

**ESEA Application Development Team****Cape Elizabeth Public Schools (113) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0 - ESEA Application****ESEA APPLICATION DEVELOPMENT TEAM**

Provide the names of individuals who serve as members of the district's planning team. Be sure to note what stakeholder group each individual represented in the development of this plan. Each asterisked (\*) stakeholder group must have at least one representative. Student input is required, but having a student representative on the Application Development team is not required.

<b>Stakeholder Group</b>	<b>Full Name</b>	<b>Title</b>
Administration	* Donna Wolfrom	* Superintendent
Administration	* Jason Manjourides	* PCES Principal
Parents	* Heather Altenburg	* School Board Chair; Parent
Community Members	* Melanie Thomas	* Town Civil Rights Committee Co-Chair
Program Representatives	* Cathy Stankard	* Director of Teaching & Learning; ESEA Coordinator
Teachers	* Becky Swift	* PCES Literacy Interventionist
Teachers	* Liz Yarrington	* CEHS English Teacher; DEI Task Force Member
Teachers	* Stephanie Royal	* CEMS School Counselor; DEI Task Force Member
Teachers	* Jonathan Werner	* CEMS Technology Integrator; DEI Task Force Member





Teachers	* Bri Gallagher	* PCES School Counselor; DEI Task Force Member
Teachers	* Rosemary Ginn	* PCES ELA Content Leader
Students		

\* Describe how the above planning team members were selected.

All were selected by the ESEA Coordinator based on the roles that they serve within the district.

## PLANNING MEETINGS

List the planning meetings that occurred to create this application.

Purpose of Meeting	Date of Meeting
* To assess PCES needs re literacy coaching	* 04/07/2021 
* To plan literacy coaching PD for PCES	* 05/25/2021 
* To assess staff needs re equity & inclusion PD	* 03/10/2021 
* To plan equity & inclusion PD for all staff	* 04/28/2021 

\* Describe the method that the SAU used to provide the annual opportunity for public comment on the use of federal funds under this application prior to the submission of this application, and how did the SAU consider these comments. Section 8306(a)(7)

Opportunity for public comment on the use of federal funds under this application was provided by posting a draft of the application on the district's website and encouraging anyone with a question or suggestion to contact the ESEA Coordinator. Any comments received were shared with the ESEA Application Development Team, which then determined whether changes to the application were warranted.

## PUBLIC COMMENT PERIOD

Indicate BOTH the Start Date and the End Date of your Public Comment Period. The End Date must be prior to submitting your application.

**Start Date of Public Comment Period:**

\* 06/14/2021 

**End Date of Public Comment Period:**

\* 06/18/2021 

## Federal Assurances

### Cape Elizabeth Public Schools (113) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0 - ESEA Application

#### Federal Assurances

**Check the box to indicate acceptance of Federal Assurances:**

✓ \* Yes, Accept Federal Assurances

NDE 06-067 - Lower Tier Covered Transaction for FY2021

#### **CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82. "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-procurement)," The Certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

#### **1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement:

(b) If any funds other than federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an employee of Congress, or any employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with this instruction;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

## **2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

As required by executive Order 12549, Debarment and Suspension, and other responsibilities implemented at 34 CFR Part 85, for prospective participants in primary or substantive control over a covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110

A. The applicant certifies that it is its principals:

(a) Are not presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency:

(b) Have not within three-year period preceding this application been convicted of or had a civil judgment rendered against them for convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUG-FREE WORKPLACE(GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The danger of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after each conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving, actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants, and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with

respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistant or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency:

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

\* B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code) **Please indicate "NA" if not applicable.**

NA

\* Are there workplaces on file that are not identified here.

☐ Yes ☐ No ☒ NA

#### DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610

- a. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with he grant, and
- b. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3, Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

#### FEDERAL GUN FREE SCHOOLS ACT

The federal Gun Free Schools Act, (No Child Left Behind Act of 2002, Public Law 107-110, Title IV, Part A, Section 4141), and Maine state law, (20-A MRSA, Section 1001, subpart-9A, Students Expelled or Suspended under the Requirements of the Federal Gun-Free Schools Act), requires that LEAs: Expel from school for at least one year a student who is determined to have brought a firearm to a school, or to have possessed a firearm at a school, (except that the federal and state laws shall allow the chief administering officer of such educational agency to modify such expulsion requirement for a student on a case-by-case basis), that they report the incident to the criminal justice or juvenile delinquency system, and that they provide the Maine Department of Education with annual documentation of the incidents.

