

Deputy Mayor for Education (DME) FY18 Oversight Questions

DME Programmatic Initiatives

- Q1. Discuss each of the programmatic and policy initiatives the DME has worked on in FY18 and FY19 to date. Please include details about how these initiatives, both new and on-going, are part of a long-term strategic plan for city-wide education.
- Q2. Describe the Office's efforts in FY18 and FY19 to date to enhance interagency cooperation for the agencies under its purview and with the other Deputy Mayors' offices to address and coordinate education policies, programs, and initiatives across the District of Columbia's public education system.
- Q3. Please list all of the agencies under the DME and the priorities and goals both set and met for those agencies for FY18 and to date FY19. Include any agencies added in the past year or planned to add for FY19 to the DME's portfolio and how any of these changes alter the priorities of the DME.
- Q4. In June 2015, the National Academy of Sciences released its [five-year evaluation](#) of public education in the District of Columbia under mayoral control. Discuss the DME's efforts address each of the following three recommendations from the study for FY18 and FY19 to date:
- Recommendation 1: The District of Columbia should have a comprehensive data warehouse that makes basic information about the school system available in one place that is readily accessible online to parents, the community, and researchers.
 - Recommendation 2: The District of Columbia should establish institutional arrangements that will support ongoing independent evaluation of its public education system.
 - Recommendation 3: The District of Columbia's primary objective for its public schools should be to address the serious and persistent disparities in learning opportunities and academic progress that are evident across student groups and neighborhoods, with equal attention to DCPS and public charter schools. To that end, the NRC Committee recommends that the city attend to:
 - o Establishing centralized, system-wide monitoring and oversight of all public schools and their students, with particular attention to high-need student groups;
 - o The fair distribution of educational resources across wards and neighborhoods;
 - o Fostering more effective collaboration among public agencies and with the private sector to encourage cross-sector problem solving for the city's schools;
 - o Centrally collecting and making available more accessible, useful, and transparent data about D.C. public schools, including charters, tailored to the diverse groups with a stake in the system; and
 - o Exploring measures to strengthen public trust in education in a diverse, highly mobile city.
- Q5. Provide a comprehensive overview of the Every Day Counts Taskforce's work in FY18 and FY19 to date. Please include outcomes to date and a copy of the Taskforce strategic plan.
- Q6. Provide a complete accounting of the city's investment in reduce absenteeism and boost overall attendance for each agency involved. Please include the following:
- A description of the investment (program, personnel, etc.);
 - Total funding budgeted for FY18 and FY19 to date;
 - Total amount spent in FY18 and FY19 to date;

- The number of schools impacted by the investment;
- A description of the target population;
- The maximum capacity of the program, if any;
- The total number of youth impacted; and
- Any evaluation data/key outcomes observed in FY18 and FY19 to date as a result of the investment.

[NOTE: For electronic submission, please provide in an Excel document.]

- Q7. Provide the following data regarding the Kids Ride Free program for FY16, FY17, FY18, and FY19 to date:
- The number of students with an active DC One Card. For FY19 to date, please provide the number of students with active Metro cards;
 - The number of students that qualify for Kids Ride Free Bus program;
 - The number of students that qualify for Kids Ride Free Rail program;
 - The number of students that have signed up for the Kids Ride Free Rail Program;
 - The number of trips taken for the Kids Ride Free Rail Program August 2018 to date by month;
 - The number of students who participate in the metro subsidy for Metrorail access; and
 - Any observed outcomes during the past year and a half with regard to attendance as a result of this investment.
- Q8. Please provide the Committee with an update on the development of a new Middle School in the Shaw neighborhood, including copies of the feasibility analysis reports for potential sites and the community engagement plan.
- Q9. What programs and initiatives are currently underway by the DME to promote and improve access to high quality early care and early childhood education in the District of Columbia? Describe the DME's efforts to address the impact that the cost of living has had on the provision of child care services for both families that receive subsidy and are private pay.
- Q10. Provide an update on the DME's involvement with the Raise DC Leadership Council and how you connect your work with the organization to engage more disconnected youth in FY18 and FY19 to date.
- Q11. The following questions are regarding the DME's efforts to identify disconnected youth and connect them with adult learning, GED, workforce development, and other programs:
- What partnerships or collaborations with community partners and other District government agencies does the DME utilize to capture these individuals and promote workforce development?
 - Provide an update of the Graduation Pathways Project. What milestones were achieved in FY18 and FY19 to date?
- Q12. Describe the involvement that the DME has with the Workforce Investment Council through agencies in your purview, specifically any work done on the District of Columbia's State Plan as it relates to the Workforce Investment and Opportunity Act (WIOA) in FY18 and FY19 to date. Please include an accounting of the DME's role on the Adult Career Pathways Taskforce.
- Q13. Describe any efforts, initiatives, programs, or policies regarding workforce development that were developed or implemented by the DME in FY18 and to date in FY19. In your response indicate who in your office is responsible for overseeing these programs, the number of individuals who took part

in each program, and a narrative description of the results and outcomes of this program.

