



BUREAU OF EQUAL EDUCATIONAL OPPORTUNITY
COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF EDUCATION
182 TREMONT STREET BOSTON MASSACHUSETTS 02111

MEMORANDUM

TO:

METCO Superintendents

FROM:

Cecilia M. Di Bella, State Coordinator for METCO *and*

DATE:

February 13, 1975

SUBJECT:

Attached Draft METCO Activity/ Responsibility Chart

The attached draft chart is the result of a series of discussions with the Cabinet of METCO Superintendents, METCO, Inc. and Charles Glenn and myself. Dr. Zimmerman will be summarizing the rationale for the development of this chart, the activities of the Cabinet and the process which has been followed in developing this chart during this meeting.

At the last Cabinet meeting on January 23rd, the attached draft was distributed. Cabinet members were asked to make further comments and revisions for inclusion in this presentation to the entire METCO Superintendents group. The following responses received are divided into two categories, revisions and amendments:

1. Revisions

- I. under "Prime Responsibility"
Add: "with appeals process to EEO"

2. Amendments:

<u>Activity</u>	<u>Prime Responsibility</u>
Q. Evaluation Criteria	Cabinet /METCO, Inc./ EEO
R. Evaluation	
Total Program	EEO
Local Programs	EEO
S. METCO, Inc. Budget	Superintendents on Recommendation from Cabinet

cc: Charles Glenn
Jean McGuire
Steve Shaw

Inn-prograde School

<u>Activity</u>	<u>Prime Responsibility</u>
A. Program Standards	EEO- with Cabinet Recommendation
B. Recruitment of LEA's	EEO/METCO
C. Program development	LEA
D. Program & budget approvals	EEO
E. Recruitment guidelines & priorities	EEO
F. Placement criteria	Cabinet
G. Recruitment	METCO
H. Screening	METCO
I. Program & LEA Placement	METCO
J. School Placement	LEA
K. Transportation	
1. Standard contract	EEO
2. Scheduling	LEA
3. Contracting	LEA / may contract to METCO
4. Routing	METCO
5. Hiring monitors	LEA - affirmative action
6. Driver training	METCO
L. Orientation	
1. Parents & students to program	METCO
2. Parents & students to school	LEA
3. New LEA	METCO/EEO
4. New school in continuing LEA	LEA metco's
5. New staff in continuing school	LEA affirmative action
M. Linkage - school/family	METCO
N. Learning & special support	
1. Educational Program	LEA
2. Social support	LEA
3. Help with learning difficulties	LEA
4. Help with adjustment & other difficulties	LEA/METCO ?
O. Termination of student	LEA
P. Monitoring of program	EEO

January 23, 1975
C. Glenn