Nothing in this subpart shall be construed to prevent a State from allowing a local educational agency that has expelled a student from such a student's regular school setting from providing educational services to such student in an alternative setting. The provisions of this section shall be construed in manner consistent with the Individuals with Disabilities Education Act.

## **NON-CONSTRUCTION PROGRAMS**

Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified. As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. § 4728-4763) relating to prescribed



standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:

- (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
- (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
- (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps;
- (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
- (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
- (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-615), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
- (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
- (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing;
- (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and
- (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply with the provisions of the Hatch Act (5 U.S.C. § § 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. § § 276a to 276a-7), The Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. § § 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following:
  - (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
  - (b) notification of violating facilities pursuant to EO 11738;
  - (c) protection of wetlands pursuant to EO 11990;
  - (d) evaluation of flood hazards in floodplains in accordance with EO 11988;
  - (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. § § 1451 et seq.);
  - (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.);
  - (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, P.L. 93-523); and
  - (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. § § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
19. Will examine, as required by the United States Department of Education's General Education Provisions Act (GEPA), Section 427, each project in this ESEA Consolidated Application to determine whether the project includes any barriers that impede equitable access or participation such as gender, race, national origin, color, disability, or age. Should such barriers exist, a description of the steps taken to ensure equitable access to, and participation in, the project for students, teachers, and other beneficiaries with special needs will be included in the project description.

**General Assurances**

**Cape Elizabeth Public Schools (113) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0 - ESEA Application**

**General Assurances**

**Check the box to indicate acceptance of Federal Assurances**

✓ \* Yes, Accept ESEA General Assurances

**Sec. 8306: Other General Assurances**

A. Any applicant shall have on file with the SEA whether applying separately or pursuant to section 8306 a single set of assurances, applicable to each program for which a plan or application is submitted, that provides that:

(1) each such program will be administered in accordance with all applicable statutes, regulations, program plans, and applications (See MDOEs Annual Application Guidance for Title specific assurances);

(2a) the control of funds provided under each such program and title to property acquired with program funds will be in a public agency or in a nonprofit private agency, institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to such entities; and

(b) the public agency, nonprofit private agency institution, or organization, or Indian tribe will administer such funds and property to the extent required by the authorizing statutes;

(3) the applicant will adopt and use proper methods of administering each such program, including:

(a) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; and

(b) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation;

(4) the applicant will cooperate in carrying out any evaluation of each such program conducted by or for the SEA, the

secretary, or other Federal officials;

(5) the applicant will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and account for, Federal funds paid to such applicant under each such program;

(6) the applicant will:

(a) make reports to the SEA and the Secretary as may be necessary to enable such agency and Secretary to perform their duties under each such program; and

(b) maintain such records, provide such information, and afford access to the records as the SEA or the Secretary may find necessary to carry out the SEAs or the Secretary's duties; and

(7) before the application was submitted, the applicant afforded a reasonable opportunity for public comment on the application and has considered such comment.

B. GEPA Provision. Section 442 of the General Education Provisions Act (GEPA) does not apply to programs under this Act.

## ESEA Program Assurances

### Cape Elizabeth Public Schools (113) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0 - ESEA Application

#### ESEA Program Assurances

##### I. TITLE IA

\* A. The LEA has read and agrees to meet the program assurances contained in Section 1112(c) 1-7. Title IA Assurances

☒ Yes ☐ No ☐ NA

\* B. The LEA agrees to transfer funds to another district for equitable services for private school students residing in the district and attending a private school in another district as reported on the district's final Title IA allocation document.

☐ Yes ☐ No ☒ NA

\* C. The LEA agrees to ensure that all students from all public schools will participate in the required Title I state assessments for ELA, Mathematics, and Science, and English Language Proficiency. In the past school year, did the LEA and each school meet the 95% threshold for participation in all subgroups?

☐ Yes ☒ No ☐ NA

**\* If No, respond to items 1 and/or 2 below:**

\* 1. If less than 95%: Describe how the SAU will provide assistance to parents in understanding the importance of participating in the State's academic assessment in current school year. **(Please indicate "NA" if not applicable)**

The district and two of our three schools met the 95% threshold for all assessments.

Cape Elizabeth High School met the threshold for the English Language Proficiency assessment but not for the ELA, Mathematics, and Science assessments. The main reason participation rates were lower this year than in prior years is that the high school opted to schedule the ELA, Mathematics, and Science assessments on non-

instructional days. The pandemic had already disrupted learning so much that high school administrators, teachers, and parents were not supportive of giving up class time for the state assessments (the English Language Proficiency assessment excepted), especially given students' need to prepare for the SAT and AP exams.

