# Improving Teacher and Principal Quality

Completing Title II, Part A Application Forms in EGMS



Title II, Part A
Forms in the
Consolidated
Grant
Application in
EGMS



Overview of Consolidated Grant Application (CGA) Navigation



Overview of Title II, Part A Budget



Walk Through of Title II, Part A Specific Forms

FP 239 – Title II, Part A - Class Size Reduction
FP 239 – Title II, Part A – Professional Learning
FP 239 – Title II, Part A – Equitable Services



# Overview of Consolidated Grant Application (CGA) Navigation





#### EGMS Cycle

#### **Pre-Application**

- One pre-application is completed for all consolidated grant programs in the LEA.
- Application will only be available after the pre-application is approved.
- Pre-Application
   <u>Tutorial for the</u>
   <u>Consolidated Grant</u>
   <u>Application in EGMS -</u>
   YouTube

#### **Application**

- Consolidated grant program specific forms required to be completed.
- Budget is created in this step.
- Applications go live after the final allocations are received from the Department of Education AND the pre-application is approved.

#### Monitoring

- EOY reports for the 2021-22 school year will still be completed in iGrants.
- Progress and EOY
   Monitoring for the
   2022-23 school year
   (first year applications are processed in EGMS) will be done in EGMS.
- Each consolidated grant program will have their own report.

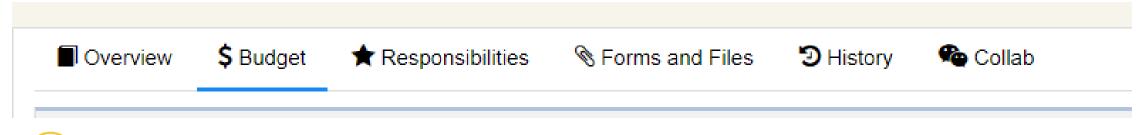


### Navigating the CGA

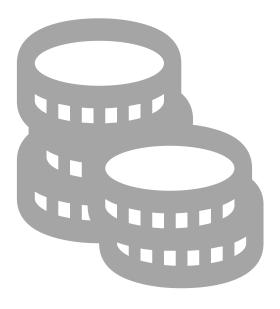
Log in to EGMS and click the **Applications** Tab from the menu at the top of the screen. Find your application and click the **blue pencil** under **actions** to edit the application.



The application is made up of six tabs. Each tab covers a different area of the application. Title II, Part A specific information is on the Budget and Forms and Files Tabs.



# Overview of Title II, Part A Budget





## \$ Budget Tab

Click the \$Budget tab on the main menu. Here you can review the total allocations for the federal grants available for your district, the indirect rate, and total budget expenditures. On the Allocations and Indirect Costs table, click the blue pencil under Actions to edit the indirect amount for Title II Part A. To keep your changes, click the Save button. If you need to exit without saving your changes, click the blue refresh icon under Actions.

Allocations and Indirect Costs								
Focus Area/Program ↑	Allocation Amount	Maximum Indirect Allowed	Requested Indirect Amount	Allowed Budgeted Direct Expenditure	Budgeted Direct Expenditure	Actions		
Title I, Part A	\$4,490,080.00	\$264,918.00	\$0.00	\$4,490,080.00	\$0.00			
Title I, Part C	\$21,000.00	\$1,240.00	\$0.00	\$21,000.00	\$0.00	<b>(4)</b>		
Title I, Part D	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Title I, Part D, Subpart 1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Title I, Part D, Subpart 2	\$36,000.00	\$2,125.00	\$0.00	\$36,000.00	\$0.00			
Title II, Part A	\$508,827.00	\$30,022.00	0	\$508,827.00	\$50,000.00	5		
Title III, Part A	\$406,723.00	\$23,997.00	\$0.00	\$406,723.00	\$131,100.00			
Title IV, Part A	\$303,000.00	\$17,878.00	\$17,878.00	\$285,122.00	\$285,122.00	<b>A</b>		
Title V, Part B	\$16,000.00	\$945.00	\$0.00	\$16,000.00	\$0.00	<b>₽</b>		
Total	\$5,781,630.00	\$341,125.00	\$17,878.00	\$5,763,752.00	\$466,222.00			

## \$ Budget Details

Edit the **Budget Details** table by either *clicking* **Download in Excel** or by *clicking* the **blue pencil** under actions for the row you want to edit.

