amount:** \$0  
**Balance Remaining:** \$0

## Attachments List

**Part I/Cover Page: Sign & Scanned Part I - Required; TO AVOID APPROVAL DELAYS PLEASE MAKE SURE THE AMOUNT ON YOUR COVER SHEET MATCHES THE TOTAL AMOUNT REQUESTED ON THE EDGRANTS BUDGET SUBMISSION;**

**Schedule A: For Consortia Only: Complete the Schedule A tab to reflect all districts participating in the consortia**

**Have you uploaded all the required documents?** Yes

Document Type	Required?	Document Description	Date Attached
Document 1	No	Affirmation of Pr...	10/01/2018
Document 2	No	Consolidated work...	10/01/2018
Document 3	No		
Document 4	No		
Part I / Cover Page	Yes	Signed cover page...	10/01/2018
Schedule A – Consolidated Assignment Schedule	No		

## Attachment Details

### Attachment Instructions:

1. In the Document Description field, enter a descriptive name for the file attachment that includes your district/organization name (e.g., Forms 1 and 2 – Abington).
2. Click the 'Browse' button next to the File Name field.
3. Navigate to the appropriate file on your computer and select it.
4. Make sure the file includes your organization code (e.g., Forms1and2\_0001.xls).
5. Click 'Open' to upload the file to G3.

**Document Description:** Affirmation of Private Schools Consult  
(Maimonides, Torah, NE Hebrew Academy)

## Attachment Details

### Attachment Instructions:

1. In the Document Description field, enter a descriptive name for the file attachment that includes your district/organization name (e.g., Forms 1 and 2 – Abington).
2. Click the 'Browse' button next to the File Name field.
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4. Make sure the file includes your organization code (e.g., Forms1and2\_0001.xls).
5. Click 'Open' to upload the file to G3.

**Document Description:** Consolidated workbook FY19

## Attachment Details

### Attachment Instructions:

1. In the Document Description field, enter a descriptive name for the file attachment that includes your district/organization name (e.g., Forms 1 and 2 – Abington).
2. Click the 'Browse' button next to the File Name field.
3. Navigate to the appropriate file on your computer and select it.
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**Document Description:**

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**Document Description:** Signed cover page FY19

## **Attachment Details**

**Attachment Instructions:**

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**Document Description:**

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4. Make sure the file includes your organization code (e.g., Forms1and2\_0001.xls).
5. Click 'Open' to upload the file to G3.

### Document Description:

## Information and Affirmation

**Note: All fields prefaced with an asterisk (\*) are mandatory and must be completed.**

### General Note Regarding Conflict Of Interest

Public employees -- including Department of Elementary and Secondary Education employees, consultants, or volunteer members of a Department or Board of Elementary and Secondary Education advisory council or committee -- may not participate in the review, recommendation or approval of a grant or contract proposal if they know that they personally, their immediate family or a business or organization (including a school district) with which they are closely associated has a financial interest in the grant or contract.

They are specifically prohibited from acting on matters affecting:

- (1) themselves;
- (2) their immediate family (their spouse, parents, children, brothers and sisters); (3) their partner;
- (4) a business organization in which they serve as an officer, director, trustee, partner or employee; or
- (5) any person or organization with whom they are negotiating for or have any arrangement concerning future employment. In addition, public employees must avoid conduct that creates a reasonable impression that they will act with bias.

Failure to comply with these requirements of conflict of interest law, G.L. c. 268A, may result in revocation of a grant or contract award by the Department of Elementary and Secondary Education and may preclude the recipient from future eligibility.

In case of any questions about the applicability of the conflict of interest law to a particular situation, please contact the Department's Legal Office or the State Ethics Commission (617-371-9500)

**According to the guidelines stated above do you believe that you would be in conflict of interest by accepting a grant?** No

### General Note Regarding State Finance Regulations

In accordance with state finance regulations, grant recipients can only expend funds from the date their grant was entered as approved into the Department's Grant Management system. This means that if a grant recipient wishes to expend grant funds as of a certain start date, the grant must have completed a programmatic review, and been submitted as approved to Grants Management prior to that start date. grant recipients may not use local funds to cover initial costs for a grant prior to receiving official approval from the Department, with the intent to reimburse themselves after receiving the award notice. Audit exceptions may be taken for any grant funds used for periods not covered by the award letter, leading to grant recipients needing to pay back the misused grant funds.

**I certify that I have read and understand the State Finance Regulations**

X

### Certification of Information

I certify that the information contained in this application is correct and complete; that the applicant agency has authorized me, as its representative, to file this application; and that I understand that for any funds received through this application the agency agrees to comply with all applicable state and federal grant requirements covering both the programmatic and fiscal administration of grant funds.