- Q14. Describe DME's efforts in FY18 and FY19 to date to implement a new LEA payment process.
- Q15. Describe the DME's engagement in FY18 and FY19 to date with stakeholders to complete the review of Uniform Per Student Funding Formula ("UPSFF") that is required by law every 2 years.
- Q16. Describe any programs or initiatives that the DME implemented to address homeless students during SY 17-18 and SY18-19 to date.
- Q17. Describe the work done by the DME and contractors to stand up the new Office and Commission on Out of School Time Grants and Youth Outcomes in FY18 and FY19 to date. Describe what was learned from the grant application, award, and monitoring processes in FY17 and FY18 that have led to changes to improve these efforts.

My School DC

- Q18. For FY18, the Council shifted the budget and operations for My School DC from DME to OSSE.
- What steps were taken in FY17 to prepare for this transition?
 - What challenges and successes have marked the process to date?
 - What is the DME's role in the new structure?
- Q19. Provide the Committee with the following data for each My School DC lotteries operated for SY16-17 and SY17-18 to date:
- The number of participating schools;
 - The total seats are available broken down by school/campus and grade level at the beginning of the lottery period;
 - The number of applications were submitted by the first deadline;
 - The match rate for applications submitted in the first round (i.e., how many families got their first choice, second choice, third choice, and so on);
 - The percent of families that accepted their match;
 - The average number of schools parents/guardians select (12 being the most);
 - The number of seats that were still available at the end of the lottery period broken down by school/campus and grade level; and
 - A response to if the system is more streamlined and transparent with only one round (versus two in previous years).
- Q20. The Special Education Quality Improvement Act allowed charter schools to establish a preference for students with an IEP or particular disability. Please provide an update on the modification to the lottery to accommodate this new preference.
- Q21. Describe My School DC's efforts to provide training and outreach to D.C. Public Libraries or other agencies to be able to assist patrons attempting to use My School DC during FY17 and FY18 to date. Please describe the nature of those training or outreach sessions.
- Q22. Provide the languages in which My School DC offers website information and other information regarding language access provided to families.

- Q23. Provide the organization of the Common Lottery Board including a full list members of the Board and the leadership and voting structure, meeting dates, and decisions made in FY17 and FY18 to date. Please include any steps the Board is taking or considering to address preferences, more data being publicly being released, and any other initiatives. Include any bylaws or other official guiding documents.

Planning and Facilities

- Q24. Provide a comprehensive update on the Cross Sector Collaboration Task Force including named and appointed members; mission and vision statements; meetings held in FY18 and agendas for meetings; and any other relevant community or sector partner engagement for FY18 and FY19 to date. Of the goals for the Task Force, which were met and what are still outstanding?
- Q25. List all of the former school buildings that have been released under the RFO process in FY18, and FY19 to date. Include a description of the DME's timeline for the release of additional buildings in FY19.
- Q26. Describe the DME's work in FY18 and to date in FY19 to address the lead testing and lead in the water in D.C. public schools, recreation centers and libraries. Include a description of planning for lead testing and funding for FY18, including sources for funding this initiative, and also provide an update on the DME's work with public charter schools to meet the Bowser Administration's new standard of a 1 part per billion action level for tests on drinking water sources in public schools and recreation centers. Please include any MOU/MOA agreements with regard to funding for future tests and filters.
- Q27. Provide an update on the environmental and safety audits conducted in schools for FY18 to date in FY19.

General Questions

- Q28. Provide a current organization chart for DME and the name of the employee responsible for the management of each office/program and a brief description of that role. If applicable, provide a narrative explanation of any organizational changes made during FY18 or to date in FY19. Please provide any staff or related budget constraints the DME faced in FY19.
- Q29. Provide the agency's performance plan for FY18. Did the DME meet the objectives set forth in the FY18 performance plan? Provide a narrative description of what actions the agency undertook to meet the key performance indicators, including an explanation as to why any indicators were not met.
- Q30. Provide the agency's performance plan for FY19. What steps has the agency taken to date in FY19 to meet the objectives set forth in the FY18 performance plan?
- Q31. Provide the following budget information for DME, including the approved budget, revised budget, and expenditures, for FY18 and to date in FY19:

- At the agency level, please provide the information broken out by source of funds and by Comptroller Source Group and Comptroller Object.
- At the program level, please provide the information broken out by source of funds and by Comptroller Source Group and Comptroller Object.
- At the activity level, please provide the information broken out by source of funds and by Comptroller Source Group.

