

# **Title I, Part A**

# **Preparing for Federal Program Monitoring**

**Virginia Department of Education**  
**Office of Program Administration and Accountability**  
**Title I, Part A, FPM Webinar**  
**November 1, 2016**



# Overview

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- Federal Program Monitoring
  - Cycle
  - Process
  - Protocol
- FPM 2015-2016 Summary
- Technical Assistance Areas of Note
- Review of Protocol
- Questions and Answers



# Monitoring Cycle



# Three-Year Cycle

 ELEMENTARY & SECONDARY EDUCATION ACT (ESEA)

## FEDERAL PROGRAM MONITORING FOR ESEA

VDOE maintains the responsibility for adoption and use of effective methods to monitor compliance with federal and state requirements and to office overseeing discretionary or formula grant programs to monitor each of its programs. As the department carries out this task, it remains fo public education.

- Introduction to Federal Program Monitoring ([PDF](#)) | ([Word](#))
- [Federal Program Monitoring Three-Year-Cycle 2014-2015 through 2016-2017](#) (PDF)
- [2016-2017 Federal Program Monitoring PowerPoint Presentation](#) (PDF)
- [2016-2017 Federal Program Monitoring Schedule for Certain Program Areas Under the ESEA of 1965](#) – Superintendent's Memo 233-16

⊕ Title I Part A – Title I Part C – Title I Part D – Title III Part A – Title VI, Part B

⊕ Title II, Part A

⊕ Title IV, Part B

[Superintendent's Memo #233-16](#)



# Divisions Scheduled for FPM in 2016-2017

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1. Amelia County
2. Appomattox County
3. Augusta County
4. Bath County
5. Caroline County
6. Carroll County
7. Chesapeake City
8. Clarke County
9. Colonial Heights City
10. Covington City
11. Craig County
12. Cumberland County
13. Dinwiddie County
14. Falls Church City
15. Fluvanna County
16. Franklin County
17. Frederick County
18. Giles County
19. Gloucester County
20. Goochland County
21. Grayson County
22. Highland County
23. King and Queen County
24. Lexington City
25. Madison County
26. Manassas Park City
27. Mathews County
28. Middlesex County
29. Patrick County
30. Poquoson City
31. Rockbridge County
32. Rockingham County
33. Russell County
34. Salem City
35. Southampton County
36. Suffolk City
37. Sussex County
38. Washington County
39. West Point
40. Williamsburg-James City County
41. Wise County
42. Wythe County
43. York County



# Onsite or Virtual

Virginia Department of Education  
Office of Program Administration and Accountability  
2016-2017 Federal Program Monitoring Schedule

School Division	Title I, Part A	Title I, Part C	Title I, Part D, Subpart 1	Title I, Part D, Subpart 2	Title III, Part A	Title VI, Part B, Subpart 2
1. Accomack County		Virtual				
2. Amelia County	Virtual				Virtual	
3. Appomattox County	Virtual				Virtual	Virtual
4. Augusta County	On site				On site	
5. Bath County	Virtual				Virtual	
6. Caroline County	Virtual				Virtual	
7. Carroll County	Virtual				On site	
8. Chesapeake City	On site				On site	
9. Clarke County	Virtual				Virtual	
10. Colonial Heights City	On site				On site	
11. Covington City	Virtual				Virtual	
12. Craig County	Virtual				Virtual	
13. Cumberland County	On site				On site	On site
14. Dinwiddie County	On site				On site	
15. Falls Church City	Virtual				On site	
16. Fluvanna County	Virtual				Virtual	
17. Franklin County	Virtual				On site	



# Monitoring Process



1

- Review monitoring document and begin gathering evidence

2

- Organize evidence and complete “LEA Response” column of the monitoring protocol

3

- Send flash drive and completed protocol via U.S. mail two weeks prior to virtual monitoring
- Send completed protocol via email or Dropbox two weeks prior to onsite monitoring



# Monitoring Protocol



# Federal Program Monitoring: Protocol Document

## *Where can I find the FPM protocol document?*

 ELEMENTARY & SECONDARY EDUCATION ACT (ESEA)

### FEDERAL PROGRAM MONITORING FOR ESEA

VDOE maintains the responsibility for adoption and use of effective methods to monitor compliance with federal and state requirements and to ensure no deficiencies in program operations and the use of federal program funds. Federal policy requires every program office overseeing discretionary or federal programs to monitor each of its programs. As the department carries out this task, it remains focused on its primary goal: To raise academic performance for all students and to effect greater accountability for public education.

