

MOUNT ENTERPRISE ISD

DISTRICT IMPROVEMENT/EQUITY PLAN

MIGRANT PLAN/PFS ACTION PLAN

2023-2024

The mission of Mount Enterprise ISD is to create lifelong learners and productive members of society who will contribute to our community, state, and country. We strive to do this by providing the best education possible while meeting the varying needs of all learners and nurturing physical, emotional, and cognitive growth.

School Theme

Team Wildcat

Mt. Enterprise ISD Belief Statements

1. We believe that all students can reach their full potential for success in life through the foundation of education.
2. We believe in pursuing excellence in education
3. We believe that for optimum results, the educational process must include a shared responsibility among the home, school and community.

The district receives federal monies from Title I Part A, Title I Part C, Title II Part A, Title II Part D, Title III, and Title IV in relationship to the ESSA Amendment to the Elementary and Secondary School Act of 2012. All district monies related to these Titles whether spent directly by the district or allocated to an appropriate campus for expenditure will be utilized to directly support the intended purpose(s) and program beneficiaries as listed below:

Title I, Part A:

Intended Purpose – to enable all children to meet the state student performance standards

Intended Beneficiaries – students who experience difficulties mastering the state academic achievement standards

Title II, Part A:

Intended Purpose – increase student academic achievement through improving teacher and principal quality

Intended Beneficiaries – teachers, principals, assistant principals, and others as appropriate to program intent

Title II, Part D:

Intended Purpose - improve student academic achievement through the use of technology in elementary and secondary schools

Intended Beneficiaries – all students and teachers at eligible LEA's

Title III, Part A:

Intended Purpose – provide supplemental resources to help LEP children attain English proficiency in core academic subjects

Intended Beneficiaries – LEP students, including immigrant children and youth

Title IV, Part A

Intended Purpose – support comprehensive (EE-12) drug use & violence prevention programs to foster safe & drug-free schools and communities

Intended Beneficiaries – all students, staff, parents, and relevant community groups

District Goals

Mt. Enterprise ISD:

1. Strives to attain a Met Standard state rating in all 4 indexes from the state and federal accountability standards.
2. Seeks to enhance student achievement by providing high-level academic programs to ensure post-secondary success.
3. Maintains a positive, safe, and orderly school climate.
4. Provides all staff with ongoing quality staff development that results in highly qualified staff and improved student performance.
5. Encourages parental and community involvement.

Goal 1: Strives to maintain a Met Standard state rating in all 3 indexes from the state accountability standards

| Objective 1-1: 80% of all students and each student subgroup (White, Hispanic, Economically Disadvantaged, African American, Special Education, LEP/ESL, At-Risk, Gifted/Talented, CTE) will meet the passing and progress standard for the Reading/ELA, Mathematics, Science, and Social Studies STAAR/EOC tests. | | | | | |
|---|---|----------------------------|--|--|----------------|
| Activity | Person(s) Responsible | Timeline | Resources | Method of Evaluation | Results |
| Administer 2 benchmark tests for each core subject | Principals Teachers | Throughout the school year | Released STAAR tests testing materials State-adopted textbooks Online resources | Scores on various benchmarks STAAR scores | |
| Data disaggregation of STAAR/TAKS scores and benchmark results | Principals Teachers | Throughout the school year | STAAR results DMAC | Data sheets Information produced | |
| Focus on special populations' scores and progress | Principals Teachers | Throughout the school year | Benchmark scores STAAR scores Progress reports/Report cards | Testing results | |
| Provide Content Mastery Classroom for grades 3-12 | HS/JH Principal ELEM Principal Teachers | Throughout the school year | Teacher's time Comp Ed funds | STAAR Scores Progress Reports Report Cards | |

Objective 1-2: The district will strive to attain compliance in regards to all special populations' (White, Hispanic, Economically Disadvantaged, African American, Special Education, LEP/ESL, At-Risk, Gifted/Talented, Migrant, Section 504, Homeless) identification and services.