[NOTE: for electronic submission please submit raw data (i.e. CFO data ump)]

- Q32. Provide a complete accounting of all intra-district transfers received by or transferred from DME during FY18 and to date in FY19. Please include FTEs in this reporting. For each, please provide a narrative description as to the purpose of the transfer and which programs, activities, and services within DME the transfer affected.
- Q33. Provide a complete accounting of all reprogrammings received by or transferred from the DME during FY18 and to date in FY19. For each, please provide a narrative description as to the purpose and reason of the transfer and which programs, activities, and services within the agency the reprogramming affected. In addition, include an accounting of all reprogrammings made within the agency that exceeded \$100,000 and provide a narrative description as to the purpose and reason of the transfer and which programs, activities, and services within the agency the reprogramming affected.
- Q34. Provide a list of all DME's fixed costs budget and actual dollars spent for FY18 and to date in FY19. Include the source of funding and the percentage of these costs assigned to each DME program. Include the percentage change between DME's fixed costs budget for these years and a narrative explanation for any changes.
- Q35. Provide a current list of all properties supported by the DME budget. Indicate whether the property is owned by the District or leased and which agency program utilizes the space. If the property is leased, provide the terms of the lease. For all properties provide an accounting of annual fixed costs (i.e. rent, security, janitorial services, electric).
- Q36. Describe any spending pressures that existed in FY18. In your response please provide a narrative description of the spending pressure, how the spending pressure was identified, and how the spending pressure was remedied.
- Q37. Identify potential areas where spending pressures may exist in FY19? Please provide a detailed narrative of the spending pressures including FTEs, and any steps that are being taken to minimize the impact on the FY19 budget.
- Q38. Provide a list of all FY18 full-time equivalent positions for DME, broken down by program and activity. In addition, for each position please note whether the position is filled (and if filled, the name of the employee) or whether it is vacant. Finally, indicate the source of funds for each FTE (local, federal, special purpose, etc.) and if any staff are classified as independent contractors.
- Q39. How many vacancies were posted for DME during FY18, to date in FY19, and what the positions were/are and why was the position vacated? In addition, note how long the position was vacant,

what steps have been taken to fill the position, whether or not the position has been filled, and the source of funding for the position.

Q40. Provide the Committee with the following:

- A list of employee receiving bonuses, special pay, additional compensation, or hiring incentives in FY18 and to date in FY19, and the amount; and,
- A list of travel expenses for FY18 and to date in FY19, arranged by employee.

Q41. Provide the following information for all grants awarded to DME during FY18 and to date in FY19:

- Grant Number/Title;
- Who the grant was awarded;
- Approved Budget Authority;
- Expenditures (including encumbrances and pre-encumbrances);
- Purpose of the grant;
- Grant deliverables;
- Grant outcomes, including grantee performance;
- Any corrective actions taken or technical assistance provided;
- DME program and activity supported by the grant;
- DME employee responsible for grant deliverables; and
- Source of funds.

Q42. Provide the following information for all grants/subgrants awarded by DME during FY18 and to date in FY19:

- Grant Number/Title;
- Who the grant was awarded;
- Approved Budget Authority;
- Expenditures (including encumbrances and pre-encumbrances);
- Purpose of the grant;
- Grant deliverables;
- Grant outcomes, including grantee/subgrantee performance;
- Any corrective actions taken or technical assistance provided;
- DME employee/s responsible for overseeing the grant; and
- Source of funds.

Q43. Provide the following information for all contracts awarded by DME during FY18 and to date in FY19:

- Contract number;
- Approved Budget Authority;
- Funding Source;
- Whether it was competitively bid or sole sourced;
- Expenditures (including encumbrances and pre-encumbrances);
- Purpose of the contract;
- Name of the vendor;
- Contract deliverables;
- Contract outcomes;
- Any corrective actions taken or technical assistance provided; and

- DME employee/s responsible for overseeing the contract.
- Q44. Provide the following information for all contract modifications made by DME during FY18 and to date in FY19, broken down by DME program and activity:
- Name of the vendor;
 - Purpose and reason of the contract modification;
 - employee/s responsible for overseeing the contract;
 - Modification cost, including budgeted amount and actual spent; and
 - Funding source.
- Q45. Provide the following information for all purchase card transactions during FY18 and to date in FY19:
- Employee that made the transaction;
 - Transaction amount; and,
 - Transaction purpose.
- Q46. Provide copies of any investigations, reviews or program/fiscal audits completed on programs and activities within DME during FY18 and to date in FY19. This includes any reports of the D.C. Auditor or the Office of the Inspector General. In addition, please provide a narrative explanation of steps taken to address any issues raised by the program/fiscal audits.
- Q47. Has the DME adhered to all non-discrimination policies in regards to hiring and employment?
- Q48. Have there been any accusations by employees or potential employees that the DME has violated hiring and employment non-discrimination policies in FY18 or to date in FY19? If so, what steps were taken to remedy the situation(s)?
- Q49. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY18 or FY19, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).
- Q50. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY17 and FY18, to date, whether or not those allegations were resolved.
- Q51. Please list the administrative complaints or grievances that the agency received in FY18 and FY19, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY18 or FY19, to date, describe the resolution.