

Invitation to Initial Consultation Sample Email for Non-publics and ESEA Equitable Services

Maine DOE

Greetings,

It is time to schedule our consultation meetings on ESEA equitable services and make **(NEXT SCHOOL YEAR)**'s plans.

Please reply to this email with your preferences from the lists below:

Preference for meeting day and time frame is:

- Day, Time

Preference for meeting venue is:

- In person at your school
- Zoom
- In person at the district office

As we prepare for the **(NEXT SCHOOL YEAR)** school year's consultation meeting, please take a moment to reflect on ESEA equitable service programs in which your school participated this year.

I find this work helps us in the planning/consultation process.

- Assess and evaluate current year effectiveness
 - Look at stated outcomes on the **(PAST YEAR)** needs assessments.
 - Were service goals met?
 - What were successes? Challenges?
- Assess what next year's goals look like.
 - Analyze student outcome data, meet with stakeholders
- Think about specific focus areas
 - Grade level - i.e., 3rd grade reading
 - Learning recovery
 - Grade spans for math or reading

Performance Report Reconciliation Sample Email for Non-Publics

Greetings,

It is time to schedule our consultation meetings on reconciling ESEA equitable services from (PAST SCHOOL YEAR) as well as gather any federally required data.

Please reply to this email with your preferences from the lists below:

Preference for meeting day and time frame is:

- Day, Time

Preference for meeting venue is:

- In person at the school
- Zoom
- In person at the district office

As we prepare for the (PAST SCHOOL YEAR) school year's reconciliation meeting, please take a moment to reflect on ESEA equitable service programs in which your school participated last year. We will need to discuss the following information:

- Assess and evaluate the effectiveness of the programming provided
 - Please be prepared to share data on the goals we established in (PAST SCHOOL YEAR'S) ESEA application
- Report out on federally required data:
 - Number of students served under Title IA by:
 - Ethnic Groups
 - Grade Levels
 - Types of services provided (IE Reading/Language Arts, Math, Science)
- Any funding balances that remain and if your school is eligible for carryover of those equitable services