| Activity | Person(s) Responsible | Timeline | Resources | Method of Evaluation | Results |
|--|--|--|---|---|----------------|
| Utilize Rtl to help identify students in need of assistance | Principals Campus Student Support Teams | Throughout the school year | Rtl forms and process Rtl program results STAR Reading/Math Teachers' time | Number of referrals to the SST and number referred to Special Education | |
| Follow Special Education IEPs and the procedures for selecting allowable state tests | Principals Teachers Special Ed. Co-op personnel | Throughout the school year | STAAR Accommodations manual ARD Committee Decision-Making Manual | Compliance with IEPs and testing requirements | |
| Use Child Find to find children in need of assistance | Principals 504 coordinator Special Ed. Co-op | Throughout the school year | Special Ed. Co-op | Number of students referred | |
| Provide a homeless liaison, maintain a district plan, provide services as needed to homeless students & ensure homeless students have access to same challenging state goals | Homeless liaison Principals | Throughout the year | Homeless plan Student Residency questionnaires | Timely identification of students Services provided to students | |
| Identify at-risk students and notify staff | Principals | Fall 2023 | At-risk criteria information sheets Previous years' lists | At-risk list and notification method | |
| Test students for English Language Proficiency and hold initial LPACs as needed | ESL Coordinator Special Ed. Teachers | Within 20 days of the student's enrollment | English proficiency tests | LPAC paperwork/dates | |
| Hold LPACs for special education students in conjunction with ARDs as needed | ESL Coordinator Diagnosticians Special Ed Teachers | Throughout the school year | LPAC/ARD paperwork | LPAC/ARD paperwork | |

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|---|---|---|--|--|--|
| Plan for ESL's students' state testing and review their progress annually | ESL Coordinator Principals Teachers | Prior to state tests At the end of the school year | State test results (STAAR, TELPAS, etc.) LPAC paperwork | LPAC meeting dates | |
| Keep an open referral process for the Gifted/Talented program. | Principals Teachers G/T Coordinator | Throughout the school year | GT testing materials and referrals | Number of Referrals | |
| Review requests for Section 504 services, hold evaluation meetings to determine eligibility, and provide services. | Principals Teachers | Throughout the school year | Section 504 meeting notes Referral papers | Section 504 referrals | |
| Hold annual Section 504 meetings for students in the program | Principals Teachers | Throughout the school year | Section 504 annual periodic reviews | Section 504 meeting dates | |
| Ensure staff are aware of students in the special population groups and provide accommodations notices when appropriate | Principals Special Ed. Teachers | Throughout the school year | Special Populations acknowledgement forms | Signed Special Populations acknowledgement forms | |

| Objective 1-3: The district will strive to decrease the drop-out rate and improve the completer and graduation rates for all student subgroups. | | | | | |
|--|--|--|---|---|----------------|
| Activity | Person(s) Responsible | Timeline | Resources | Method of Evaluation | Results |
| Develop a drop-out prevention program to meet individual student needs. | High school and Middle school principals | Fall/Winter 2023 Spring 2024 Summer 2024 | PLATO/Edmentum software Other schools' programs Legal advice Summer School | Number of students participating and number prevented from dropping out | |
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| Objective 1-4: The district will strive to maintain compliance with all ESSA requirements and Annual Measurable Achievement Objectives (AMAO's). | | | | | |
|---|------------------------------|--|--|---|----------------|
| Activity | Person(s) Responsible | Timeline | Resources | Method of Evaluation | Results |
| Retain and recruit Highly Qualified appropriately certified teachers | Principals | When hiring | Teacher transcripts Highly qualified paperwork from other districts | Highly Qualified report | |
| Attend ESC trainings regarding NCLB requirements | Superintendent | Throughout the school year | ESC VII | Number of meetings attended | |
| Cooperation on completing the NCLB application and evaluations | Superintendent Principals | Throughout the school year | Title I funds Title IIA funds Title IV funds | Completed application and evaluation | |
| Monitor the progress of ESL students | ESL Coordinator | Each 3 week progress report & 6 week report card | Progress reports and report cards | Dates of discussions with individual students | |

| Objective 1-5: The district will strive to meet 96% attendance rate. | | | | | |
|--|----------------------------------|----------------------------|--|-----------------------------|----------------|
| Activity | Person(s) Responsible | Timeline | Resources | Method of Evaluation | Results |
| Each campus will implement a process for contacting parents of absent students, and file truancy at appropriate times. | Campus principals Secretaries | Throughout the school year | Employee time Attendance Incentives Attendance parties | Log of notification | |

