



February 10, 2004 Milwaukee Non-public School Title Program Consultation Meeting Handouts (also reviewed at meeting, but not available here: draft of annual Title Program Participation Verification Survey, proposed Title I summer school information from vendors, and meeting evaluation survey, and Title I Request for Proposals for Title I services to non-public schools. All are or will be available on non-public school home page.) Page 1: Meeting notice, Page 2: Agenda, Pages 3 and 4: Selected services available through MPS and Non-public school Title program spring calendar, Page 5: Milwaukee procedures developed and reviewed in consultation Page 6: E-mail Listserv

January 29, 2004

To: Non-public schools participating in Title Programs for eligible City of Milwaukee resident students  
Re: **Title Program and IDEA Consultation Meetings**

Under the federal Elementary and Secondary Education Act (ESEA, now commonly referred to as "No Child Left Behind" legislation), Milwaukee Public Schools is required to engage in consultations on key issues that affect the ability of eligible private school students to participate equitably in Title programs. Any non-public school serving City of Milwaukee resident students may attend these consultation meetings, even if they are not currently participating in Title programs with the district. You are invited to send school representatives to the next consultation meeting. Here are meeting details:

**When:** 8:00 a.m. until 12:00 noon on Tuesday, February 10, 2004  
**Where:** Cousins Center, 3501 S. Lake Drive in Milwaukee

Topics at Title Program consultation meetings will include:

- How MPS will identify the needs of Title I eligible private school children.
- What services MPS will offer to eligible private school children.
- How and when MPS will make decisions about the delivery of services.
- How, where and by whom MPS will provide services to eligible private school children, including a thorough consideration and analysis of the views of the private school officials on the provision of Title I services through a contract with a third-party provider.
- How MPS will assess academically the Title I services to eligible private school children in accordance with §200.10 and how MPS will use the results of that assessment to improve Title I services.
- The size and scope of the equitable services that MPS will provide to eligible private school children and, consistent with §200.64, the proportion of funds that will be allocated to provide these services.
- The method or sources of data that MPS will use under §200.78 to determine the number of private school children from low income families residing in participating public school attendance areas, including whether MPS will extrapolate data, if a survey is used.
- The equitable services MPS will provide to teachers and families of participating private school children.

IDEA consultation will discuss:

- Which children will receive services;
- What services will be provided;
- How and where the services will be provided; and
- How the services provided will be evaluated.

Finally, for your information:

- The final Title Program consultation meeting scheduled for this school year will be held on Tuesday, March 30, 2004 at the Cousins Center.
- This year the Annual Non-public School Participation Verification Survey will be available during the month of March. This "Survey" will allow you to indicate interest in Title Program participation for the 2004-2005 school year.
- Title II, III, IV and V requests are all due by Friday, February 27, 2004.
- Between March 30 and April 23, non-public schools that have opted to participate in Title I programs will be asked to make Title I service provider selections.

# Title Program and IDEA Consultation Meetings

Agenda and Meeting Notes  
Tuesday, February 10, 2004  
8:00 to 12:00  
Cousins Center  
3501 S. Lake Drive in Milwaukee

