



New York State
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

Title I School and Community Services Office

2017-2018 Comparability Report

TECHNICAL ASSISTANCE WEBINAR

COMPARABILITY- AGENDA

- Background Information
- Accessing the Comparability Survey
 - Completing the Survey
- Comparability Workbook
 - Next Steps & Support

COMPARABILITY – Background Information

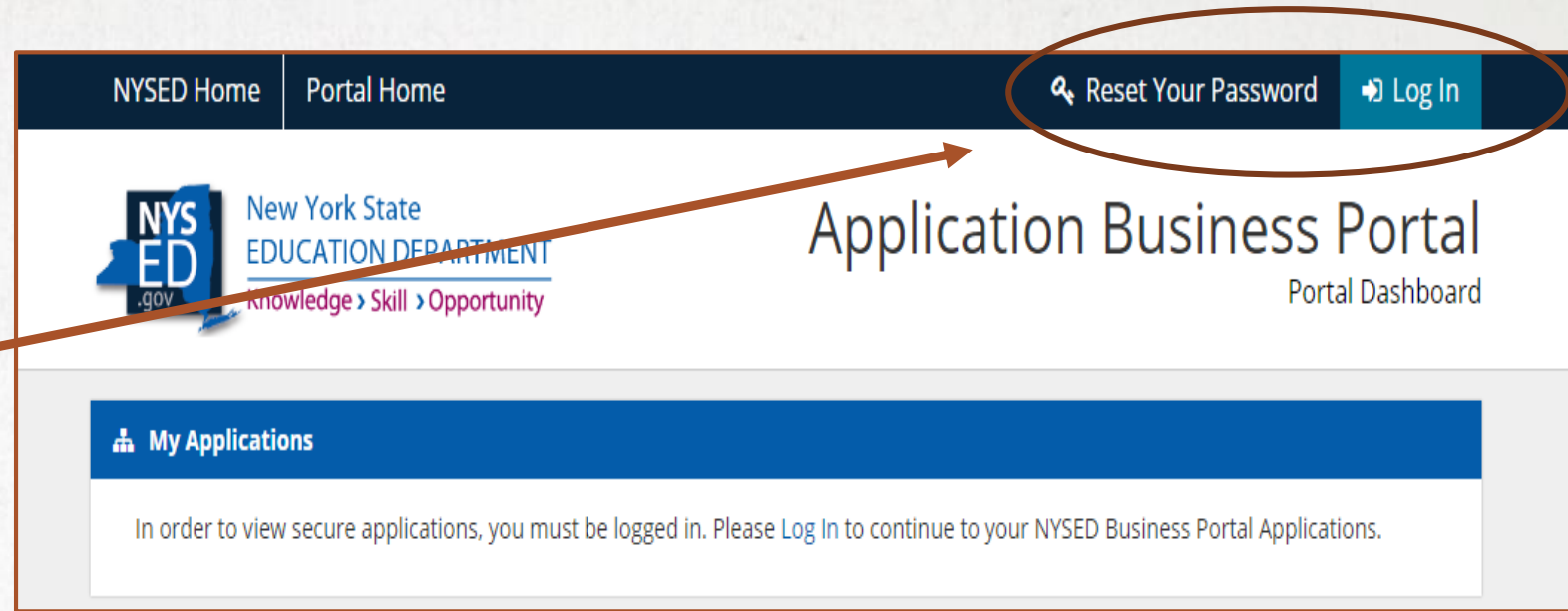
- Demonstrating Comparability is a prerequisite for receiving Title I, Part A funds.
- As part of the 2017-2018 LEA Application for ESSA Funded Programs, participating Local Educational Agencies (LEAs) were required to assure that the LEA has established and implemented:
 - *A local educational agency-wide salary schedule;*
 - *A policy to ensure equivalence among schools in teachers, administrators, and other staff; and*
 - *A policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies.*

COMPARABILITY – Background Information

- NYSED employs a standard method for LEAs to demonstrate that Title I schools in the LEA are comparable to non-Title I schools; or
- If all schools are Title I schools, that all Title I schools are substantially comparable with each other.
- LEAs in New York State submit the annual Comparability Report that contains the following information:
 - *Student enrollment for each building in a group of buildings of the same grade span in which at least one building receives Title I funding; and*
 - *FTE Instructional staff in each building, funded from State/local resources, and adjusted for special programs/groups if appropriate.*

COMPARABILITY – Accessing the Survey

- The NYSED Business Portal may be accessed at <http://portal.nysed.gov>.
- If necessary, users should select “*Reset Your Password*”, and then follow the instructions to restore their access to the portal.