EGMS ID	Category Name	Debit Transfer	Credit Transfer	Salaries- Certificated	Salaries- Classified	Benefits & Payroll Taxes	Supplies Instr. Resources & Non- Capitalized	Purchased Services	Travel	Capital Outlay	Award Total	Action
					@							
Focus Area : Title II, Part A					0							
AC-10963	21 Supervision-Instruction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0,00	\$0.00	\$0.00	\$0.00	\$0.00	
AC-10962	23 Principal's Office	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
AC-10961	24 Guidance and Counseling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
AC-10960	26 Heath/Related Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	●
AC-10959	27 Teaching	\$0.00	\$0.00	\$0.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
AC-10958	31 Instructional Professional Dev	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>3</b>
AC-10964	32 Instructional Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>●</b> ∂
Total - Focus Area : Title II, Pa	art .	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	



#### Detailed Budget Entry Screen

When you edit a single row a **Detailed Budget Entry Screen** will pop up. *Click* the **blue pencil** under **Actions** to edit the row. The subcategory defaults to N/A; please do not change as the subcategory field is used for Title IV only.





#### Budget Resources



Detailed <u>directions</u> to edit the budget are online. Start at the 2:18:25 timestamp.

# Walk-Through of Title II, Part A Specific Forms





Title II, Part A 7/21/2022

#### Forms and Files Tab

Click the **Forms and Files** tab on the **main menu**. This is where you will enter all your grant specific information. Title II, Part A has three forms:

- Form 16 FP 239 Title II, Part A Class Size Reduction | formerly page 3 in iGrants FP 239
- Form 17 FP 239 Title II, Part A Professional Learning Plans | formerly pages 6 & 7 in iGrants FP 239
- Form 18 FP 239 Title II, Part A Equitable Services | formerly page 8 in iGrants FP 239

To edit, *click* the blue **pencil** under Actions.

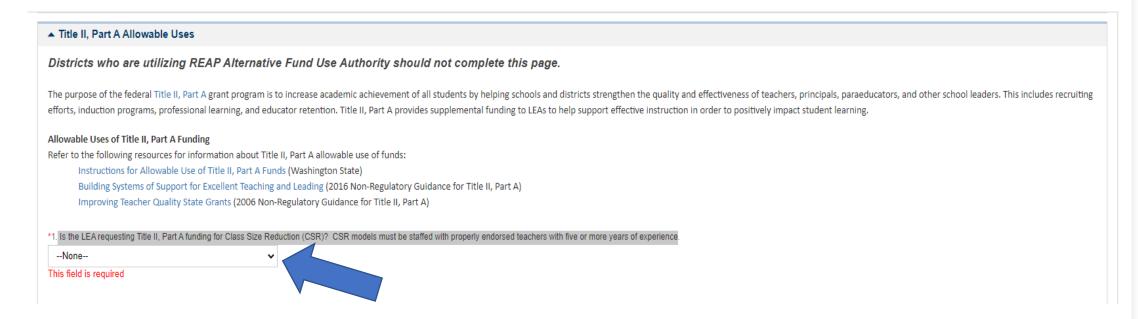


Title II. Part A

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#### FP 239-Title II, Part A – Class Size Reduction

**Question 1**: Is the LEA requesting Title II, Part A funding for Class Size Reduction (CSR)? CSR models must be staffed with properly endorsed teachers with five or more years of experience. *Select* **Yes or No**.





Title II, Part A 7/21/2022

#### Class Size Reduction Plan

**Question 1:** Describe the process and/or procedure used to determine the need for CSR. Section 2122(b) requires that expenditures of Title II, Part A funds be aligned to the needs identified through consultation. **Respond in Text Box** 

**Question 2:** *Describe* how this CSR is expected to have a substantial, measurable and positive impact on student academic achievement. **Respond in Text Box** 

**Question 3:** *List* the name of the school or schools, grade levels and content areas that will be served with this CSR. *List* schools and *select* each content area



you start typing. There are many schools in Washington with the same name. To ensure that you are entering the same name that the system uses, the School List button will open a new window and list all the schools in your LEA.