**I certify that the information is correct.** ☒

**Name of the Authorized Signatory:** Andrew Bott

**Title:** Superintendent

## Submission Summary

Page	Last Updated
<b>Applicant Information</b>	10/01/2018
<b>Applicant Contacts</b>	10/01/2018
<b>Budget Entry</b>	No Input Required
<b>Project Expenditures</b>	No Input Required
<b>Attachments List</b>	10/01/2018
<b>Information and Affirmation</b>	10/01/2018

## CT Interface Setup

**Today's Date** 10/01/2018  
**Service To:** 06/30/2019  
**SVC\_END\_DT\_1:** 06/30/2019  
**SVC\_END\_DT\_2:** 06/30/2020  
**SVC\_END\_DT\_3:** 12/31/2020  
**CT\_ACTG\_DOC\_ACTG\_LN\_NO\_1:** 1  
**CT\_ACTG\_DOC\_ACTG\_LN\_NO\_2** 2  
**CT\_ACTG\_DOC\_ACTG\_LN\_NO\_3:** 3  
**Budget FY:** 2019  
**Budget Year:** 2020  
**Budget Year:** 2020  
**Fiscal Year:** 2019  
**CT\_ACTG\_FY\_DC\_2:** 2020  
**CT\_ACTG\_FY\_DC\_3:** 2021  
**Event Type:** PR05  
**Event Type:** PR05  
**Event Type:** PR05  
**State Fiscal Year:** 2019

## Affirmation of Consultation and Agreement with Participating Non-Public School Officials under the Every Student Succeeds Act

Last Updated May 2017

The Every Student Succeeds Act of 2015 (ESSA) requires that timely and meaningful consultation occur between each public school district receiving ESSA funds and non-public (private) school officials serving children who reside in the district prior to any decision that affects the opportunities of eligible private school children, teachers, and other educational personnel to participate in programs funded under Title I, II, III, and IV.

The goal of consultation is for district and private school officials to reach agreement on whether and how the district will provide equitable and effective programs for eligible private school children. ESSA requires that evidence of consultation and agreement be transmitted to the state-designated ESSA private school ombudsman.

This form, which documents consultation for Title I, II, III, and IV programs, should be completed by district and participating private school officials prior to implementation of services. Note that district eligibility for each Title program may vary on an annual basis.

The table below describes required consultation topics. Checkmarks indicate the Title programs to which each requirement applies.

Topics of Consultation by Title Program	I	II	III	IV
a. How the district will identify the needs of eligible non-public school children and their educators	✓	✓	✓	
b. What services the district will offer to eligible non-public school children and their educators	✓	✓	✓	
c. How and when the district will make decisions about the delivery of services	✓	✓	✓	
d. How, where and by whom the district will provide services to eligible non-public school children, including a thorough consideration and analysis of the views of the non-public school officials on the provision of services through a contract with a third-party provider	✓	✓	✓	✓
e. How the district will assess academically the services to eligible non-public school children and how the district will use the results of that assessment to improve services	✓	✓	✓	
f. The size and scope of the equitable services that the district will provide to eligible non-public school children and the proportion of funds that will be allocated to provide these services, and how that proportion of funds is determined	✓	✓	✓	✓
g. The method or sources of data that the district will use to determine the number of non-public school children from low income families residing in participating public school attendance areas, including whether the district will extrapolate data, if a survey is used	✓			
h. The equitable services the district will provide to teachers and families of participating non-public school children	✓			
i. Whether the district shall provide services directly or through a separate government agency, consortium, entity, or third-party contractor	✓	✓	✓	✓





## Affirmation of Consultation and Agreement with Participating Non-Public School Officials under the Every Student Succeeds Act

Last Updated May 2017

The Every Student Succeeds Act of 2015 (ESSA) requires that timely and meaningful consultation occur between each public school district receiving ESSA funds and non-public (private) school officials serving children who reside in the district prior to any decision that affects the opportunities of eligible private school children, teachers, and other educational personnel to participate in programs funded under Title I, II, III, and IV.

The goal of consultation is for district and private school officials to reach agreement on whether and how the district will provide equitable and effective programs for eligible private school children. ESSA requires that evidence of consultation and agreement be transmitted to the state-designated ESSA private school ombudsman.

This form, which documents consultation for Title I, II, III, and IV programs, should be completed by district and participating private school officials prior to implementation of services. Note that district eligibility for each Title program may vary on an annual basis.