| Objective 1-6: The district will strive to maintain small class sizes in order to help students' achievement. | | | | | |
|--|--|----------------------------|--|----------------------------------|----------------|
| Activity | Person(s) Responsible | Timeline | Resources | Method of Evaluation | Results |
| Use Title IIA funds to keep elementary class size small | Superintendent Principal Counselor | Summer 2024 | Title IIA funds | Class size numbers | |
| Develop schedules that keep class size manageable. Continue goal of 2 teachers per elementary grade level | Counselor Principal Registrar | Summer 2024 Summer 2024 | TxEIS scheduling program Counselor's time | Class size numbers and schedules | |

| Objective 1-7: The district will strive to accurately code students in the PEIMS system. | | | | | |
|--|--|--|---|-------------------------|---------|
| Activity | Person(s) Responsible | Timeline | Resources | Method of Evaluation | Results |
| District personnel will double-check special populations coding such as CATE, GT. Compensatory, 504, and SPED. | Superintendent PEIMS clerk Cafeteria Manager Principals Counselors | Prior to PEIMS submissions Prior to STAAR tests | PEIMS reports Special Population lists TxEIS student data | Number of coding errors | |

Goal 2: Seeks to enhance student achievement by providing high-level academic programs to ensure post-secondary success.

| Objective 2-1: The district will evaluate student progress on grade-level learning. | | | | | |
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| Activity | Person(s) Responsible | Timeline | Resources | Method of Evaluation | Results |
| Use test data from benchmarks, STAAR, TPRI, TEMI, STAR, and classroom assessments to evaluate student progress | Principals Teachers Counselors | Throughout the school year | STAAR scores Benchmark scores TPRI/TEMI scores Classroom assessments scores Report cards | December/Spring STAAR/EOC scores | |

| Objective 2-2: The district will provide student programs that increase student success and achievement and are aligned with district, state, and national curriculum standards. | | | | | |
|---|--|--|--|---|----------------|
| Activity | Person(s) Responsible | Timeline | Resources | Method of Evaluation | Results |
| Provide GT program with an open referral process, annual evaluation, and utilize the Texas Performance Standards Project | GT teachers Principals | Throughout the school year Pull-out program once a week | Texas Performance Standards Project | GT Annual Evaluation surveys | |
| Provide extracurricular activities including UIL | Principals UIL Coordinators | Prior to UIL events | UIL materials | UIL participation numbers | |
| Provide tutorials for highly mobile students, struggling students, absent students | Principals Teachers | Throughout the school year | Time in schedule for tutorials | Number of students in tutorials | |
| Provide instructional materials that help special needs student's access curriculum, including student access to Bookshare | Principals Teachers Counselors | Throughout the school year | Local instructional funds Reading for the Blind and Dyslexic Bookshare for Dyslexia Students | Number of materials needed and received | |
| Provide instructional materials to help students meet the standard on state assessments (STAAR, TPRI, TEMI, etc.) | Federal Program Director Principals | Throughout the school year | Title I funds Local instructional funds | Materials needed and received | |

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|---|----------------------------|----------------------------|-----|--|--|
| | Teachers | | | | |
| Continue effective curriculum-related program implementation to enhance student learning Follow all Texas Essential knowledge and Skils (TEKS) | Principals Teachers | Throughout the school year | IXL | STAAR/TAKS results Student Progress Reports Report Cards | |

Goal 3: Maintains a positive, safe, and orderly school climate.

| Objective 3-1: The district will annually ensure safe operations and planning for emergencies. | | | | | |
|--|---|--|---|--|----------------|
| Activity | Person(s) Responsible | Timeline | Resources | Method of Evaluation | Results |
| Review and update the Emergency Operation Plan annually. Perform Security Audit/Safe Schools | Superintendent Principals Trained Law Enforcement | Beginning of each school year Spring 2024 | Emergency Operation Plan resources from the state and national government Security Audit information | Change sheet in the superintendent's Crisis Plan Security Audit outcome | |
| Train staff on safety procedures annually. Provide maintenance and custodial staff with safety information and procedures | Superintendent Security Audit personnel | August Inservice 2023/24 Throughout 2023-2024 | Security Audit information Newsletter safety updates from Claims Administrative Services (workers comp) | Inservice schedules/materials | |
| Hold regularly scheduled drills including fire, tornado, lock-down, evacuation. | Superintendent/Principals Principals | Throughout the school year | Drill procedures Emergency Operation Plan | Dates of drills | |
| Ensure a gas and valve check is conducted each year. | Superintendent | Summer 2024 | Gas company Maintenance Personnel | Verification of check being completed | |