#### Class Size Reduction Plan Continued...

**Question 4**: What is the model for this CSR, and how does it align with research-identified best practices? **Respond in Text Box** 

**Question 5**: Are schools where class size reduction will be implemented:

**Question 5a**: Identified as having the largest "average" class size in comparison with other schools in your LEA? **Select Yes or No** 

**Question 5b**: Identified as having greater numbers of students from low-income families or students of color? **Select Yes or No** 

Question 6a: Were Title II, Part A funds used for this same CSR in the past?

**Select Yes or No** 

**Question 6b**: If Yes, please provide the most recent evidence that CSR is having a positive impact on the academic performance of students not meeting state standards, (i.e., DIEBELS, MAP, FAST, SBA, Common Core-aligned assessments, etc.)

Title II, Part A

**Respond in Text Box** 



#### Class Size Reduction Endorsement Requirement

LEAs using Title II, Part A funds for class size reduction must provide supporting documentation that teachers meet endorsement requirements at the time they are placed in the assignment. Click **New** to enter a teacher, then click **Save**. Click **New** again if you have more than one teacher.

For each teacher, provide the following information: **Teacher Name, Certificate** Number, Building Assignment, Content Area Assignment, Years in Grade Level, Years in Content Area.



PUBLIC INSTRUCTION

#### Validating a Form

Validation is the process of the system checking for any errors on the form. Click the blue **Save** button at the <u>bottom</u> of the page.

Scroll to the <u>top</u> of the screen and *click* the blue **Validate** button.

Learning Plans

It there are any errors, they will appear at the top of the screen. Once all errors are resolved, the form will validate and redirect to the **Forms and Files Tab**.

#### PLP Section 1: Consultation

Question 1: Meaningful consultation is required by ESSA Section 2102(b)(3)(A). Identify the educational partners the LEA collaborated within the planning of professional learning activities to be carried out with Title II, Part A funds. Check all that apply

☐ Students
Parents/Families (required)
☐ Teachers (required)
Principals and other school leaders (required)
☐ Paraeducators and/or organizations representing
paras ( <mark>required</mark> )
☐ Community Members (required)
☐ Charter School Leaders (required if Charter school
operating within the LEA's geographic boundaries)
☐ Counselors
☐ School or District Improvement Teams
☐ Parent Advisory Committees

#### PLP Section 1: Consultation

**Question 2**: The consultation must include seeking advice regarding (1) how best to improve the local educational agency's activities to meet the purpose of this title, and (2) coordinating the local educational agency's activities under this part with other related strategies, programs, and activities being conducted in the community. Identify the methods the LEA used for this purpose.

Check all that apply.

□ Surveys
□ Panels
□ Interviews
□ Continuous improvement teams
□ Other (please specify)

## PLP Section 2: Closing the Opportunity Gap

Title II, Part A focuses attention on addressing the learning outcomes of students at highest risk of not meeting the state's academic standards. LEAs have a responsibility to provide professional learning opportunities to enable teachers to:

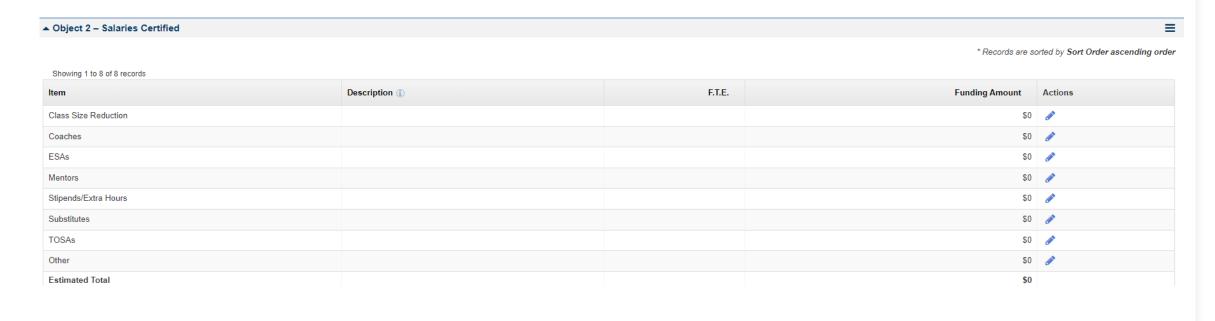
- Teach and address the needs of students with different learning styles, particularly students with disabilities, students with special learning needs (including students who are gifted and talented), and students with limited English proficiency.
- Improve student behavior in the classroom and identify interventions to help students in the categories listed above.
- Involve parents in the education of their children.
- · Understand and use data and assessments to improve classroom practice and student learning.