We fully expect participation rates to exceed the 95% in all three schools next year.

\* 2. If less than 75%: Submit evidence to the Maine DOE of how you assisted parents during the prior year. Provide summary data documenting opt out rationales/reasons. (Please indicate "NA" if not applicable)

NA

#### Documents

##### Type

##### Document Template

##### Document/Link

State Assessment Participation (under 75%) N/A  
[Upload up to 1 document(s)]

\* D. Describe the process for annually notifying and educating families about the ESEA Dashboard.

Once the results from the previous year's required Title I state assessments for ELA, Mathematics, and Science have been uploaded to the ESEA Dashboard, the ESEA Coordinator sends a letter to families notifying and educating them accordingly.

\* Provide the local school district web address where families and community members may receive local information from the ESEA Dashboard.

<https://www.cape.k12.me.us/o/cesd/page/maine-educa>

\* E. The LEA agrees, if selected, to participate in the State National Assessment of Educational Progress (NAEP) in 4th and 8th grade reading and mathematics or in the pilot testing in national years, of NAEP questions for the reading and mathematics NAEP assessment, all carried out under Section 411(B)(2) of the National Education Statistics Act of 1994.

☒ Yes ☐ No ☐ NA

## II. TITLE IIA

\* The LEA has read and agrees to meet the program assurances contained in Section 2102(b)(2). Title II-A Assurances

☒ Yes ☐ No ☐ NA

## III. TITLE III

\* A. The LEA has read and agrees to meet the program assurances contained in Section 3116(b)(4). Title III Assurances

☐ Yes ☐ No ☒ NA

\* B. Describe the core EL program paid for through local/state funds only. How does the LEA meet its civil rights obligations to ELs and their families, including staffing, materials, facilities, professional development for mainstream and EL staff, and translation/interpretation for parents? Please do not list any services here that are paid for through federal ESEA funds.

## IV. TITLE IVA

\* The LEA has read and agrees to meet the program assurances contained in Section 4106(e)(2). Title IV Assurances

☐ Yes ☐ No ☒ NA

## V. MCKINNEY-VENTO HOMELESS LIAISON

\* The LEA will designate an appropriate staff person able to carry out duties as a local educational liaison for homeless children and youths

☒ Yes ☐ No ☐ NA



**VI. CONSTITUTIONALLY PROTECTED PRAYER SECTION 8524**

\* The LEA ensures it DOES NOT HAVE a policy that prevents or otherwise denies participation in constitutionally protected prayer in public schools.

☒ Yes ☐ No ☐ NA

**VII. NON-PUBLIC CONSULTATION**

\* Written record of Non-Public School consultation topics and decisions is available if a non-public school accepts ESEA equitable services. Title IA Equitable Services Consultation Requirements

☐ Yes ☐ No ☒ NA

**VIII. GUN FREE**

\* A. Does your local educational agency have in place a policy to assure compliance with the expulsion requirements under The Federal Gun Free Schools Act, (Every Student Succeeds Act), Title VIII, Section 8561 and Maine state law, 20-A MRSA, Section 1001, subpart 9?

☒ Yes ☐ No

\* B. Does your local educational agency have in place a policy to assure compliance with the referral to criminal justice or juvenile delinquency system requirement under The Federal Gun Free Schools Act, (Every Student Succeeds Act), Title VIII, Section 8561 and Maine state law, 20-A MRSA, Section 1001, subpart 9A?

☒ Yes ☐ No

## Annual District Needs Assessment

### Cape Elizabeth Public Schools (113) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0 - ESEA Application

**LEAs Participating in the CNA Update Template Pilot:** For those LEAs that have previously signed up to be part of the CNA Update Template Pilot, please upload a copy of your completed document using the "Upload New" link in the "Documents" table below. Be sure to also check the box below indicating that you have uploaded your document. Please DO NOT upload a copy of your normally required annual CNA update.

**All other LEAs:** For those LEAs that did not participate in the pilot program this year, ignore the "Documents" table and check box below. Complete this section of the ESEA Consolidated Application as you normally would.

Documents	
Type	Document Template Document/Link
Pilot for CNA Update	N/A

- ☐ Check here if you are uploading your **Pilot for CNA Update** using the Upload document link above. Districts who upload their "Pilot for CNA Update" do not need to complete the remainder of this page under "Comprehensive Needs Assessment."

### Comprehensive Needs Assessment

- \* Summarize the SAU's current process for conducting a Comprehensive Needs Assessment to inform the use of these federal funds.