- Users may select “*Log In*” and sign-in directly to enter the portal and view applications/surveys.

A screenshot of the NYSED Business Portal sign-in form. The form has a title 'Sign In' at the top. It contains two input fields: 'Username' with the value 'vcorleone' and 'Password' with masked characters '.....'. Below the input fields are two buttons: 'Sign in' (blue) and 'Cancel' (red). An orange arrow points from the 'Log In' button in the navigation bar of the previous screenshot to the 'Sign in' button in this form.

COMPARABILITY – Accessing the Survey

- After logging in, select “*SED Monitoring and Vendor Performance System*”.


Dashboard for [User Name]

Welcome Message

Welcome to the NYSED Survey System (SEDMonitoring). You are seeing this page as you have been assigned Surveys by Multiple Areas. Please select a System from the list below to view Surveys for that System.

Systems you are associated with

System	Actions
MVPs	View Surveys for MVPs
Office of Early Learning	View Surveys for Office of Early Learning
Race to the Top	View Surveys for Race to the Top
Title 1 School and Community Services	View Surveys for Title 1 School and Community Services

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My Applications

- > SEDDAS User Guide
- > SED Delegated Account System (SEDDAS)
- > **SED Monitoring and Vendor Performance System**

- Click on “*View Surveys for Title I School and Community Services*” to access surveys issued from our office.

COMPARABILITY – Accessing the Survey

- The “2017-18 Title I Comparability Report” is found within the Title I School and Community Services Inbox.

Welcome Message

The Office of Accountability (OA) oversees the compliance for schools and Local Educational Agencies (LEAs) in New York State. The Office works to close the achievement gap by identifying and supporting schools and LEAs that are low-performing, as well as those interested in replicating the best practices of the State's high performing and high progressing schools and districts. The Office implements New York's Accountability System under the approved Elementary and Secondary Education Act (ESEA) Flexibility Waiver, by supporting schools and LEAs that are Priority and/or Focus through the assignment of Integrated Intervention Teams (IIT), who review organizational structures and educational practices and make recommendations for district and school improvements.

The Office oversees several programs/initiatives, while working to ensure equity and access to high quality educational programs for all students by managing State and Federal allocations to LEAs, including budget approvals and monitoring of grant programs that serve low-income, migrant, homeless, and neglected and delinquent youth.

Owners

Title I School and Community Services (947) →

Inbox (947) ↓ **Outbox**

Search:

Survey Recipient ^	Survey v	Cycle ^	Status ^	Status Date ^	Actions ^
ANDREW MCGRATH	Title I Comparability Report	ANNUALLY, 2017	Not Submitted	8/18/2017	View Print

- Click on “Print” to download, saved, and/or print a PDF copy of survey.

- Click on “View” to open the application and begin/continue to input information.

COMPARABILITY – Completing the Survey

The screenshot shows a web application interface for completing a survey. On the left is a 'Survey Navigation' panel with a tree view. Under 'Comparability Reporting', 'Contact Information' is selected and highlighted in green. Below this panel is a 'Preview Options' section with an 'Exit preview' button. The main content area is titled 'Section 1: Contact Information' and contains two numbered questions. Question 3 asks for the name of the point of contact person for the LEA, with a text input field below it. Question 5 asks for the e-mail address of the point of contact person for the LEA, also with a text input field below it. A green 'Previous' button is located at the top left of the main content area. Two orange arrows point from the 'Contact Information' menu item to the respective input fields in the form.