Describe how your LEA provides professional learning for teachers to ensure they are prepared to address learning needs and provide assistance for the families of students in the categories listed above.

#### **Respond in Text Box**

### PLP Section 3: Staffing FTE

**Question 1:** Will the LEA use Title II, Part A funds for certificated salaries? **Select Yes or No Question 2:** If yes, *complete* the table below.



#### PLP Section 4: Teacher/Principal Recruitment

**Question 1:** Select all the boxes that best describe how Title II, Part A funds will be used for recruitment activities: *Mark* all **checkboxes** that apply

Question 2: Describe how the LEA is using Title II, Part A funds to improve the recruitment and placement of culturally competent and responsive educators, especially educators from underrepresented minority groups, to meet the needs of diverse student populations. *Respond* in **Text Box** 

☐ In-state teacher recruiting ☐ Out-of-state teacher recruiting ☐ In-state principal recruiting Out-of-state principal recruiting ☐ Attend job fairs ☐ Advertise job postings ☐ LEA travel for recruitment ☐ Signing bonuses or other financial incentives for hard to fill positions ☐ Build or expand partnerships with teacher preparation programs ☐ Build or expand partnerships with principal preparation programs ☐ Recruit paraeducators for alternate route to teaching programs ☐ Financial incentives for alternate route to teaching programs ☐ Reimbursement for endorsement assessments ☐ Other (please specify)



### PLP Section 4: Teacher/Principal Retention

**Question 1:** Select all the boxes that best describe how Title II, Part A funds will be used for retention activities: *Mark* all **checkboxes** that apply

Question 2: Describe how the LEA is using Title II, Part A funds to improve the retention of competent and responsive educators, especially educators from underrepresented minority groups, to meet the needs of diverse student populations. *Respond* in **Text Box** 

☐ Develop a cadre of trained mentor teachers who are compensated to mentor new teachers ☐ Develop a cadre of trained mentor principals who are compensated to mentor new principals ☐ Provide organizational support for teachers pursuing National Board Certification ☐ Coaching for experienced teachers ☐ Stipends for additional training/professional learning ☐ Financial incentives for staying in the ☐ Financial incentives for hard to fill positions ☐ Provide organizational structures to monitor and provide feedback on key working conditions that affect teacher retention Opportunities to participate in a community of practice ☐ Other (please specify)



#### PLP Section 4: Teacher/Principal Induction

**Question 1:** Select all the boxes that best describe how Title II, Part A funds will be used for induction activities: *Mark* all **checkboxes** that apply

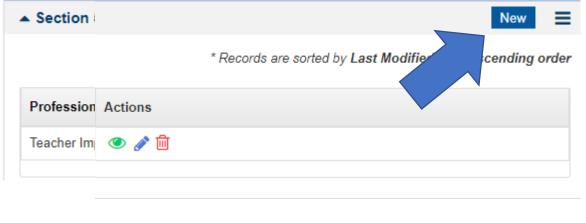
Question 2: Describe how the LEA is using Title II, Part A funds to improve the support and induction of competent and responsive educators, especially educators from underrepresented minority groups, to meet the needs of diverse student populations. *Respond* in **Text Box** 