- I. Welcome and continental breakfast
- II. Individuals with Disabilities Education Act Consultation - Dare Boling, *IDEA consultation topics were discussed. A proposal to extend service to students beginning at grade k5 was accepted by consensus.*
- III. MPS services available through Electronics and Print Shops and Office of Assessment and Accountability - *See handouts*
- IV. Annual Private School Participation Verification Survey
  - A. preview (see handout); response period ends April 1, 2004 for 2004-2005 school year (survey will be mailed at end of February) *Changes in form were explained.*
  - B. proposed institution of third Friday of September school enrollment and income report for the purpose of redistribution of Title Funds for schools that far under or over reported in spring verification period- *approved by consensus*
  - C. possibilities for pooling funds of non-public schools with small Title I allocations *pooling decisions to be made by individual schools*
- V. Title II, III, IV, V and Reading First Information
  - A. Professional Development available through MPS (*see handout*)
  - B. Reading First Update *more information will be made to qualifying schools in late February*
  - C. Prepayments, Tuition reimbursement, Out of town conferences, MPS policies, Contracts, Changes in MPS request form *MPS policies will generally be followed related to prepayment, tuition reimbursement and travel; the district may institute contractual arrangements with vendors serving schools with Title funds; non-public schools may request waiver of some MPS policies (regarding prepayment, for example) if they are willing to hold district harmless for losses that may result from such actions.*
  - D. Questions and Answers
- VI. Title I
  - A. Spring Standardized Testing in non-public School Title I programs *See Future Testing Coordination and an Offer from MPS Division of Assessment and Accountability and reference letter sent to Title I participating schools.*
  - B. Title I Request for Proposals for Vendor Services for 2004-2005 *See information posted on website.*
  - C. Title I satisfaction survey - mailed to Title I schools served by vendors, Monday 2/9/04 (*see handout*)
  - D. Spring vendor selection period - March 30 to April 23 *Schools not making a selection during the selection period will be assigned a vendor.*
  - E. Summer School Presentations *Vendor summer school proposals will be posted on non-public school website. Participating schools will fund student participation from local allocations.*
  - F. Wrap up, questions and answers
  - G. Breakout sessions with Title I vendors

# Services Available to Non-public Schools through MPS Spring 2004

## Future Testing Coordination and an Offer from MPS

### Division of Assessment and Accountability:

MPS has offered to work cooperatively on standardized testing with non-public schools serving City of Milwaukee students. Non-public schools that choose to do so could benefit from MPS pricing for testing materials and reports and would be using the assessment in use by Milwaukee Public Schools which might facilitate data analysis for students moving between public and private schools. There are additional advantages to this coordination for Title I schools: testing that would be conducted during times scheduled for Title I service would facilitate administration for both Title I and non-public school classroom teachers; and non-public schools would avoid costs associated with testing any students getting Title I service. (In order to do these things, participating non-public schools would have to adopt the test materials and spring testing period used by Title I.)

*Schools interested in coordinating in this way should contact Deborah Lindsey, Director of MPS Division of Assessment and Accountability at (414) 475-8751.*

### Professional Development Available through MPS:

MPS is developing and posting a menu of professional development opportunities available through the district for non-public schools. The menu may include:

Classroom Organization and Management Practices courses.	Lori Cameron.....	227-2535
Literacy Coach inservices.....	Doncella Washington.	475-8065
Math Teacher Leader inservice.....	Henry Kranendonk...	475-8739
Self Directed Improvement System / Efficacy training.....	Yvonne McCaskill....	475-8865
Cognitive Coaching.....	Victoria Frazier.....	475-8245
Principals' Institutes.....	Janet Miller.....	475-8153
Problem Solving.....	Marcia Staum.....	256-8378
Data Driven Decision Making.....	Deb Lindsey.....	475-8751
Classroom Assessments Based on Standards.....	Katrina Simmons.....	475-8263
ESL workshops.....	Ivy Covert.....	465-8091

Non-public schools may contact the MPS contacts listed above with questions about resources available through MPS, eventually the MPS non-public school home page menu will include:

- **description** of the program (including a narrative describing the program, who might benefit, and when, where and how the program might be offered);
- **who** to contact to register (in cases where MPS is simply inviting non-publics to register as room allows for things currently running for MPS audiences) or arrange (in cases where MPS might provide service to non-publics at their own sites)
- **cost** (determining costs would have to account for travel, materials, salaries, lost time to the district, need for substitutes for people offering services, the "market value" of the services we offer and so on....)

Non-publics currently fill out an MPS form available at:

[http://www2.milwaukee.k12.wi.us/title\\_i/Web\\_Pages/non-public.html](http://www2.milwaukee.k12.wi.us/title_i/Web_Pages/non-public.html) to make a Title Program request. In the few cases where we have provided services through the district, we have had the non-publics list the department that is delivering services as the "vendor" and moved money from the non-public school budget into their budget as compensation. These arrangements should only work as "win/win" situations. Non-publics gain access to quality service and the district gets additional funding without compromising our core mission to public schools.