Survey Navigation

- Introduction
- Comparability Reporting
 - Contact Information
 - Exemptions
 - Exclusions
 - Comparability Groupings

Preview Options

Exit preview

Section 1: Contact Information

3 Please provide the name of the point of contact person for the LEA. *

5 Please provide the e-mail address of the point of contact person for the LEA. *

- All LEAs are asked to provide the name and e-mail address of a district point of contact for the purpose of comparability.

- All sections and sub-sections may be accessed from the *Survey Navigation* panel.

- Note: Multiple users may access the application at one time.

COMPARABILITY – Completing the Survey

- If an LEA responds 'No' to this item, it will be directed to additional pages to complete

If applicable, the LEA should indicate if it is eligible for any of the above exemptions and then select applicable exemption from the list below. Once one or more exemptions are selected, the LEA will be directed to the "Submit/Certify" portion of report. Please note that only the Superintendent/CEO will have the authority to submit the report.

3 Please indicate if the LEA is eligible for an exemption. *

- ☐ No, the LEA is not eligible for an exemption.
- ☒ Yes, the LEA is eligible for an exemption.

a

As applicable, select the exemption(s) for which the LEA qualifies.

- ☒ The LEA is requesting an exemption because it does not receive/accept Title I Part A funds.
- ☐ The LEA is requesting an exemption because it has fewer than 1000 students LEA-wide.
- ☐ The LEA is requesting an exemption because it has a single building serving grades K-12.
- ☐ The LEA is requesting an exemption because it has one building per grade span (non-overlapping).
- ☐ The LEA is requesting an exemption because it is a Charter School.
- ☐ The LEA is requesting an exemption because it is a Special Act District.

- The LEA is asked to indicate whether or not it is eligible for an exemption.

- If an LEA responds 'Yes' to this item, a drop-down question appears asking to identify the exemption(s).

COMPARABILITY – Completing the Survey

Section 3: Exclusions

An LEA may exclude those English Language Learners (ELL) and Special Education programs approved by the New York State Education Department and State/locally funded compensatory education programs that meet the intent and purposes of Title I, Part A. Please note that an LEA may exclude approved programs only if it does so in all project and non-project schools in which the program operates.

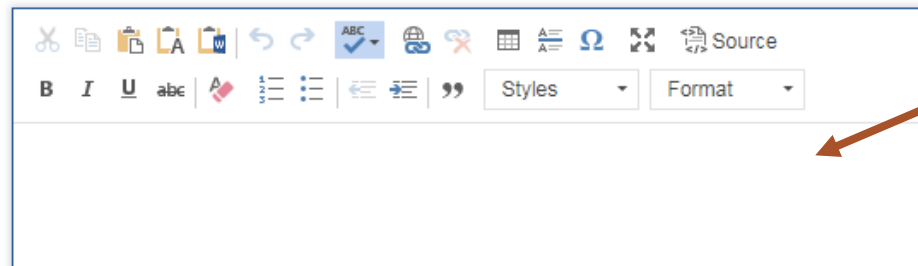
1

Please check which state and/or locally-funded programs, if applicable, the LEA is excluding from its Comparability demonstration.

- ☐ English Language Learners
- ☐ Students with Disabilities
- ☐ Compensatory Education Services
- ☒ None

a

Please provide a description of the English Language Learner program(s) to be excluded, including the number of pupils enrolled, the FTE assignment of staff, and how the program will be supplemental. The LEA must also provide assurances that children served are educationally disadvantaged, and that their progress will be evaluated against the same performance objectives as the Title I funded programs.

A screenshot of a rich text editor interface. The top row of the toolbar includes icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and a 'Source' button. The second row includes icons for text alignment (left, center, right, justified), indent, outdent, and a 'Styles' dropdown menu. Below the toolbar is a large, empty text area for entering the description.

- For those LEAs that are not eligible for an exemption, the next page focuses on excluded programs.
- If an LEA will exclude a program, a narrative description is required.