- Introduction to Federal Program Monitoring ([PDF](#)) | ([Word](#))
- [Federal Program Monitoring Three-Year-Cycle 2014-2015 through 2016-2017](#) (PDF)
- [2016-2017 Federal Program Monitoring PowerPoint Presentation](#) (PDF)
- [2016-2017 Federal Program Monitoring Schedule for Certain Program Areas Under the ESEA of 1965](#) – Superintendent's Memo 233-16

☰ Title I Part A – Title I Part C – Title I Part D – Title III Part A – Title VI, Part B

Title I, Part A	Title I, Part C	Title I Part D	Title III, Part A	Title VI, Part B
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Title I, Part A, Improving Basic Programs

- Federal Program Monitoring for Title I, Part A, Improving Basic Programs Operated by Local Educational Agencies ([PDF](#)) | ([Word](#))



# Inactive Sections



**1.0: The SEA conducts monitoring of its subgrantees sufficient to ensure compliance with Title I, Part A program requirements.** [Section 9304 of NCLB and 200.328 of EDGAR]

Guiding Questions <u>LEA</u>	Acceptable LEA Evidence <u>Documentation</u>	Probing Questions <u>Interview</u>	LEA Response	To be completed by DOE: Is sufficient documentation provided?
<p><b>1.0a</b> When was the last time you were monitored by the SEA?</p>	<ul style="list-style-type: none"> <li>Copies of reports, corrective actions, results of technical assistance.</li> </ul>	<ul style="list-style-type: none"> <li>Staff describes monitoring process, including on-site procedures, data review, and the reporting and corrective action processes, as pertains to most recent monitoring by the SEA.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u>  SEA has access to this information.
<p><b>1.0b</b> What findings, if any, were indicated as a result of the monitoring visit?</p>	<ul style="list-style-type: none"> <li>Sample of letters to schools, checklists, forms, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Have all findings from the last visit been addressed?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <u>Comments</u>  SEA has access to this information.



# Inactive Sections

Guiding Questions <u>LEA</u>	Acceptable LEA Evidence <u>Documentation</u>	Probing Questions <u>Interview</u>	LEA Response	To be completed by DOE: Is sufficient documentation provided?
<p><b>1.1b</b> Within each LEA do individual school reports include all of the preceding plus:</p> <p>a) whether the school has been identified for school improvement; and</p> <p>b) <u>information</u> that shows how the school's student achievement on the statewide academic assessments and other indicators of federal requirements compared to students in the LEA and the state.</p>	<ul style="list-style-type: none"> <li>Division Report Card samples; dissemination plan and timeline</li> <li>Student Assessment Report samples; dissemination plan and timeline.</li> </ul>	<ul style="list-style-type: none"> <li>Describe the process of how the LEA publicly disseminated the information contained in the Annual LEA Report Cards to all schools in the LEA and to all parents of children attending the LEA's schools.</li> </ul>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u> SEA provides LEA and school report cards via the SEA Web site. The SEA – generated report cards contain all the data required under Section 1111.</p> 



# Inactive Sections

Guiding Questions <u>LEA</u>	Acceptable LEA Evidence <u>Documentation</u>	Probing Questions <u>Interview</u>	LEA Response	To be completed by DOE: Is sufficient documentation provided?
<p>2.2a Has the LEA provided technical assistance and support to those Title I schools, not identified as priority or focus schools, <u>required to implement an improvement plan because one or more subgroup(s) missed an AMO?</u></p>	<ul style="list-style-type: none"> <li>List of schools required to implement as improvement plan</li> <li>Evidence of technical assistance on improvement planning provided to the LEA by the SEA</li> <li>Evidence of use of <u>Indistar</u> for improvement planning</li> <li>Documentation that all required elements/components of the <u>Indistar</u> process have been completed as required</li> </ul>	<ul style="list-style-type: none"> <li>Describe the process the LEA uses to ensure its “improvement plan needed” schools have followed the SEA guidelines for creating an improvement plan to address the academic achievement of the identified subgroup(s).</li> </ul>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p><u>Comments</u></p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p><u>Comments</u></p> <p>Not required in 2016-2017</p> 



# Federal Program Monitoring: Evidence Collection

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- Review protocol document
- Request clarification on any items from VDOE Title I, Part A, specialist
- Establish electronic filing system to mirror protocol document



# Federal Program Monitoring: Evidence Collection

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- Assign evidence collection tasks to those involved in implementing the program
- Establish timelines and procedures for collection of evidence and completion of protocol document
- Mail flash drive and completed protocol to VDOE two weeks prior (virtual) or email completed protocol two weeks prior (onsite)