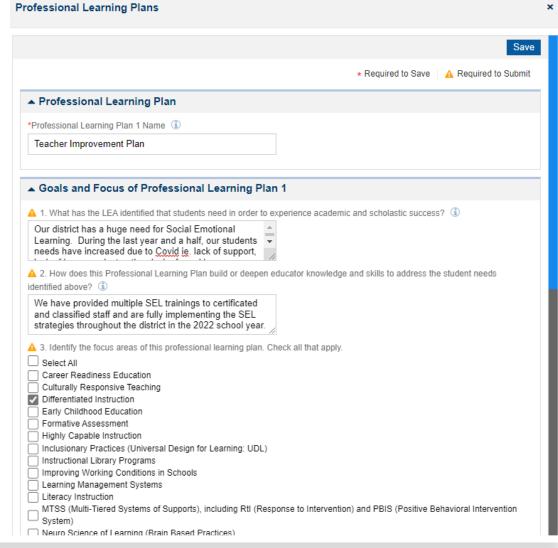
☐ Mentorship programs for novice teachers Leadership development programs for novice principals ☐ Training in the adopted instructional framework and evaluation practices ☐ Curriculum or content area professional learning for new and new-to-district teachers ☐ On-going professional learning for novice teachers in key areas impacting teacher attrition Stipends for new teacher participation in professional learning and trainings ☐ Protected or compensated time for one-onone mentoring Job-embedded coaching Opportunities to participate in a community of practice ☐ Other (please specify)



#### PLP Section 5: Professional Learning Plans

Click the blue **New** button to open the Professional Learning Plan pop up window. Multiple Professional Learning Plans may be added by clicking the blue **New** button.





#### PLP Section 5 Pop Up: Goals and Focus

Professional Learning Plan 1 Name: **Respond in Text Box** 

**Question 1:** What has the LEA identified that students need in order to experience academic and scholastic success? **Respond in Text Box** 

Question 2: How does this Professional Learning Plan build or deepen educator knowledge and skills to address the student needs identified above? Respond in Text Box

**Question 3:** Identify the focus areas of this professional learning plan. **Check all that apply** 



Career Readiness Education Culturally Responsive Teaching Differentiated Instruction Early Childhood Education Formative Assessment Highly Capable Instruction Inclusionary Practices Instructional Library Programs Improving Working Conditions in Schools Learning Management Systems Literacy Instruction MTSS including Rtl and PBIS Neuroscience of Learning Next Generation Standards Race and Equity Recognizing and Preventing Child Sexual Abuse	
Recognizing and Preventing Child Sexual Abuse STEM and Computer Science Student Trauma/Mental Health Teacher and Principal Evaluation Technology Integration Washington State Learning Standards	1
 ·	21

#### PLP Section 5 Pop Up: Activities

Question 1. Who will participate in the professional learning activities identified above? Check all that apply

- ☐ Certificated Staff
- ☐ Principals/Assistant Principals
- ☐ Other School Leaders (such as ESAs who provide instruction)
- ☐ Instructional Paraeducators
- ☐ Private School Teachers

**Question 2**: Describe the activities that will be conducted as part of this professional learning plan. **Respond in Text Box** 

Question 3: How will the LEA monitor the transference of professional learning into classroom or school-wide practices that positively impact student learning and ensure that the professional learning is sustained over time? Respond in Text Box

Click the blue Save icon.

Title II. Part A





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Learning Plans

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### FP 239 Title II, Part A Equitable Services

#### Choose the appropriate response: Select one Radio Button

 The LEA does not have any private schools participating in our LEA's Title II, Part A equitable services as shown below in Table 2.

Note: For monitoring and auditing purposes, the LEA needs to file documentation for any private schools who decline services, as well as file documentation for any private schools who were unresponsive to multiple contacts including sending a registered letter with a 10-day window.

 There are private schools in this LEA and at least one chooses to participate in Title II, Part A.

Note: The LEA must upload the Affirmation of Consultation documentation into the Private School Participation in Federal Programs Application in EDS.

# Equitable Services Table I Private School Proportionate Share

**Question 1a**: *Click* the **LEA Student Enrollment** hyperlink and look up the enrollment number for your district. *Enter* it in this **field**.