Cape Elizabeth conducted a Comprehensive Needs Assessment (CNA) during the 2017-2018 school year and submitted it to the Maine DOE in June 2018. The CNA was reviewed and updated, as necessary, by the ESEA Application Development Team based on quantitative and qualitative data collected during the 2018-2019, 2019-2020, and 2020-2021 school years.

\* Describe the high need areas identified as a result of the comprehensive needs assessment. reading intervention; reading, writing, and phonics instruction; professional development in diversity, equity, and inclusion

Stakeholders Involved in District Level Needs Assessment:

Name	Position
* Donna Wolfrom	* Superintendent
* Heather Altenburg	* School Board Chair
* Melanie Thomas	* Town Civil Rights Committee Co-Chair
* Cathy Stankard	* Director of Teaching and Learning
* Jason Manjourides	* PCES Principal
* Becky Swift	* PCES Literacy Interventionist
* Rosemary Ginn	* PCES ELA Content Leader
* Bri Gallagher	* PCES School Counselor
* Stephanie Royal	* CEMS School Counselor
* Jonathan Werner	* CEMS Technology Integrator
* Liz Yarrington	* CEHS English Teacher

Dates District Level Needs Assessment Conducted:

- \* 03/10/2021 
- \* 04/07/2021 

District Level Goals

As a result of the district level needs assessment, list at minimum three (3) district-wide goals (one math goal and one literacy goal required) to be achieved through leveraging the district's ESEA federal program funds.

Sample Outcome: 85% of parents will indicate the district's family engagement events helped better support their child's education at home

Sample Indicator: Annual District Parent Survey

## GOAL #1

### \* Goal

To increase the percentage of students reading at grade level by the end of Grade 1

### Indicator

\* Observation Surveys

\* see above

\* see above

### Outcome

\* 75% of students participating in the Reading

\* Recovery program will be reading at grade level

\* by the end of Grade 1

## GOAL #2

### \* Goal

To improve the capacity of elementary school teachers to provide effective instruction in reading, writing, and phonics

### Indicator

\* Teacher Surveys; Administrator Observations

\* see above

\* see above

### Outcome

\* 100% of elementary school teachers who participate

\* in the PD funded through the Title IIA grant will

\* report or demonstrate improved capacity at

\* see above

\* reading, writing, and phonics instruction

### GOAL #3

#### \* Goal

To improve the capacity of elementary, middle, and high school teachers to promote diversity, equity, and inclusion (DEI) in their classrooms and courses

#### Indicator

- \* Teacher Surveys; Curriculum Documents
- \* see above
- \* see above
- \* see above
- \* see above

#### Outcome

- \* 100% of elementary, middle, and high school
- \* teachers who participate in the PD funded
- \* through the Title IIA grant will report improved
- \* capacity at promoting DEI in the curriculum and
- \* their instruction

### GOAL #4

#### Goal

To improve the capacity of middle school teachers to implement the new Grades 6-8 math instructional program

#### Indicator

- Teacher Surveys; Administrator Observations
- see above
- see above
- see above

#### Outcome

- 100% of middle school teachers who participate
- in the PD funded through the Title IIA grant will
- report or demonstrate improved capacity at
- implementing the new Grades 6-8 math
- instructional program

**GOAL #5**

**Goal**

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**Indicator**

**Outcome**

## Cape Elizabeth Public Schools (113) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0 - Allocations

[illegible]

Project Budget - Title IA Neglected/Delinquent

Cape Elizabeth Public Schools (113) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0 - Title IA Neglected/Delinquent													
Funding Source	Grant Project Amount	1000 - Personal Services - Salaries	2000 - Employee Benefits	3000 - Purchased Professional & Technical Services	5000 - Other Purchased Services	6000 - General Supplies	7000 - Property	8000 - Debt Service & Miscellaneous	9000 - Other	Schoolwide	Total	Remaining	
Title I, Part A: 1000 - Regular Instruction	\$31,740.61	\$31,740.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$31,740.61	\$0.00	
Title I, Part A: 2100 - Support Services - Student		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	
Title I, Part A: 2200 - Support Services - Instruction		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	
Title I, Part A: 2300 - General Administration		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	
Title I, Part A: 2700 - Transportation		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	
Title I, Part A: Schoolwide										\$0.00	\$0.00	\$0.00	
Total	\$31,740.61	\$31,740.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,740.61	\$0.00	



**Project Details**

**Cape Elizabeth Public Schools (113) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0 - Title IA Neglected/Delinquent**

**\* Provide a description of the proposed project.**

We propose using Title IA funds to provide supplemental, intensive interventions for first graders who are reading below grade level by supporting a Reading Recovery teacher.