# Sections of the protocol to use during evidence collection:

## 2.1 The SEA has developed procedures to ensure the hiring and retention of qualified teachers and paraprofessionals. [§11112; 12119; §11119; 2 CFR Part 200.328]

Guiding Questions <u>LEA</u>	Acceptable LEA Evidence <u>Documentation</u>	Probing Questions <u>Interview</u>	LEA Response	To be completed by DOE: Is sufficient documentation provided?
<p>2.1a Has the LEA ensured that instructional paraprofessionals in Title I schools work under the direct supervision of and in close and frequent proximity with a properly licensed and endorsed teacher?</p>	<ul style="list-style-type: none"> <li>• Samples of guidance, memoranda, training materials and/or agenda of meetings for principals and teachers in Title I schools regarding the duties and assignment of instructional paraprofessionals.</li> <li>• Schedules</li> <li>• Lesson Plans</li> <li>• Eligible students</li> </ul>	<ul style="list-style-type: none"> <li>• If applicable, how does the LEA ensure that Title I instructional paraprofessionals work under the direct supervision of a properly licensed and endorsed teacher?</li> <li>• Do schedules reveal that instructional paraprofessionals work under the direct supervision of a properly licensed and endorsed teacher?</li> </ul>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p><u>Comments</u> [Redacted]</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p><u>Comments</u> [Redacted]</p>



## Each section of the protocol should have its own folder:

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Name	Date modified	Type
 1.0 Not Applicable	11/1/2016 8:05 AM	File folder
 1.1 a-b Not Applicable	11/1/2016 8:07 AM	File folder
 1.1 c	11/1/2016 8:07 AM	File folder
 1.1 d	11/1/2016 8:08 AM	File folder
 2.1 a	11/1/2016 8:09 AM	File folder
 2.1 b	11/1/2016 8:10 AM	File folder
 2.1 c	11/1/2016 8:10 AM	File folder
 2.2 a Not Applicable	11/1/2016 8:11 AM	File folder
 2.3 a	11/1/2016 8:11 AM	File folder
 2.3 b	11/1/2016 8:12 AM	File folder
 2.3 c	11/1/2016 8:12 AM	File folder
 2.3 d	11/1/2016 8:12 AM	File folder
 2.3 e	11/1/2016 8:12 AM	File folder
 2.3 f	11/1/2016 8:12 AM	File folder
 2.3 g	11/1/2016 8:13 AM	File folder
 2.3 h	11/1/2016 8:13 AM	File folder
 2.3 i	11/1/2016 8:13 AM	File folder
 2.3 j Not Applicable	11/1/2016 8:14 AM	File folder



## Each folder should contain evidence for the protocol item:

<p><b>1.1c</b> Has the LEA publicly disseminated the information contained in the Annual LEA Report Cards to all schools in the LEA and to all parents of children attending the LEA's schools in a form and to the extent practicable in the language that parents can understand?</p>	<ul style="list-style-type: none"> <li>• <b>Division Report Card samples;</b> dissemination plan and timeline</li> <li>• Student Assessment Report samples, dissemination plan, and timeline.</li> <li>• School/LEA Web site</li> <li>• Evidence of mailing</li> <li>• School handbook</li> <li>• Other</li> </ul>	<ul style="list-style-type: none"> <li>• Describe how the LEA publicly disseminated the information contained in the Annual LEA Report Cards to all schools in the LEA and to all parents of children attending the LEA's schools in a form and to the extent practicable in</li> </ul>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p> <p>█</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><u>Comments</u></p> <p>█</p>
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 AES School Report Card 2015-2016...	Adobe Acrobat Document	174 KB
 BES School Report Card 2015-2016...	Adobe Acrobat Document	175 KB
 CES School Report Card 2015-2016...	Adobe Acrobat Document	183 KB
 CPS School Report Card 2015-2016...	Adobe Acrobat Document	142 KB
 EMES School Report Card 2015-20...	Adobe Acrobat Document	178 KB
 EMES School Report Card 2015-20...	Adobe Acrobat Document	178 KB
 FBES School Report Card 2015-201...	Adobe Acrobat Document	176 KB
 MCPS Division Report Card 2015-2...	Adobe Acrobat Document	256 KB
 PFES School Report Card 2015-201...	Adobe Acrobat Document	177 KB