COMPARABILITY – Completing the Survey

Section 4: Comparability Groupings

Four typical grade span groupings are listed for comparability reporting: primary, elementary, junior high/middle school, and high school. Each school building should be listed with the grade span group where it has the most grades in common and matches the basic organization of schools in the LEA. If there are an equal number of grades in each grouping, report the buildings in the higher grouping (e.g., for buildings with Grades 3 and 4, use "elementary", rather than "primary"). Use "Other" only if your LEA's grade spans do not fit the four categories listed. Select "LEA-wide" if you are reporting all your buildings on one report. For example:

- An LEA with a K-3, Pre-K-2, and K-2 buildings would probably choose to group them in the primary grade span group.
- An LEA with K-6, 3-5, and 4-6 buildings would most likely include them in the elementary grade span group.

If an LEA has two or more elementary buildings, but only one middle school and high school, only the elementary schools would be reported for comparability purposes. Likewise, if there are two or more middle/junior high or high schools, these groups must also be reported.

LEAs seeking a variance to the current statewide method for demonstrating Comparability must submit the **ESSA Title I Comparability Variance Request Form** annually to the Title I School and Community Services Office.

1 Select all applicable groupings for which the LEA will demonstrate Comparability. Report only groupings with more than one building. The LEA-wide comparison (all buildings in a single Comparability Report) may be used if an LEA chooses to include all buildings in the Title I/non-Title I comparison.

- ☒ LEA-Wide Comparisons
- ☒ Grade Span Group Comparisons - PRIMARY
- ☐ Grade Span Group Comparisons - ELEMENTARY
- ☐ Grade Span Group Comparisons - MIDDLE/JR. HIGH
- ☐ Grade Span Group Comparisons - HIGH SCHOOL
- ☐ The LEA will use a variant methodology.

- LEAs have the flexibility to report Comparability on an LEA-basis or by grade span groups.
- For each applicable grouping, the LEA will complete and upload an Excel workbook. All five (5) workbooks are found in the Document Library.

b Please complete and upload the **2017-2018 Comparability Workbook - PRIMARY GRADES**.

Choose File No file chosen

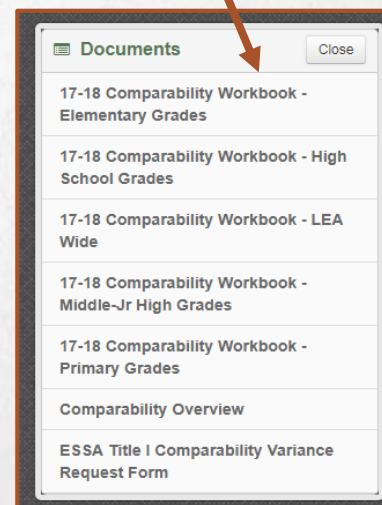
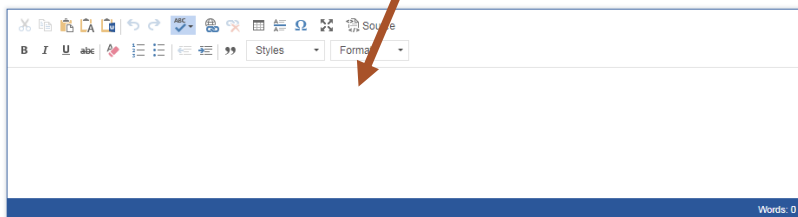
Add Another Upload

c Please complete and upload the **2017-2018 Comparability Workbook - MIDDLE/JR. HIGH GRADES**.

Choose File No file chosen

Add Another Upload

2 As applicable, provide a brief narrative explaining any extenuating circumstances that impact the data provided within the completed Comparability Workbook(s).



- The LEA is asked to indicate the comparability grouping to be used.

COMPARABILITY – Comparability Workbook

- LEAs should provide school names, grade spans served, student counts, and staff counts for each Title I and non-Title I school in the group.

2017-2018 Comparability Report: Elementary Grades

Title I Schools				
Building Name	Grade Span	# of Students	# FTE Staff	Ratio

Total # of Students in Title I Schools	0
Total # of Title I FTE Instructional Staff	0.00
Total Students in Title I Schools to FTE Instructional Staff Ratio	#DIV/0!
Total Students in Title I Schools to FTE Instructional Staff Ratio x 1.10	#DIV/0!
Total Students in Title I Schools to FTE Instructional Staff Ratio x 0.90	#DIV/0!

