

Please return original packet by December 2, 2002, to:

Title I/Migrant Programs
Florida Department of Education
325 West Gaines Street, Room 352
Tallahassee, Florida 32399-0400
(850) 487-3530, SunCom 277-3530

FLORIDA DEPARTMENT OF EDUCATION
DIVISION OF PUBLIC SCHOOLS
AND COMMUNITY EDUCATION

COMPARABILITY PACKET

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Materials should be duplicated in quantities needed.

ESE 404
Exp. 09/30/03



I. GENERAL INFORMATION

A. Comparability Requirements

Title I requires comparability of state and local services between project and nonproject schools. The requirements outlined in PL 107-110, Section 1120A(C), include the following:

1. A school district may receive Title I funds only if state and locally provided services in project schools are at least comparable to such services in nonproject schools.
2. Where all schools are designated as project schools, the district must calculate ratios for the group of schools serving program areas with the lowest percentage of children from low income families. The ratio for each of the other schools (high poverty) will be compared with the average of the comparison group (low poverty schools) of program schools. (See A.2.b. on DOE Page 4 of 11.)
3. A school district has three options for demonstrating comparability.

Option I: Assurances

School districts will be required to submit written assurances with each year's application. Data, documents, and policies supporting assurances must accompany the comparability to the Title I/Migrant Office.

1. A districtwide salary schedule which is applicable to all staff whether assigned to project or nonproject schools;
2. A policy to ensure equivalence among all schools in the provision of curriculum materials and instructional supplies; and
3. A policy to ensure equivalence among schools in teachers, administrators, and auxiliary personnel, and the district shall submit documentation to demonstrate that it has implemented its policies to meet the requirements of comparability.

Option II: Pupil-Teacher Ratio

Unpredictable changes in student enrollment or personnel assignments after the beginning of the school year are not factors in determining compliance with the comparability requirements.

Option III: Instructional Staff Expenditures

School districts may exclude from comparability determinations of state (e.g., State Compensatory Education) and local funds for programs designed to meet the needs of educationally deprived children, if such programs are consistent with the purpose of Title I and have been so determined by the SEA in advance. School districts may also exclude state and local funds expended for bilingual education for children of limited English proficiency, and excess cost for providing services to children with disabilities as determined by the district.

B. Exemptions from Comparability

School districts which have a single school attendance area for a grade span within which Title I services are being provided are exempt from comparability requirements for that grade span. For general information, a listing of such schools should be prepared on Form A-1 for filing at the district level. In addition, Form C and the Comparability Option Form should be completed and sent to the Title I/Migrant Programs Section.

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I. GENERAL INFORMATION (Continued)

C. Provisions Applicable to the Determination of Comparability

1. Comparability may be demonstrated on the basis of the number of students per staff person, with a ten percent allowable variance for project schools. (Forms ESE 404, A-1 and A-2 should be used.)
2. Comparability may be demonstrated on the basis of the average instructional staff expenditure per student in each project school with a ten percent allowable variance.*
3. Comparability will be demonstrated only among schools in the same grade span. Four grade span divisions are allowed. Size groupings are allowable within each grade span when the largest school is at least twice the size of the smallest.
4. Staff counted for comparability are school-level staff, paid from state and local funds, who provide direct instruction, instructional support, or administrative support (i.e., principals/assistant principals). In determining allowable staff for each school, districts must exclude custodial staff, food service staff, health aides, and federally paid employees.
5. Grade spans encompassing only one school are exempt from comparability.
6. In grade spans where there are both project and nonproject schools, data for individual project schools are compared to the data averages of the nonproject schools. Where there are only project schools, data for each project school are compared to the data average of all project schools.
7. Where a school district has skipped an eligible school with a high concentration of low-income children in order to serve an eligible school with a lesser concentration of such children, the skipped school is treated as a nonproject school for comparability purposes.

D. Determining Comparability

1. Each district must complete a set of either Form A or an alternate form displaying the same data elements to determine if its policies on comparability have been implemented.
2. The forms used plus the relevant evidence must be retained on file and bear the signature of the superintendent or designee certifying the status of comparability in the district. The certifying official must be a district administrator whose salary is NOT paid by Title I.

*Staff salary differentials for years of employment shall not be included in the calculations.

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II. FORMS

A. Form A-1: Instructions

1. Identification

Provide the school district's name and the number that the Florida Department of Education uses in its official listing of school districts in the Florida Education Directory. In addition, please provide the full address. The official responsible for completion of the report should sign this form, provide his or her telephone and SunCom numbers, and indicate the date on which the form was completed and the date certain (that date, prior to the final day of the October student membership survey, specified by the district to collect the student and staff data used in the Comparability Report).