**\* Provide a justification for how the proposed project relates to a particular need(s) outlined in the school and/or district level goal(s).**

This project is designed to address Goal #1.

Project Budget - Homeless/Foster Care

Cape Elizabeth Public Schools (113) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0 - Homeless/Foster Care										
Funding Source	Grant Project Amount	1000 - Personal Services - Salaries	2000 - Employee Benefits	3000 - Purchased Professional & Technical Services	5000 - Other Purchased Services	6000 - General Supplies	7000 - Property	8000 - Debt Service & Miscellaneous	9000 - Other	Total Remaining
Title I, Part A: 1000 - Regular Instruction	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
Title I, Part A: 2100 - Support Services - Student		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Title I, Part A: 2200 - Support Services - Instruction		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Title I, Part A: 2300 - General Administration		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Title I, Part A: 2700 - Transportation		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00

**Project Details**

**Cape Elizabeth Public Schools (113) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0 - Homeless/Foster Care**

**All LEAs must respond to and budget for comparable Title I services**

\* Describe services to be provided to homeless students that are comparable to those provided to Title I students as well as other non-instructional education-related services needed for homeless students to support their academic success.

We do not differentiate between students who are homeless and students who are not homeless in providing Title I services. However, we are budgeting Title IA funds for academic supplies that our students who are homeless might need. Other support they require will be addressed through local funds.

If Title I funds will be used to pay for any of the following activities, check the box and ensure appropriate funding.

- ☐ Homeless Liaison
- ☐ Foster Care Liaison
- ☐ Homeless/Foster Care Liaison
- ☐ Defray excess transportation costs of Homeless or Foster Care students to ensure educational stability.

Project Budget - Title IIA Teacher Quality

Cape Elizabeth Public Schools (113) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0 - Title IIA Teacher Quality											
Funding Source	Grant Project Amount	1000 - Personal Services - Salaries	2000 - Employee Benefits	3000 - Purchased Professional & Technical Services	5000 - Other Purchased Services	6000 - General Supplies	7000 - Property	8000 - Debt Service & Miscellaneous	9000 - Other	Total	Remaining
<b>Title II, Part A: 1000 - Regular Instruction</b>	<b>\$15,300.00</b>	\$0.00	\$0.00	\$15,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$15,300.00</b>	<b>\$0.00</b>
<b>Title II, Part A: 2200 - Support Services - Instruction</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	
<b>Title II, Part A: 2300 - General Administration</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	
<b>Title II, Part A: 2500 - Central Services</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	
<b>Title II, Part A: 2700 - Transportation</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	
<b>Total</b>	<b>\$15,300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,300.00</b>	<b>\$0.00</b>

**Project Details**

**Cape Elizabeth Public Schools (113) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0 - Title IIA Teacher Quality**

**\* Provide a description of the proposed project.**

We propose using a portion of our Title IIA funds to hire a consultant from Logos to work with elementary school teachers on implementing the workshop model of instruction in reading, writing, and phonics.

**\* Provide a justification for how the proposed project relates to a particular need(s) outlined in the school and/or district level goal(s).**

**This project is designed to address Goal #2.**

Project Budget - Professional Development

Cape Elizabeth Public Schools (113) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0 - Professional Development										
Funding Source	Grant Project Amount	1000 - Personal Services - Salaries	2000 - Employee Benefits	3000 - Purchased Professional & Technical Services	5000 - Other Purchased Services	6000 - General Supplies	7000 - Property	8000 - Debt Service & Miscellaneous	9000 - Other	Total Remaining
<b>Title II, Part A: 1000 - Regular Instruction</b>	<b>\$35,521.34</b>	\$0.00	\$0.00	\$35,521.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$35,521.34</b>
<b>Title II, Part A: 2200 - Support Services - Instruction</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
<b>Title II, Part A: 2300 - General Administration</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
<b>Title II, Part A: 2500 - Central Services</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
<b>Title II, Part A: 2700 - Transportation</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
<b>Total</b>	<b>\$35,521.34</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$35,521.34</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Project Details**

**Cape Elizabeth Public Schools (113) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0 - Professional Development**

**\* Provide a description of the proposed project.**

We propose using a portion of our Title IIA funds to hire experts in racial justice to work with elementary, middle, and high school teachers on promoting diversity, equity, and inclusion in their classrooms and courses.

**\* Provide a justification for how the proposed project relates to a particular need(s) outlined in the school and/or district level goal(s).**

This project is designed to address Goal #3.