## Services Available for Non-public Schools through the MPS Electronics Shop:

For general computer, printer or copier repair, the MPS electronics shop offers A+ Certified Technicians for the cost of time and materials. The hourly rate is currently \$59.75. The MPS shop is an authorized repair facility for Apple, Dell and Gateway computers. Technicians are also available to repair a variety of brands of printers and copiers. Your school will be invoiced for services performed.

**For computers and printers, call Ron Hooker at 283-4677.  
For copiers, call Dave West at 283-4656.**

### Calendar of Events, Meetings and Deadlines for Non-public Schools Latest Update: 2/4/04

Date	Event	Time	Place	Register
Fr 12/12/03	Reading First Consultation and Grant Writing Session: Very important for non-public schools that expressed interest in Reading First participation.			
<b>Postponed - Watch for new information in late February.</b>				
2/3/04 to 4:00 PM on 3/1/04	Non-public school Title I service provider Requests for Proposal period.	<b>Informational item only, no action by non-public schools necessary related to RFP</b>		
Tu 2/10/04	Non-public School Consultation Meeting: See links on non-public website for more information.	8 AM to Noon	Cousins Center (directions below)	No
Fr 2/27/04	Purchase Orders for Non-public schools participating in Title programs through MPS due.	End of day.	N/A	N/A
3/1/04 to 4/1/04	Non-public Participation Verification School Title Program Survey Period	N/A	Submit to: MPS Title Programs for Non-public Schools, Attn: Ed Valent at MPS Central Services (see header for address and fax	N/A
Tu 3/30/04	Non-public School Consultation Meeting Featuring Presentations from 2004-2005 Title I service	8 AM to Noon	Cousins Center (directions below)	No
3/30/04 to 4/23/04	Time period for non-public school Title I service provider selection	End of day.	N/A	N/A
4/28/04 to end of school year	Title I service providers consult with participating schools re: plans for summer and/or school year services.	ongoing	N/A	N/A

November 11, 2003

**Milwaukee Public Schools Procedures Developed and Reviewed in Ongoing Consultation Identification of the needs of Title I eligible private school children.**

Participating non-public schools provide eligibility lists and Title I need rankings based upon multiple criterion. The actual number of eligible students in greatest need to be served is determined in consultation with individual non-public schools by consideration of; capacity of the program model, levels of service delivered to students, and the limitations related to "targeted assistance" to Title I students at non-public schools. Third party vendors or MPS personnel do intake diagnostic screening in identified academic areas of greatest need. Vendors and ultimately, MPS retain final authority over decisions about students to be served.

**Services MPS will offer to eligible private school children.**

MPS teachers or Title I vendors will offer enrolled students at least 120 minutes in multiple sessions per five day school week of small group instruction in areas of greatest academic need.

**How and when MPS will make decisions about the delivery of services.**

MPS will review delivery of services decisions each year in ongoing consultation with participating non-public schools. Once service model decisions have been reached, participating non-public schools will have an opportunity to select from among available options for Title I service.

**How, where and by whom MPS will provide services to eligible private school children, including a thorough consideration and analysis of the views of the private school officials on the provision of Title I services through a contract with a third-party provider.**

Title I services will generally be delivered in small group instructional settings in an area designated for Title I use at participating non-public schools. Schools may elect to send some or all of their Title I students to another site for instruction. Title I service providers will include The Learning Exchange, Sylvan Education Solutions, Nonpublic Educational Services Inc. or Milwaukee Public School teachers. The third party service provider model was adopted in consultation with non-public schools during the spring of 2003.

**How MPS will assess academically the Title I services to eligible private school children in accordance with §200.10 and how MPS will use the results of that assessment to improve Title I services.**

Each spring, students receiving Title I services will take standardized achievement tests in subject areas in which they are getting Title I instruction. Tests will be administered by Title I personnel with expenses related to testing coming from Title I allocations of participating non-public schools. An analysis of test data will focus on progress made by students who have been receiving Title I services for five months or more. Improvement plans will be developed for individual schools and service models when data suggests that adequate progress has not been made.

