

State Agency Panel

September 14, 2010

Q's & A's

MDE – JoEllen Wonsey

OPENING STATEMENT:

The State School Aide Act states that the Pupil Accounting Manual must be updated yearly. The manual gathers and compiles its regulations from the State School Aid Act, Revised School Code, Administrative Rules, and Supreme Court decisions.

The following sections have been updated for 2010-11:

- 5N - Suspension and Expulsion
 - Types of Suspensions and Expulsions
 - Section B(3) – The district may supplement the pupil's instruction with virtual courses but the virtual course cannot replace the required two one-hour sessions in order to count the pupil.
- 5-O-A - Virtual Learning, Distance Learning, and Independent Study
- 5-O-B - Seat Time Waivers
 - Minimum Requirements for Counting Membership
- 5P - Work-Based Learning Experiences
 - Biggest change is definition of Workman's Compensation & Liability Insurance
 - Why being asked for? – Safety & Supervision (Training Agreement verifies that above are in place.)
 - Grid is back in the manual.
 - Oct. 26th & 27th – Work-Based Workshop
- 6-A - Experiential Learning Courses
 - Section B - Sample Experiential Learning Courses
- 6-B - LINKs Program – New Section

Listing of ISD Auditors is not accurate. Gloria Suggitt, MDE Auditor, uses this list to contact auditors. If you are a new auditor, please contact Sally Washington, MPAAA member, to get your name and contact information on the ISD auditors list.

#1Q – There is confusion on “Forgiven Hours”. It states up to 6 days or equivalent hours. What if all cancellations are ½ days – does the district only get the hours that 6 days give or do they still have hours coming?

ANSWER: *Will be researched and an up-coming response will be made..*

#2Q – A Seat Time Waiver student must login on count day plus an additional 19 days. What if the second trimester ends and/or the student has completed the class before the student has logged in for a total of 20 days?

ANSWER: *In the Pupil Accounting Manual, Section 50(B) states there is no pro-ration. Twenty days required or the student cannot be counted. Beginning with the 3rd trimester, get the student enrolled in another Seat Time Waiver class or regular class immediately. Attendance only needs to be taken once in a regular class. For a Seat Time Waiver, there is no pro-ration. Twenty days or cannot count.*

#3Q – Early Childhood Program is required to meet a minimum of 144 days. Can a district use all 6 forgiven days for an Early Childhood program?

ANSWER: *340.1754 states 144 days and 360 hours. Number of forgiven days allowed must be pro-rated. (Example - District schedules 170 days. $144 \text{ Days} \div 170 \text{ Days} = .85$ or 85%. $144 \text{ D} \times .85 = 5.1 \text{ Days}$. Number of forgiven days for Early Childhood program equals 5 days.)*

#4Q – Does a Seat Time Waiver log-in need to occur during the school day or can weekends included for log-ins?

ANSWER: *Seat Time Waiver class encompasses 7 days a week, i.e. 24/7.*

#5Q – Can an expelled student be scheduled for a complete STW program in place of the certificated teacher contact time of 2 hours per week?

ANSWER: *A certificated teacher must still be scheduled to meet with an expelled student a minimum of two (2) one-hour nonconsecutive periods per week for direct pupil instruction. Failure to do so forfeits the FTE.*

As long as the minimum requirements for direct pupil instruction are met, the district may supplement the pupil's instruction with virtual courses. For students expelled under local district policy, the FTE is pro-rated based on the direct pupil instruction time with the certificated teacher and the number of virtual courses

being taken. The FTE may not exceed 1.00 for a student expelled under either the State Mandated policy or a local district policy.

#6Q – The Number of days for the 2010-2011 and 2009-2010 school years – Are they based on scheduled or provided due to snow days?

ANSWER: If a district had 180 calendar days scheduled in 2009-2010, cancelled 10 days but only claimed 5 days, then in 2010-2011 the district would only need to schedule 175 days.

CEPI – Trina Anderson

OPENING STATEMENT:

ADAR Ruling – State is exploring and will make a recommendation to the State Legislature. There are far reaching implications for not doing Federal reporting. Partial reporting is not an option as there can be severe implications here as well. We need to comply because Michigan receives federal dollars. CEPI is working with all reports to see how reports can be downsized or possibly making multiple reports into one report for submission.

#1Q – Teacher to Student Linking – The \$5.00 per student funding . . . to LEA's or CEPI?

ANSWER: Section 94 addresses this issue. Money (not to exceed \$8,440,000) will not be going to CEPI. The \$5.00 per student funding will be going to the districts to make the necessary modifications in their Student Information System

#2Q – I think it would be very helpful if CEPI posted step by step instructions on how to validate XML files. Many users do not know how to do this using XML notepad. (Tip- If large district, export data by building and run one building at a time through XML notepad.)

ANSWER: When you visit MSDS, under Resources, you will find a XML Validation Guide (21 pages of step by step directions). This guide will walk you through downloading, install, and everything you need to do. Take advantage of this tool.

XML to Access application is almost completed. The current application is posted but has limitation

#3Q – Shared Educational Entity Status? Update available regarding: Student's impact on AYP, Graduation and Dropout Rate and State Aid recipient.

***ANSWER:** A memo in April, 2009 from Mike Flanagan was issued regarding the sending of scores. They are to be sent back to district the student came from. For shared programs, this enables the school responsible for student to be accountable for the student for AYP purposes.*

Look for more information coming from MDE within the next week

#4Q – With Teacher-Student Linking, do we also report credit recovery classes that are taken after the normal school day?

***ANSWER:** Yes, you will report all classes including credit recovery. Report as a normal class.*

I will also take this back to the MDE workgroup.