- Comparable with Title I and non-Title I schools.
- Not Comparable with other Title I Schools
- Not Comparable with non-Title I Schools.

Non-Title I Schools				
Building Name	Grade Span	# of Students	# FTE Staff	Ratio

Total # of Students in Non-Title I Schools	0
Total # of Title I FTE Instructional Staff	0.00
Total Students in Non-Title I Schools to FTE Instructional Staff Ratio	#DIV/0!
Total Students in Non-Title I Schools to FTE Instructional Staff Ratio x 1.10	#DIV/0!
Total Students in Non-Title I Schools to FTE Instructional Staff Ratio x 0.90	#DIV/0!

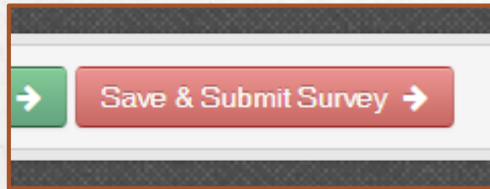
How to Complete the Comparability Chart:

- In the top chart, list all public schools receiving Title I funds (Title I schools) in 2017-2018.
- In the bottom chart, list all public schools that are not receiving Title I funds (Non-Title I Schools) in 2017-2018.
- In both charts, list the grade spans served by each school in 2017-2018.
- In both charts, enter the total number of students enrolled in each school in 2017-2018. A half-day kindergarten child should be counted as 0.5 students. The total number should be rounded up to the nearest whole number, as appropriate.
- In both charts, enter the total number of full-time equivalent instructional staff in each school in 2017-2018.
 - A full-time equivalent is a person hired on a full-time basis for the entire school year. A person hired on a full-time basis for a portion of the school year should be entered as that percentage of a full-time equivalent. For example a person hired on a full-time basis for 1/2 of the school year should be entered as .50 FTE; a person hired on a half-time basis for 1/2 of the school year should be entered as .25 FTE. Staff assigned to more than one building should be prorated across building assignments.
 - Do not include FTE's of staff paid under federal grant programs (Title I-A, Title I-B, IDEA, etc.).
 - Direct instructional staff include classroom teachers, other subject/special area teachers and teaching assistants who meet with and instruct students on a regular basis, hold appropriate certification and/or license to teach and are represented by a teachers' bargaining unit or bargaining unit for teaching assistants.
 - Staff who support direct instruction include psychologists, guidance counselors, school social workers, librarians, media specialists, and administrators.
 - Administrators are persons who have no direct instructional assignment and/or who are represented by an administrators' bargaining unit rather than a teachers' bargaining unit.
 - Do not include in this calculation teacher aides, clerks, secretaries, school nurses, bus drivers, custodians, playground attendants, security personnel, LEA business officers, and other such staff.
- Title I Schools must be within +/- 10% of the average of non-Title I schools. Schools highlighted in red are outside of that range.
- Title I Schools must be within +/- 10% of the average of Title I schools. Schools highlighted in orange are outside of that range.
- If you have questions, please contact the Title I Office at 518-473-0295 or via email at conappta@nysed.gov.