**The size and scope of the equitable services that MPS will provide to eligible private school children and, consistent with §200.64, the proportion of funds that will be allocated to provide these services.**

Annual Participation Surveys will gather data on number and concentration of students from low income families who reside in the City of Milwaukee and attend non-public schools. MPS will follow federal guidelines relating to allowable deductions from that year's Title I grant, then the percentage of Title I funds earmarked for City of Milwaukee students to be set aside for participating non-public school students will reflect their percentage of all students from low income families in participating schools. Individual school allocations will be determined by a formula that considers both the number of students from low income families enrolled in a school and the concentration of such students in that school (the higher the concentration, the higher that school's per pupil allocation).

**The method or sources of data that MPS will use under §200.78 to determine the number of private school children from low income families residing in participating public school attendance areas, including whether MPS will extrapolate data, if a survey is used.**

MPS will collect income data from individual participating non-public schools. MPS will not extrapolate data. Students from families who meet income guidelines that would qualify them for federal free and reduced lunch will be considered low income students. Other Milwaukee programs that use the same or lower income criterion may also be used, though each student may only be counted once. If no such programs exist in a non-public school (or if the income guidelines for current programs are increased to a point beyond limitations of the lunch program), then a family survey may be conducted to provide income data.

**The equitable services MPS will provide to teachers and families of participating private school children.**

At least 1% of non-public school allocations will be dedicated to parental involvement activities and 5% will be dedicated to professional development for teachers working with students receiving Title I services.

## Milwaukee Non-public School / MPS E-mail Listserv Enrollment Information

Non-public listserv: Anyone interested in the ability to communicate with other Title-program-participating Milwaukee non-public schools through the e-mail listserv can join and participate by following these steps:

1. Send an e-mail to the following address: [listserv@mail.milwaukee.k12.wi.us](mailto:listserv@mail.milwaukee.k12.wi.us)
2. In the body of your e-mail, type: subscribe non-public
3. Once enrolled, send e-mails to everyone in the listserv by addressing them to:  
[non-public@mail.milwaukee.k12.wi.us](mailto:non-public@mail.milwaukee.k12.wi.us)

Here is some information about this how listserv works::

You are welcome to share subscription information with anyone who may have an interest in sharing on topics related to Milwaukee non-public schools participating in federal Title programs. When you reply to a message to the list, you may reply to the individual who sent the message (especially if your response is personal) or to the entire listserv (if your reply might be of general interest) or both. An MPS e-mail account is not required to participate.

Here are some of the commands for getting listserv information from "Majordomo", our mailing list manager, version 1.94.1.

In the description below items contained in []'s are optional. When providing the item, do not include the []'s around it. Items in angle brackets, such as <address>, are meta-symbols that should be replaced by appropriate text without the angle brackets.

It understands the following commands:

- 1 . subscribe non-public [<address>] Subscribe yourself (or <address> if specified) to the named non-public.
- 2 . unsubscribe non-public [<address>] Unsubscribe yourself (or <address> if specified) from the named non-public "unsubscribe \*" will remove you (or <address>) from all lists. This may not work if you have subscribed using multiple addresses.
- 3 . get non-public <filename> Get a file related to non-public.
- 4 . index non-public Return an index of files you can "get" for non-public.
- 5 . which [<address>] Find out which lists you (or <address> if specified) are on.
- 6 . who non-public Find out who is on the named non-public.
- 7 . info non-public Retrieve the general introductory information for the named non-public.
- 8 . intro non-public Retrieve the introductory message sent to new users. Non-subscribers may not be able to retrieve this.
- 9 . lists Show the lists served by this Majordomo server.
10. help Retrieve this message.
11. end Stop processing commands (useful if your mailer adds a signature).

Commands should be sent in the body of an email message to "[Majordomo@mail.milwaukee.k12.wi.us](mailto:Majordomo@mail.milwaukee.k12.wi.us)".

Multiple commands can be processed provided each occurs on a separate line. Commands in the "Subject:" line are NOT processed. If you have any questions or problems, please contact

"[Majordomo-Owner@mail.milwaukee.k12.wi.us](mailto:Majordomo-Owner@mail.milwaukee.k12.wi.us)". Hope this becomes a useful tool for sharing information.