#5Q – How will special education student in programs that do not report grades be represented?

***ANSWER:** Grades field has multiple options that includes “ Grades”(i.e. A, B, C, etc.) and other performance options like “satisfactory”, “unsatisfactory”, “proficient”, “ not proficient”, etc.*

#6Q – Special Education students in low incident programs, ages 22-26, usually do not have a specific course nor are conventional grades assigned.

***ANSWER:** This subject needs to go to the MDE workgroup.*

#7Q – As we will be reporting Teacher REP information, subject code, class taught – Will the teacher certification codes now match the REP codes for ease of reporting? (i.e., there are some teacher certification codes such as art - can't think of code, sorry - that are not on the REP code list. It would stream line reporting if these matched.

***ANSWER:** This is good feedback and I will take this back to the MDE workgroup.*

#8Q – Connecting Kids to Teachers – Will Middle College pupils be reported the same as dual enrolled pupils (will the PIC not be required for these)?

***ANSWER:** This has been documented as an issue and is continuing to be researched. It depends, as some instructors are employed at the Middle College level and some at the college level. Similar to dual enrollment but also getting*

high school credit. Will be dependent on the high school vs. college but will directly address. Complete support from MDE – more work coming.

#9Q – E-transcript – What defines elementary - is it PK-4, PK-5, PK-6 or is this district defined?

ANSWER: Locally defined on how a district defines elementary. We are basing it off secondary vs non-secondary. With elementary, identifying subject code will determine grade level. Will be driven on how programs are being run or how instruction is delivered.

#10Q – Transcript Grades – What happens if grades get challenged by the student and then changed? Are we responsible to maintain the data in the system once we have submitted?

ANSWER: This is an outstanding issue we are working on

#11Q – Transcript Grades - Is this a separate submission from EOY MSDS?

ANSWER: Yes, workgroup has evaluated multiple options and felt this was best approach. Had discussion as to if this should be added to a current collection, but currently it is a separate submission

#12Q – Trina stated that if you don't have anyone (PIC) for those virtuals, you don't report it. However, wouldn't you need to report the mentor teachers PIC listed on the Seat Time Waiver listing for say students listed on form?

ANSWER: Yes, you do need to report the student and course and in this case report the PIC and identify teacher as mentor teacher. If nobody is involved locally, you will not report.

#13Q – Migrant Component - You stated this is now up and running. Where can we get training on submitting this info?

ANSWER: Data is on the website, but the component has not been rolled-out. Technically, it is there, but is in a holding pattern due to delays at the Fed's level. Testing will possibly begin in October.

We are currently working with MDE on additional training. The training manual has been updated, with information within the component section.

#14Q – Why doesn't CEPI create a statewide, web application, student information system? Then CEPI can pull whatever data, whenever, and however often they wish?

ANSWER: Michigan is a “Local Control State”. States that currently have a system like this in place are not “Local Controlled”.

#15Q – The teacher Professional Development activities that are linked to data in Student to Teacher linking - What is the planned use for this report?

ANSWER: To provide feedback to districts for teacher evaluation or other studies. I don't have an answer to the link to Professional Development.

#16Q – Student to Teacher linking – Are grades being submitted for 4th through 6th grade, or just submitting grades for 7th through 12th grade?

ANSWER: Grades are required for secondary courses. Grades are optional for elementary.

#17Q – Teacher to Student linking collection – Have principals and counselors been made aware of this? Whose responsibility is it to make district personnel aware of this subject?

ANSWER: This information has not been presented at any conference except MPAAA. There is communication drafted for superintendents and principals. Communication is being set up for all - just waiting for all the necessary pieces.

#18Q – Uploaded grades in Student to Teacher linking – Will we be required to upload past grades or just current grades?

ANSWER: You will only upload this year's grades. In E-transcript (9th through 12th grade) the district is uploading a full transcript.

MDE – Dan Hanrahan

#1Q – Schools of Choice – Do Cyber-Schools need a release?

ANSWER: No, Cyber-Schools have the same enrollment rules as a PSA.

#2Q – Schools of Choice – New

ANSWER: A student that attended a SOC due to parent(s) employed at school can continue as a SOC student if the parent(s) were layoff.

#3Q – A kindergarten student is enrolled in district A, but never attends. Student becomes homeless and is now living with a relative in District B (Grandma’s house). Who is responsible to transport the student?

ANSWERS:

Dan Hanrahan’s response – Will need to research & get back to you.

Sally Washington’s response – Resident district where student became homeless is responsible to transport student or pay the transportation costs.

Victoria Burke’s response – Both districts can get together and split cost.

Carolyn Claerhout’s response – Student was enrolled and never attended – student can attend school that they were enrolled in or can choose district B (Grandma’s house) and districts can share expenses, but original district is responsible.

Additional question from Carolyn Claerhout – Scenario with “K” student - Child never attended school. Was the homeless law triggered? Carolyn requested Dan get back after researching.

#4Q – Funding Student to Teacher Linking – Is this a restricted categorical?

ANSWER: *I am sure it will be restricted.*

#5Q – If a school in 2009-2010 had 174 days but was a year-around school, can they lower their calendar?

ANSWER: *The calendar is at a district level, so if a district was at 165 days and one of the buildings was at 174 days the building with 174 days can lower to meet the district at 165 days. The minimum is at the district level.*

#6Q – If in 2009-2010 school year, 172 days were in the school calendar, with 2 of these days being scheduled half-days. The district contracted with outside bussing. For the 2010-2011 school year, 171 days are scheduled since making the two half days into one day. Would the district need a waiver?

ANSWER: *The district can request a waiver, but recommend adding another day. Waiver will not necessarily be approved.*