**Question 2b:** *Enter* the amount transferred FROM Title IIA to another program, if applicable.

**Question 2c:** *Enter* the Title IIA indirect amount claimed on the **Budget tab**, if applicable.

**Question 2d:** *Enter* the amount transferred TO Title IIA from other programs, if applicable.

**Question 2e:** If funds are transferred TO Title IIA from another program, *enter* the indirect amount, if applicable.



#### 1. Number of Students

4,994	
b. Participating Private School Enrollment. (Click to 102	he link to see student enrollment)
c. Total Enrollment 5,096	
2. Title II, Part A FFY Current Year Per Pupil Rate	
a. Title II, Part A LEA Allocation \$508,827	
b. Amount LEA transferred FROM Title II, Part A to 0.00	o other programs by exercising transferability option
▲ c. Enter LEA Title II, Part A Indirect Costs (from Title	II, Part A Budget).
32,000.00	
d. Amount LEA transferred FROM Title IV, Part A i	nto Title II, Part A by exercising transferability option
e. Enter LEA Title IV, Part A Indirect Costs if transferred	into Title II, Part A (from Title IV, Part A, budget)
f. Revised Title II, Part A Allocation for Title II, Part A. \$5,749,630.00	
g. Title II, Part A Per Pupil Rate \$1,128	
3. Equitable Services Amount (Rounded Up)	
Amount LEA must reserve for equitable services for par \$115,083	ticipating private schools.

It as of October of previous year. (Click the link to see student enrollment)

Title II, Part A 7/21/2022 36

## Equitable Services Table 2 LEA Private Schools

This table will prepopulate with the information already reported to OSPI. The system defaults to using a formula to calculate the per pupil rate. If the information in the table is correct, move on to **Table 3**.

Be cautious making changes to this table, as it displays data previously reported. Changes to this table can be made by *clicking* the blue **Pencil** under Actions. Changes made to **Table 2** will be reflected on **Table 1**.

Table 2: LEA Private	Schools							
						* F	Records are sorted by Last Modified Date asc	ending ord
Private School	Private School	Private School Participating in	Eligible Pupil	Method of Per Pupil	Per Pupil	If Formula, Total Equitable Services	If Other, enter Total Equitable Services	
Name	Building Number	Equitable Services	Count	Calculation	Equitable Share	Allocation Per Private School	Allocation Per Private School	Action
Family House Academy	8347	Yes	102	Formula	\$1,128.26	\$115,082.86		<b>*</b> 🗓

# Equitable Services Table 3 Professional Learning Activities

**Table 3** lists all the private schools found on Table 2. *Click* the blue **Pencil** under Actions to open a pop-up window, where the private school's professional learning plan needs to be recorded.

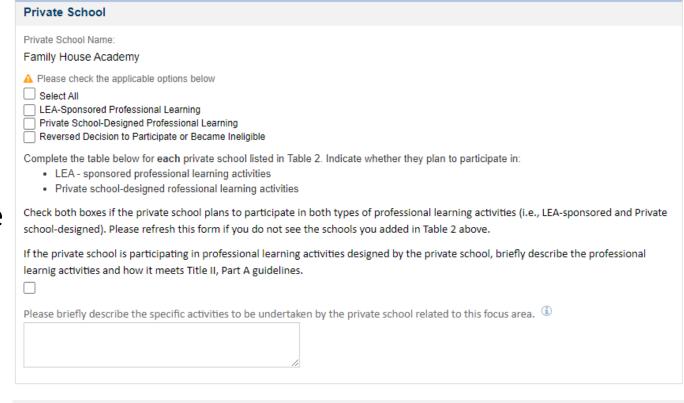
Note: If **Table 2** was edited so that a private school was not participating in Title IIA equitable services, the school will still appear on **Table 3** and action must be taken.



### Equitable Services Pop Up Professional Learning Activities

Is the private school taking part in: ☐ LEA-Sponsored Professional

- Learning
- ☐ Private School-Designed Professional Learning\*
- ☐ Reversed Decision to Participate or Became Ineligible
- \*If the private school is designing their own activities, use the **text box** to briefly *describe* them.





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Learning Plans

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#### **Contact Information**



EGMS questions including preapplication, adding users, logging in, budget, etc.

egms.support@k12.wa.us
Consolidated Grant Application Office Hours
Registration

**Title II Part A questions** 

title2a@k12.wa.us
Office Hours