| Objective 3-2: The district will provide substance abuse and safety programs that encourage students to avoid drugs, and make right choices. | | | | | |
|---|---|---|-----------------------------------|----------------------------------|----------------|
| Activity | Person(s) Responsible | Timeline | Resources | Method of Evaluation | Results |
| Provide Red Ribbon Week activities | Principals Counselors | October 2023-24 | Title IV—Safe and Drug Free funds | Number of student participants | |
| | | | | | |
| Continue the drug dog visits | Superintendent Principals | Throughout the school year | Title IV—Safe and Drug Free funds | Number of visits by the drug dog | |
| Continue random drug testing for all UIL sponsored extra-curricular activities, and students that drive For grades 9-12 | Superintendent Principal AD UIL Sponsors | 7 times throughout the year for 105 total tests | District/Local Funds | Test results from drug company | |

| Objective 3-3: The district will strive to update the safety of the campuses. | | | | | |
|---|---|---|-------------------------------------|---|----------------|
| Activity | Person(s) Responsible | Timeline | Resources | Method of Evaluation | Results |
| Provide daily security personnel at district, and at extracurricular events | High School Principal Athletic Director | Throughout the school year | Local funds | Paid security stubs | |
| Enforce student arrival/dismissal procedures | Principals | Throughout the school year | Principals' time | Notification to parents of procedures | |
| Develop, adopt and implement a discipline management plan to provide for prevention of and education concerning unwanted physical or verbal aggression and sexual harassment. | Superintendent Principals | Development during Summer 2024 Implementation during 2023-2024 School Year | Administrators' time Local funds | Existence and implementation of plan | |
| Objective 3-4: The district will encourage healthy living for students and staff. | | | | | |
| Activity | Person(s) Responsible | Timeline | Resources | Method of Evaluation | Results |
| District nurse provides health screenings, student and staff care, staff wellness programs | Nurse | Throughout the school year | ESC VII trainings Local funds | Number of students seen Screening results Staff Wellness programs | |
| Participate in the state Physical Fitness test | Coaches | Prior to spring 2024 deadline | State tests | Results of state tests | |
| Hold SHAC meetings to discuss school health issues | SHAC Coordinator Nurse Principals Superintendent | At least twice a year | Employees' time | Meeting logs | |

Goal 4: Provides all staff with ongoing quality staff development that results in highly trained staff & improved student performance.

| Objective 4-1: The district will provide high-quality professional development. | | | | | |
|---|-------------------------------------|---|--|--|----------------|
| Activity | Person(s) Responsible | Timeline | Resources | Method of Evaluation | Results |
| Provide information on accountability requirements | Superintendent PSP Principals | Throughout the school year | ESC VII Accountability information TEA Accountability information | In-service schedule | |
| Provide staff development based on student needs determined through test data | Superintendent Principals | Throughout the school year | Title I funds Local funds | Staff Development certificates | |
| Provide high-quality staff development during in-service days and select days throughout the 2023-2024 year | Superintendent Principals | Beginning of year and throughout the 23-24 year | Local funds Title I funds REAP funds | In-service schedules | |
| Allow teachers to select and participate in outside professional development based on their needs and student needs | Superintendent Principals | Throughout the school year | Local funds Title I funds ESSER III | Staff Development certificates | |
| Utilize the Title IIIA SSA with ESC VII for LEP professional development. | Superintendent Principals | Throughout the school year | ESC VII | Number participating | |
| Survey staff regarding their needs. | Superintendent Principals | Throughout year | Staff meetings, principal conference with supt and teachers | Teachers needs met | |
| Focus on special populations' needs | Principals Teachers | Throughout the school year | Local funds Title I funds ESSER III funds | Number of special needs professional development sessions attended | |
| Provide new teacher in-service | Superintendent Principals | Fall 2023 Spring 2024 | Employees' time | In-service schedule | |
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| Objective 4-2: The district will ensure that 100% of teachers are state certified in their teaching field. | | | | | |
|---|--|-----------------|--|---|----------------|
| Activity | Person(s) Responsible | Timeline | Resources | Method of Evaluation | Results |
| Improve highly-qualified/certified teacher status to 100% | Superintendent Principals | When hiring | Title I funds | Highly Qualified Report | |
| Encourage recruitment and retention of staff including the required ESSA recruitment and retention plan (see attached plan) | Superintendent Principals | When hiring | Title I funds Local funds ESSER II and III | Retention of Highly Qualified teachers Highly Qualified Report | |
| Annual check of staff's highly qualified status | Superintendent Business Manager Principals | Fall 2023 | Employees' time Previous year's Highly Qualified data | Highly Qualified Report | |
| Review highly qualified status of potential employees prior to hiring | Superintendent | When hiring | Employees' time Potential hires' transcripts/records | Highly Qualified Status sheets and Report | |