**The table below describes required consultation topics. Checkmarks indicate the Title programs to which each requirement applies.**

Topics of Consultation by Title Program		I	II	III	IV
a.	How the district will identify the needs of eligible non-public school children and their educators	✓	✓	✓	
b.	What services the district will offer to eligible non-public school children and their educators	✓	✓	✓	
c.	How and when the district will make decisions about the delivery of services	✓	✓	✓	
d.	How, where and by whom the district will provide services to eligible non-public school children, including a thorough consideration and analysis of the views of the non-public school officials on the provision of services through a contract with a third-party provider	✓	✓	✓	✓
e.	How the district will assess academically the services to eligible non-public school children and how the district will use the results of that assessment to improve services	✓	✓	✓	
f.	The size and scope of the equitable services that the district will provide to eligible non-public school children and the proportion of funds that will be allocated to provide these services, and how that proportion of funds is determined	✓	✓	✓	✓
g.	The method or sources of data that the district will use to determine the number of non-public school children from low income families residing in participating public school attendance areas, including whether the district will extrapolate data, if a survey is used	✓			
h.	The equitable services the district will provide to teachers and families of participating non-public school children	✓			
i.	Whether the district shall provide services directly or through a separate government agency, consortium, entity, or third-party contractor	✓	✓	✓	✓





Topics of Consultation by Title Program	I	II	III	IV
j. Whether to consolidate and coordinate the use of funds to eligible private school children: <ul style="list-style-type: none"> <li>by creating a pool or pool of funds with all the funds allocated under Titles I, II, III, and IV; or</li> <li>on a school-by-school basis based on each the proportionate share of funds available to provide services in each school</li> </ul>	✓	✓	✓	✓
k. When, including the approximate time of day, services will be provided	✓	✓	✓	
l. The option for private school officials to indicate such officials' belief that timely and meaningful consultation has not occurred or that the program design is not equitable with respect to eligible private school children	✓	✓	✓	✓

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Title Programs Discussed During Consultation	I	II	III	IV
Check boxes to indicate the Title program(s) discussed during consultation		✓		✓

Below, the consulting public school official and private school official should sign and indicate in the space provided whether each party agrees or disagrees that (a) timely and meaningful consultation occurred before the public school district made any decision that affected the participation of eligible private school children in any of the Title programs listed above, and (b) that the program design is equitable with respect to eligible private school children.

	Brookline	6/28/18	✓	
Private School Official	School/District	Date	Agree	Disagree
	Brookline	6/29/18	✓	
Public School Official	District	Date	Agree	Disagree

The public school official and participating private school official should each maintain a copy of this form for their records. The public school district is required to submit a copy of this form to the Massachusetts Department of Elementary and Secondary Education with its annual request for Title I grant funding. Detailed submission instructions will be provided on an annual basis.

If either party has signaled disagreement during consultation, please contact Massachusetts' ESSA private school ombudsman soon after the consultation meeting, at [ESEAequitable.services@doe.mass.edu](mailto:ESEAequitable.services@doe.mass.edu) or 781-338-6259.

# Affirmation of Consultation and Agreement with Participating Non-Public School Officials under the Every Student Succeeds Act

Last Updated May 2017

The Every Student Succeeds Act of 2015 (ESSA) requires that timely and meaningful consultation occur between each public school district receiving ESSA funds and non-public (private) school officials serving children who reside in the district prior to any decision that affects the opportunities of eligible private school children, teachers, and other educational personnel to participate in programs funded under Title I, II, III, and IV.

The goal of consultation is for district and private school officials to reach agreement on whether and how the district will provide equitable and effective programs for eligible private school children. ESSA requires that evidence of consultation and agreement be transmitted to the state-designated ESSA private school ombudsman.

This form, which documents consultation for Title I, II, III, and IV programs, should be completed by district and participating private school officials prior to implementation of services. Note that district eligibility for each Title program may vary on an annual basis.

The table below describes required consultation topics. Checkmarks indicate the Title programs to which each requirement applies.


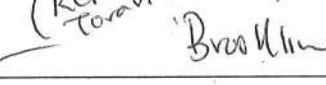

Topics of Consultation by Title Program		I	II	III	IV
a.	How the district will identify the needs of eligible non-public school children and their educators	✓	✓	✓	
b.	What services the district will offer to eligible non-public school children and their educators	✓	✓	✓	
c.	How and when the district will make decisions about the delivery of services	✓	✓	✓	
d.	How, where and by whom the district will provide services to eligible non-public school children, including a thorough consideration and analysis of the views of the non-public school officials on the provision of services through a contract with a third-party provider	✓	✓	✓	✓
e.	How the district will assess academically the services to eligible non-public school children and how the district will use the results of that assessment to improve services	✓	✓	✓	
f.	The size and scope of the equitable services that the district will provide to eligible non-public school children and the proportion of funds that will be allocated to provide these services, and how that proportion of funds is determined	✓	✓	✓	✓
g.	The method or sources of data that the district will use to determine the number of non-public school children from low income families residing in participating public school attendance areas, including whether the district will extrapolate data, if a survey is used	✓			
h.	The equitable services the district will provide to teachers and families of participating non-public school children	✓			
i.	Whether the district shall provide services directly or through a separate government agency, consortium, entity, or third-party contractor	✓	✓	✓	✓