2. Number of Schools, By Grade Span and Size

Record the number of schools in the school district by grade span and size in accordance with the following instructions:

- a. Under "grade spans" enter the grade level groups as defined by the local educational agency (for example, KG - 6, 7 - 9, 10 - 12). The number of grade spans shall be consistent with the district's staffing allocation plan; e.g.:

A - Elementary

B - Middle

C - High

X - Other is permitted for schools that overlap the grades in other schools.

- b. A school district may divide the schools in a grade span into groups of smaller or larger schools provided the largest school is at least twice the size as the smallest. Indicate the actual range of the student FTE in the smaller or larger groups. (For example, six KG - 6 schools have FTE counts as follows: 125, 130, 140, 450, 500, 600. The "smaller" schools' range would be 125 - 140 and the "larger" schools' range would be 450 - 600.) If the option is not chosen, put all of the information on the line for the "smaller" schools (e.g., 125 - 600).

3. Please indicate if the report submitted is the original or a revision.

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Form A-1

District Name: _____ Address: (include city or town, county, state, and zip code) _____ _____ _____ _____	Certifying Official: _____ (Signature) _____ (Typed Name) _____ (Date of Form Completion) _____ (Telephone/SunCom Numbers) _____ _____ (Date Certain)
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GRADE SPANS	ENROLLMENT SIZE RANGE*	NUMBER OF SCHOOLS	
		TITLE I	NON-TITLE I
A = Elementary	Smaller		
	Larger		
	Alternate		
B = Middle	Smaller		
	Larger		
	Alternate		
C = High	Smaller		
	Larger		
	Alternate		
X = Other	Smaller		
	Larger		
	Alternate		
TOTAL			

*Student FTE or Membership

PURPOSE OF REPORT

1. Original report as of the date certain. 2. Revised report following reallocation of resources.

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B. Form A-2: Instructions

A separate Form A-2 is to be completed for each grouping of schools by grade span and size or alternate, as shown on Form A-1, for both Title I and non-Title I schools.

Sheet ___ of ___: In the upper right corner of the form, enter the number of this sheet and the total number of Form A-2 sheets being completed.

District Name: Supply the school district name and number the Florida Department of Education uses in its official listing of school districts.

Grade Span and Size: Following the words "grade span," enter A, B, C, or the optional group X, in accordance with the groupings shown on Form A-1. Mark an "X" in one of the three boxes to indicate the FTE size group of the schools being reported.

Date Certain: Date on which the District School Board (DSB) determines comparability.

Original/Revised: Original marked only for the initial report. All others marked revised.

PROJECT SCHOOLS - NONPROJECT SCHOOLS

Column 1.
Name Using separate A-2 forms, list by name each Title I school or each non-Title I school in this grade span and size or alternate group. Indicate whether form is for project or nonproject schools. Use additional sheets if necessary to include all schools in a grouping.

Column 2.
Actual Grade Span Enter the actual span of grades operated in each school.

Column 3.
FTE Record the actual number of student FTE in each school on the date certain. Prorate, if necessary, student because of exclusions or other reasons. Enter data to the nearest tenth. Mark the appropriate box to indicate weighted or unweighted FTE.

Column 4.
FTE Staff Determine the full-time equivalent number of staff members paid with state and local funds who are regularly assigned to each school listed. Prorate time as necessary and express the result to the nearest tenth.

Column 5.
Enter the result by dividing column 3 by column 4. Express the result to the nearest tenth, as in 12.7 pupils per staff member.

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NONPROJECT SCHOOL AVERAGES

- Box 5A Total the entries for column 3 and the entries for column 4 (e.g., 10.55). Divide the total of column 3 by the total of column 4. Enter this amount to the nearest 100th in box 5A.
- Box 5B Multiply the nonproject school figure in box 5A by 110 percent, and enter the result to the nearest 10th in box 5B. Transfer the result from box 5B for nonproject schools in box 5B for project schools.
- Column 6 Compare the entries in column 5, for each project school, to the figures in box 5B. If an entry in column 5 is more than the entry in box 5B, mark an "X" on the same line in column 6.

PROJECT SCHOOLS AVERAGES ONLY - (See item number 2 on DOE Page 2 of 11.)

- Box 5A Total the entries for column 3 and the entries for column 4. Divide the total of column 3 by the total of column 4. Enter this amount to the nearest 100th in box 5A.
- Box 5B Multiply the project school figure in box 5A by 110 percent, and enter the result to the nearest 10th in box 5B.
- Column 6 Compare the entries in column 5, for each project school, to the figures in box 5B. If an entry in column 5 is more than the entry in box 5B, mark an "X" on the same line in column 6.