| Objective 4-3: The district will ensure teachers are appropriately certified. | | | | | |
|--|--|--------------------------|--|---|----------------|
| Activity | Person(s) Responsible | Timeline | Resources | Method of Evaluation | Results |
| Pay for ESL tests that results in certifications | Superintendent Business Manager | When tests passed | Local funds Title I funds REAP funds ESSER II and III | Number of teachers ESL certified | |
| Check teacher certifications regularly | Superintendent and Human Resources | Fall 2023 Spring 2024 | Employees' time | List of teacher certifications needed renewal | |

| Objective 4-4: The district will provide professional development in technology. | | | | | |
|---|----------------------------------|-----------------|------------------|-----------------------------|----------------|
| Activity | Person(s) Responsible | Timeline | Resources | Method of Evaluation | Results |

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|---|---|----------------------------|---|--|--|
| Provide technology professional development based on the STaR chart and SBEC standards | Principals Technology Director | Once a year | STaR Chart SBEC standards ESSER III | STaR chart results SBEC standards results | |
| Utilize the Technology Consortium with ESC VII for technology professional development. | Principals Technology Director Teachers | Throughout the school year | ESC VII Local Funds | Number of participants in trainings | |

Goal 5: Encourages parental and community involvement.

| Objective 5-1: The district will maintain an up-to-date and informative website. The website will include: | | | | | |
|---|--|-------------------------------|-----------------------------|-----------------------------|----------------|
| Activity | Person(s) Responsible | Timeline | Resources | Method of Evaluation | Results |
| Student Handbook including parents' rights to request teacher certification information | Technology Director Principals | Prior to school year | TASB Student Handbook Model | Website Review | |
| Code of Conduct | Technology Director Principals | Prior to school year | TASB Code of Conduct Model | Website Review | |
| Educational resources for parents | Technology Director Principals | Throughout the school year | Websites Title I funds | Website Review | |
| Financial documents regarding district spending | Technology Director Business Manager Superintendent | Throughout the school year | Employees' time Reports | Website Review | |
| School closing information | Technology Director Superintendent Transportation Director Principals | When necessary | Employees' time | Website Review | |

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| Lunch menus | Technology Director Cafeteria Manager | Monthly | Employees' time | Website Review | |
| Upcoming activities/calendar | Technology Director Principals | Weekly | Employees' time | Website Review | |
| School board meeting information on-line | Technology Director Superintendent | Monthly | Employees' time | Website Review | |

| Objective 5-2: The district will communicate with parents regarding student progress. | | | | | |
|--|--|---|------------------|---|----------------|
| Activity | Person(s) Responsible | Timeline | Resources | Method of Evaluation | Results |
| Make staff emails available on the school website | Technology Director | Throughout school year | ESC email | Emails received from parents | |
| Continue to employ a translator to provide materials in home language | Superintendent | Throughout school year | Local funds | Documents translated Personal contacts | |
| Hold Parent-teacher conferences | Principals Teachers | When necessary Once a year for Title I schools | Title I funds | Log of parent-teacher conferences | |
| Continue online grade availability for parents | Superintendent Technology Principals Teachers | Throughout school year | Employees' time | Online availability | |