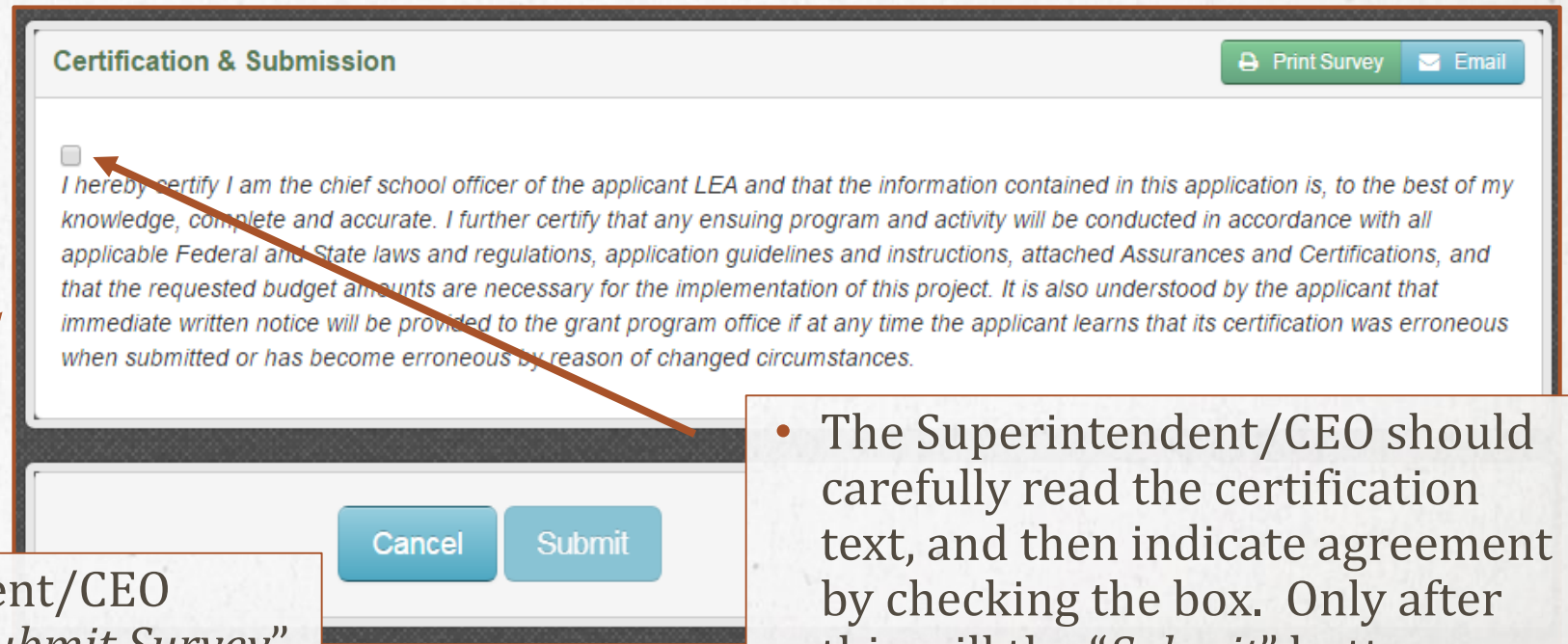
COMPARABILITY - Submitting the Survey

The Superintendent/CEO must be logged-in to the portal in order to complete the final steps of the online submission process.

- When all required elements have been completed and saved, the “*Save & Submit*” button will appear.



- After the Superintendent/CEO clicks on the “*Save & Submit Survey*” button, the final Certification and Submission page will appear.



Certification & Submission Print Survey Email

☐ I hereby certify I am the chief school officer of the applicant LEA and that the information contained in this application is, to the best of my knowledge, complete and accurate. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, attached Assurances and Certifications, and that the requested budget amounts are necessary for the implementation of this project. It is also understood by the applicant that immediate written notice will be provided to the grant program office if at any time the applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

Cancel Submit

- The Superintendent/CEO should carefully read the certification text, and then indicate agreement by checking the box. Only after this will the “*Submit*” button become available to click and complete the submission process.

COMPARABILITY - Next Steps....

- Superintendents/CEOs and district staff will be sent a system-generated e-mail from conappta@nysed.gov notifying them that the Comparability Report is now live.
- The “2017-18 Title I Comparability Report” is due by close of business on November 30, 2017.

COMPARABILITY - NYSED Support

- TECHNICAL SUPPORT

- Please contact the SEDDAS Help Desk at SEDDAS@nysed.gov to resolve any questions related to user accounts, password resets, the SEDDAS application, and assistance with the Business Portal itself.

- SURVEY CONTENT SUPPORT

- Please contact the Title I School and Community Services Office at (518) 473-0295 or via email at conappta@nysed.gov if you have any questions or concerns regarding the content of the application/survey.

**Thank You for Your
Continued Collaboration!**

- *For Additional Guidance and Support, please visit our web site at:*
COMPARABILITY - NYSED SUPPORT
(<http://www.nysed.gov/essa/schools/consolidated-application>)



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