Topics of Consultation by Title Program	I	II	III	IV
j. Whether to consolidate and coordinate the use of funds to eligible private school children: <ul style="list-style-type: none"> <li>by creating a pool or pool of funds with all the funds allocated under Titles I, II, III, and IV; or</li> <li>on a school-by-school basis based on each the proportionate share of funds available to provide services in each school</li> </ul>	✓	✓	✓	✓
k. When, including the approximate time of day, services will be provided	✓	✓	✓	
l. The option for private school officials to indicate such officials' belief that timely and meaningful consultation has not occurred or that the program design is not equitable with respect to eligible private school children	✓	✓	✓	✓

Title Programs Discussed During Consultation	I	II	III	IV
Check boxes to indicate the Title program(s) discussed during consultation	✓	✓	✓	✓

Below, the consulting public school official and private school official should sign and indicate in the space provided whether each party agrees or disagrees that (a) timely and meaningful consultation occurred before the public school district made any decision that affected the participation of eligible private school children in any of the Title programs listed above, and (b) that the program design is equitable with respect to eligible private school children.

	 (Rel. Torah Academy)	6/28/2018	✓	
Private School Official	School/District	Date	Agree	Disagree
	Brockline	6/29/18	✓	
Public School Official	District	Date	Agree	Disagree

The public school official and participating private school official should each maintain a copy of this form for their records. The public school district is required to submit a copy of this form to the Massachusetts Department of Elementary and Secondary Education with its annual request for Title I grant funding. Detailed submission instructions will be provided on an annual basis.

If either party has signaled disagreement during consultation, please contact Massachusetts' ESSA private school ombudsman soon after the consultation meeting, at [ESEAequitable.services@doe.mass.edu](mailto:ESEAequitable.services@doe.mass.edu) or 781-338-6259.

**Massachusetts Department of Elementary and Secondary Education**  
STANDARD CONTRACT FORM AND APPLICATION FOR PROGRAM GRANTS

**UPLOAD A SCANNED, SIGNED COPY OF THIS PAGE WITH THE DATE OF SUBMISSION TO EDGRANTS WITH THE BUDGET FOR EACH FUND CODE**

District staff with the role of "control user" in EdGrants have been provided user log-in names and passwords and have been trained to submit a grant application via EdGrants. Provide all required application materials to your district control user with access to EdGrants to submit budgets and attachments for each fund code for which the district is applying.

*Applications are due by September 28, 2018*

District Name:  Code:   
 Address: 333 Washington Street  
 Brookline, MA 02445  
 DESE Federal Grant Liaison: Julia Foodman  
 Phone number: 781-338-3577  
 Email: jfoodman@doe.mass.edu

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT AND COMPLETE; THAT THE APPLICANT AGENCY HAS AUTHORIZED ME, AS ITS REPRESENTATIVE, TO FILE THIS APPLICATION; AND THAT I UNDERSTAND THAT FOR ANY FUNDS RECEIVED THROUGH THIS APPLICATION THE AGENCY AGREES TO COMPLY WITH ALL APPLICABLE STATE AND FEDERAL GRANT REQUIREMENTS COVERING BOTH THE PROGRAMMATIC AND FISCAL ADMINISTRATION OF GRANT FUNDS.

AUTHORIZED SIGNATURE:  TITLE: Superintendent  
 PRINTED NAME: Andrew J. Bott SUBMISSION DATE: 9/28/18

FY2019 Allocation	FEDERAL GRANT	PROJECT DURATION		TOTAL ALLOCATION
		FROM	TO	
FY2019 Allocation	Title I, Part A Fund Code 305	UPON APPROVAL	6/30/2019	\$434,715
	FEDERAL GRANT	FROM	TO	TOTAL ALLOCATION
FY2019 Allocation	Title II, Part A Fund Code 140	UPON APPROVAL	6/30/2019	\$115,974
	FEDERAL GRANT	FROM	TO	TOTAL ALLOCATION
FY2019 Allocation	Title III, Part A Fund Code 180	UPON APPROVAL	6/30/2019	\$117,197
	FEDERAL GRANT	FROM	TO	TOTAL ALLOCATION
FY2019 Allocation	Title IV, Part A Fund Code 309	UPON APPROVAL	6/30/2019	\$30,853
	FEDERAL GRANT	FROM	TO	TOTAL ALLOCATION