| Objective 5-3: The district will encourage parent involvement by providing: | | | | | |
|--|--|----------------------------|--|---|----------------|
| Activity | Person(s) Responsible | Timeline | Resources | Method of Evaluation | Results |
| Parent information sessions | Principals | Throughout the school year | TEA/National information on : Special Programs information Testing information | Number of parent participants | |
| District SBDM meetings | Superintendent Principals | 2 per school year | Employees' and volunteers' time | Sign-in sheets | |
| Parent organizations | Principals Sponsors | Throughout the school year | Employees' and volunteers' time | Parent participation | |
| Extracurricular events attendance and sponsorship | Superintendent Principals Sponsors | Throughout the school year | Employees' and volunteers' time | Parent participation | |
| Back-to-School/Meet the Teacher Event, and Open House | Superintendent Principals | Beginning of school year | Employees' time | Sign-in sheets | |
| Parent Input into the development and evaluation of the district parental involvement policy | Superintendent Parents | May 2024 | Employees' and volunteers' time Title I funds | Parental Involvement policy Sign-in sheets | |
| Staff training on the importance of parental involvement | Superintendent Principals | Through-out the year | In-service time, meetings, professional development | In-service schedule, sign-in sheets | |
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MEISD Migrant Action Plan

As part of the improvement plan

Strategy 1: Professional Development Districts will participate in effective professional development activities in order to accurately and effectively identify and recruit migrant students and out of school youths.

| Required Activity | Method | Responsible Staff | Estimated Time Frame | Materials | Method of Evaluation |
|---|--|--------------------------------|---------------------------------|-----------------------------------|--|
| Meet federal requirements for annual Identification and Recruitment (ID&R) training | Participate in training | Migrant Contact | Before TEA deadline | State ID&R training, ID&R manual | Certificate |
| ID&R training for any new ESC or district Migrant staff and other non-migrant staff | Participate in training | Migrant Contact | As requested | State ID&R training, ID&R manual | Certificate |
| Updates from TEA and Education Service Center (ESC) | Receive updated information | ESC Migrant Specialist | As updates become available | Emails | Copies of updates |
| Migrant Education Program Advisory Council | Required activity to develop: Needs Assessment Plan, Priority for Service Action Plans, Review Statewide Delivery Plan, ID&R Planning and quality control plan | MEISD and ESC Migrant Contacts | September, 2023 and April, 2024 | District data, plan | Certificate, Needs Assessment Plan, PFS Action Plan, ID&R Plan |
| Migrant Education Program Advisory Council will develop Priority for Service Action Plan Template, ID&R Action Plan Template and Needs Assessment Plan. | ESC 7 MEP Advisory Council Workshop | MEISD and ESC Migrant Contacts | September, 2023 and April, 2024 | Action Plan Templates, PowerPoint | Certificate, Needs Assessment Plan, PFS Action Plan Template and ID&R Action Plan Template |

Strategy 2: Identification and Recruitment Process ESC 7 and districts will actively, accurately and effectively identify and recruit migrant students and out of school youths.

| Required Activity | Method | Responsible Staff | Estimated Time Frame | Materials | Method of Evaluation |
|--|--|--|-----------------------------------|--------------------|---|
| Actively and safely recruit Out of School Youth (OSY) | Meeting community members, churches, Chambers of Commerce, businesses | ESC OSY Recruiter, ESC Migrant Specialist, ESC Migrant Recruiter | Ongoing | Flyers, Newspapers | Agendas, flyers, newspaper |
| | Employers surveyed | ESC OSY Recruiter | Ongoing | Employer survey | Completed surveys |
| | ESC Recruiters follow ESC7 Safety Procedures | ESC Recruiters | Ongoing | ESC7 Procedures | Procedures reviewed with Recruiters |
| | Contact potentially eligible migrant families-by conducting family surveys during school registration and throughout the year. | MEISD and ESC | Year round | Family survey | NGS district reports, completed surveys |
| Identification of children and youth who are under the age of 22, moved across school district lines alone or with parents in order to | Screening family surveys | MEISD and ESC | Upon enrollment or identification | Family survey | NGS district reports, completed surveys |

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| obtain temporary or seasonal agricultural employment due to economic necessity. | Use New Generation System and Migrant Student Interstate Exchange (NGS and MSIX) to verify previously eligible Migrant students | Project districts and ESC | Upon enrollment or identification | Family survey | NGS district reports, completed surveys |
| | Tracking late enrollment, early withdrawal | MEISD and ESC | Upon enrollment and withdrawal | Family surveys and withdrawals | NGS district reports, completed surveys |
| Required Activity | Method | Responsible Staff | Estimated Time Frame | Materials | Method of Evaluation |
| Complete Certificate of Eligibility (COE) | Recruiter completes COE and Supplemental Documentation Form (SDF) during family interview. Submit completed COE and SDF to designated reviewer for review | ESC Recruiters | Within 5 days of parent signatures | COEs | Completed COE |
| Review COEs | Reviewer reviews COE and SDF, returns COE and SDF to recruiter if additional information is needed, then submits to New Generation System (NGS) Terminal Site for entry into to NGS. | Recruiter, Reviewer, NGS data entry personnel | Within 7 days of parent signature. | COEs | Completed COE with 2 signatures and NGS report. |
| Conduct Residency Verification | Verify continued residency for all currently eligible migrant children who have not made a new qualifying move during the current reporting period. Recruiter will request school record to verify enrollment and/or obtain parent signature for unenrolled youth. | District Migrant Contact, ESC Migrant Department | September 1, 2023- November 1, 2024. For 2 yr old turning 3, on or after 3rd birthday | COEs, School records | Updated COE, parent signature, NGS residency verification report |