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FORM A-2

Sheet ___ of ___

District Name: _____

The sheet is only for grade span _____ with enrollment size group either:

Date Certain: _____

Larger Smaller

Date Completed: _____

Original Revised

1	2	3	4	5	6
<input type="checkbox"/> Project Schools <input type="checkbox"/> Nonproject Schools <div style="text-align: center;">Name</div>	Actual Grade Span	Student FTE <input type="checkbox"/> Unweighted <input type="checkbox"/> Weighted	FTE Staff	Column 3 ÷ Column 4	If Not Comparable, Mark "X"
Average for schools in this grade span and size grouping		TOTAL	TOTAL	5A	
NOTE: If all schools are project schools, compute and use the average of project schools (General Instructions C7).			Enter 110 percent of 5A in box 5B.	5B	

(DUPLICATE PAGE AS NECESSARY)

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C. Form A-3: Instructions

Form A-3 is to be completed to report the allocations for curriculum materials and instructional supplies for each school.

Column 1 - Enter the name of each school in the district on an alpha character line.

Column 2 - Enter each grade span within the school for which a different allocation is made.

Column 3 - Enter the weighted or unweighted FTE count (multiplied by two) for the date certain of the current year.

Column 4 - By grade span, record the current district allocation per FTE according to DSB policy or administrative directive for the current year that implements DSB policy on equivalence.*

Column 5 - Enter the product of column 3 multiplied by column 4.

Column 6 - Record the total allocation for curriculum materials and instructional supplies (Account 5100 - 510 and 620) displayed in the budget as of the date certain.

Column 7 - Compare the entries in column 5 and 6 and note any difference with a + (plus) or - (minus) indication.

Column 8 - Mark "yes" or "no" based on the district's stated tolerance allowed prior to making an adjustment.

* The school board policy may be general in nature; that is, "equivalence" among the same grade spans is required. The actual amount can be determined administratively on an annual basis thus avoiding the need to change the policy each year. In districts where school allocations are made subject to discretionary use, an administrative directive that specifies a minimum amount to be budgeted in 5100 - 510 and 620 may be used as the test for equivalence. Funds budgeted in compliance with a specified minimum must be expended from this account. Such funds may not be rebudgeted into other accounts.

SAMPLE

NOTE: This sample is based on a district's stated tolerance of ten percent.

	1	2	3	4	5	6	7	8	
	School Name	Grade Span	FTE Membership	District Allocation Per FTE	Grade Span Allocation	Amount Displayed in School Budget	Difference	Yes	No
A)	Sunshine Elementary	KG - 3	130	\$15	\$1,950	\$1,794	-156		X
		4 - 6	120	\$12	\$1,440	\$1,281	-159		X
B)	Cloudy Elementary	KG - 3	129	\$15	\$1,935	\$2,246	+311	X	
C)	Rainy Elementary	4 - 6	123	\$12	\$1,476	\$1,488	+12	X	

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FORM A-3

	1 School Name	2 Grade Span	3 Weighted <input type="checkbox"/> Unweighted <input type="checkbox"/> FTE Membership	4 District Allocation Per FTE	5 Grade Span Allocation	6 Amount Displayed in School Budget	7 Difference	8 Compliance	
								Yes	No
A)									
B)									
C)									
D)									
E)									
F)									
G)									
H)									
I)									
J)									
K)									

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C. Form C: Instructions

- Date Certain: A date prior to the final day for the October student membership survey specified by the district to collect the student and staff data used in the Comparability Report.
- Date Submitted: The date that the form is mailed to the Title I/Migrant Programs Section, Florida Department of Education.
- Column (1): List ONLY those schools that were NOT comparable as of the date certain. If all schools are comparable, write NONE in this column.
- Column (2): List the grade span(s) in the schools which are not comparable.
- Column (3): Indicate reason for not being comparable, such as, "personnel ratio too low" or "curriculum materials and supply dollar amount in 5100 - 510 and 620 too low."
- Certifying Official: The individual that collects the data and prepares this form must be a district administrator whose salary is NOT paid by Title I.

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Form C

District: _____

Date Certain: _____

Date Submitted: _____

This is to certify that it has been determined that project schools and the nonproject schools of similar grade spans were comparable as of the date certain with the following exceptions:

(1) School	(2) Grade Spans	(3) Reason

Signed: _____

Certifying Official: _____

Title: _____

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OPTIONS (Please mark only one option.)

This is to notify the Florida Department of Education that _____ School District has elected to utilize the option marked below to demonstrate Title I Comparability compliance for the 2002-03 school year.

- Option 1: ASSURANCES (The assurances in the approved Title I Project Application will remain in effect.) Submit forms A-1, A-2, C, this page, and documentation to verify expenditures for the implementation of policies for district-wide salary schedules, equivalence among schools in staff and equivalence among schools for curriculum materials and instructional supplies.
- Option 2: PUPIL-TEACHER RATIO (Assurances on comparability are waived.) Submit forms A-1, A-2, C, and this page.
- Option 3: AVERAGE INSTRUCTIONAL STAFF SALARY EXPENDITURE (Assurances on comparability are waived.) Submit district-developed form in addition to A-1, C, and this page.

Signature of Superintendent or Designee

Date Signed

This form should be submitted (see each option above for required forms) to the Title I/Migrant Programs Section no later than December 2, 2002.