# Sections of the protocol to use during protocol completion:

## 2.1 The SEA has developed procedures to ensure the hiring and retention of qualified teachers and paraprofessionals. [§1112; 12119; §1119; 2 CFR Part 200.328]

Guiding Questions <u>LEA</u>	Acceptable LEA Evidence <u>Documentation</u>	Probing Questions <u>Interview</u>	LEA Response	To be completed by DOE: Is sufficient documentation provided?
<p><b>2.1a</b> Has the LEA ensured that instructional paraprofessionals in Title I schools work under the direct supervision of and in close and frequent proximity with a properly licensed and endorsed teacher?</p>	<ul style="list-style-type: none"> <li>• Samples of guidance, memoranda, training materials and/or agenda of meetings for principals and teachers in Title I schools regarding the duties and assignment of instructional paraprofessionals.</li> <li>• Schedules</li> <li>• Lesson Plans</li> <li>• Eligible students</li> </ul>	<ul style="list-style-type: none"> <li>• If applicable, how does the LEA ensure that Title I instructional paraprofessionals work under the direct supervision of a properly licensed and endorsed teacher?</li> <li>• Do schedules reveal that instructional paraprofessionals work under the direct supervision of a properly licensed and endorsed teacher?</li> </ul>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p><u>Comments</u>  <input type="text"/></p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p><u>Comments</u>  <input type="text"/></p>



# FPM 2015-2016 Summary



# FPM 2015-2016 Summary

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<b>Number of Divisions Monitored</b>	<b>Number of Divisions with Findings</b>	<b>Number of Divisions with Noted Areas of Concern</b>	<b>Number of Divisions Receiving Letters Regarding HQT Status</b>
<b>Title I, Part A Title I, Part D Title III</b>			
<b>42</b>	<b>1</b>	<b>1</b>	<b>10</b>



# FPM 2015-2016 Summary

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Federal Program Area	Area of Improvement
Title III	Lau v. Nichols (1974), providing programs and services to English Learners
Title III	Data Collection (1.4a – methods for collecting and recording ELL data)
Title I	Students must be taught by teachers who are properly licensed and endorsed for the classes they are assigned to teach



# Technical Assistance Areas of Note



# FPM: Technical Assistance Areas of Note

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- Fiduciary
  - Allocations to Schools
  - Salaries (Time and Effort)
  - Inventory
- Parent Involvement





# Title I, Part A, Funding: Allocations to Schools

(12)	(13)	(14)	(15)	(16)	(17)	(18)
Number of Low-Income Pupils Served	Percent Low-Income	Minimum School Allocation	Distribution Balance: 714353.67 from Box A	School Reallocation Amount (Do Not Use if you have schools in School Improvement)	School Allocation Total (Cols. 15 and 16)	Adjusted PPE
#####		714,353.67	714,353.67	0.00	714,353.67	
<b>Balance to Reallocate</b>			<b>0.00</b>			
302	95.3%	103,619.02	610,734.65		103,619.02	343.11
551	79.7%	189,053.25	421,681.39		189,053.25	343.11
690	77.5%	236,745.45	184,935.94		236,745.45	343.11
539	74.2%	184,935.94	0.00		184,935.94	343.11



# Fiduciary: Personnel

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*Does the school division allocation process ensure the proper distribution of Title I, Part A, funds?*

- Division set-aside for allocable personnel only
- Positions for allocable personnel only
- Time and Effort Documentation
  - [Semi-annual Certification Form](#)
  - [Personnel Activity Report](#)
  - [Principal Attestation Form](#) (not required for 2016-2017)



## Fiduciary: Inventory Instructions

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*Does the school division adhere to the procedures for maintaining equipment and materials purchased with Title I, Part A, funds?*

- Budget
- Reimbursements
- Inventory records
- Disposition of Title I inventory records
- Procurement policies



# Fiduciary: Parent Involvement

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***Does the school division reserve the required amount of its Title I, Part A, allocation for parent involvement?***

- How does the division document the one percent division set-aside?
- How does the division distribute the required 95 percent of the one percent to the eligible schools?
- If allocation is not used during fiscal year, it must be carried over and added to the following year's required reservation.
- Reservation is required if division's award is at least \$500,000.



# Parent Involvement

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*Please address the following:*

- Building Parent Capacity
- Parent Right-To-Know (still required in 2016-2017)
- Parent Policy/Compact
- Planning
- **Annual Meeting**
- Evaluation of Program Implementation and Parent Involvement



# Questions?

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# VDOE Contact Information: Title I, Part A, Specialists

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# VDOE Contact Information: Title I, Part A, Coordinator

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