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| Notify the school district when students qualify for the Migrant Education Program | Letter and a copy of the COE is sent to District Migrant Contact and to PEIMS Coordinator | ESC7 Migrant Department | Within 7 days of entry into NGS. | COE, letter | District's receipt of letter |
|--|---|-------------------------|----------------------------------|-------------|------------------------------|

| Required Activity | Method | Responsible Staff | Estimated Time Frame | Materials | Method of Evaluation |
|---|--|--|----------------------|---|---|
| Maintain a strong system of Quality Control | Eligibility Review-Forward COEs with more than one comment to ESC for review. Follow protocol for COEs that warrant further review by the ESC and/or State MEP as outlined in the ID&R Manual. Project Districts send a copy of COEs to ESC. | Recruiters, Reviewers, MEP administrators, ESC MEP contact | Ongoing | Documentation forms, re-interview documentation | Completed documentation forms, Re-interview documentation |
| | Work with the ESC to provide training support to MEP recruiters, designated reviewers and other MEP staff as specific needs are observed throughout the year. | All MEP staff | Ongoing | Manual, Documentation forms | Certificate |
| Annual Evaluation of ID&R Program | Analyze data | ESC and districts | May, 2024 | NGS forms | Completed NGS forms |
| Maintain up-to-date records on file | Maintain updated active and inactive records. Retain records for seven (7) years. | ESC and districts | Ongoing | COEs | COE records |

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| Coordinate with ESC for annual eligibility validation | Validate eligibility through re-interview process according to instructions set forth by TEA | ESC, MEP staff, previously identified children selected by State MEP | January - June, 2024 | COEs, TEA guidance | TEA report |
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| Required Activity | Method | Responsible Staff | Estimated Time Frame | Materials | Method of Evaluation |
|---|---|-------------------|----------------------|------------------|--------------------------|
| Maps, intraregional networking and interagency coordination | Recruiter is in contact with growers regarding hiring practices, crops and growing seasons. | OSY Recruiter | Ongoing | Data | Data |
| | Develop maps for recruiters | All MEP staff | Ongoing | Map | Map |
| | Coordinate/network with local/regional organizations that provide services to migrant workers and their families by meeting with staff and sharing information with entities listed on the back of the COE. | MEP staff | Ongoing | List of entities | Calendars, agendas, data |

Strategy 3: Family and Community Relations and Coordination Region 7 Project and SSA districts will actively, accurately and effectively work with families and community members.

| Required Activities | Activity | Responsible Staff | Estimated Time Frame | Materials | Method of Evaluation |
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| Parent Advisory Committee (PAC) | Parent questionnaire | ESC and MEISD | September - October 2024 | Questionnaire and listserv | Completed questionnaire |
| | Gather data | ESC and MEISD | November, 2024 | Documentation | Completed documentation |
| | Provide appropriate meeting based on data | ESC and MEISD | Fall Semester and Spring Semester | Data, determined by needs, invitations, announcements | Agenda, sign in sheets, invitations |
| Business Relations and Coordination | Meet with Chambers of Commerce, churches, community members and businesses | ESC Migrant staff | Ongoing | Determined by needs, invitations, announcements | Documentation of meeting, time accounting |
| | Invite Community and Businesses to PAC | ESC and MEISD | Fall Semester and Spring Semester | Determined by needs, invitations, announcements | Agenda, sign in sheets, invitations |
| Services | Provide school supplies and Summer Education Program materials as determined by needs assessment to Migrant Students. | ESC Migrant staff | Ongoing | NGS enrollment report, supplies, books | Signature on Delivery form |