

# Title II, Part A, Preparing for Federal Program Monitoring

Virginia Department of Education  
Coordinators' Academy  
July 29 – July 31, 2014





# Purposes of Federal Program Monitoring (FPM)

- ▶ **To ensure compliance with the law**
- ▶ **To offer technical assistance**
- ▶ **To identify effective practices**



# Types of Monitoring

- ▶ Ongoing “desk checks” – unofficial
- ▶ Official monitoring
  - Telephone monitoring
  - On-site monitoring

# Ongoing “Desk Checks”



- Application review
- Reimbursement review
- Highly-qualified teacher (HQT) statistics
- Equitable distribution
- Private school participation



# Phone and On-site Monitoring

## Protocol focus areas:

1. Teacher quality
  - Progress toward 100 percent HQT goal
  - Equitable distribution of highly qualified teachers
2. Needs assessment and professional development plan
3. Allowable uses of funding
4. Fiscal requirements
5. Public reporting and parental notification
6. Private school participation



# How to Prepare

- ▶ **Collect evidence**
- ▶ **Organize in notebook or file folders**
- ▶ **Reserve space (if on-site)**
- ▶ **Schedule appropriate personnel:**
  - **Title II, Part A, coordinator;**
  - **Human resources liaison; and**
  - **OMEGA/finance personnel**



# What to Expect

- ▶ Letter of notification sent at least six weeks in advance
- ▶ Audio conference overview
- ▶ Mutually agreed upon date and time

# 2014–2015 Tentative FPM Schedule



Augusta County	Goochland County	Petersburg City
Buckingham County	King and Queen County	Roanoke City
Caroline County	King George County	Rockbridge County
Carroll County	Lee County	Scott County
Cumberland County	Lynchburg City	Shenandoah County
Essex County	Madison County	Sussex County
Falls Church City	Mecklenburg County	Waynesboro City
Franklin County	Montgomery County	Williamsburg–James City County
Giles County	Newport News City	



# Common Findings

- **Needs Assessment and Professional Development**
- **Principal Attestation from Title I schools**
- **Public Reporting**
- **Private School Participation**

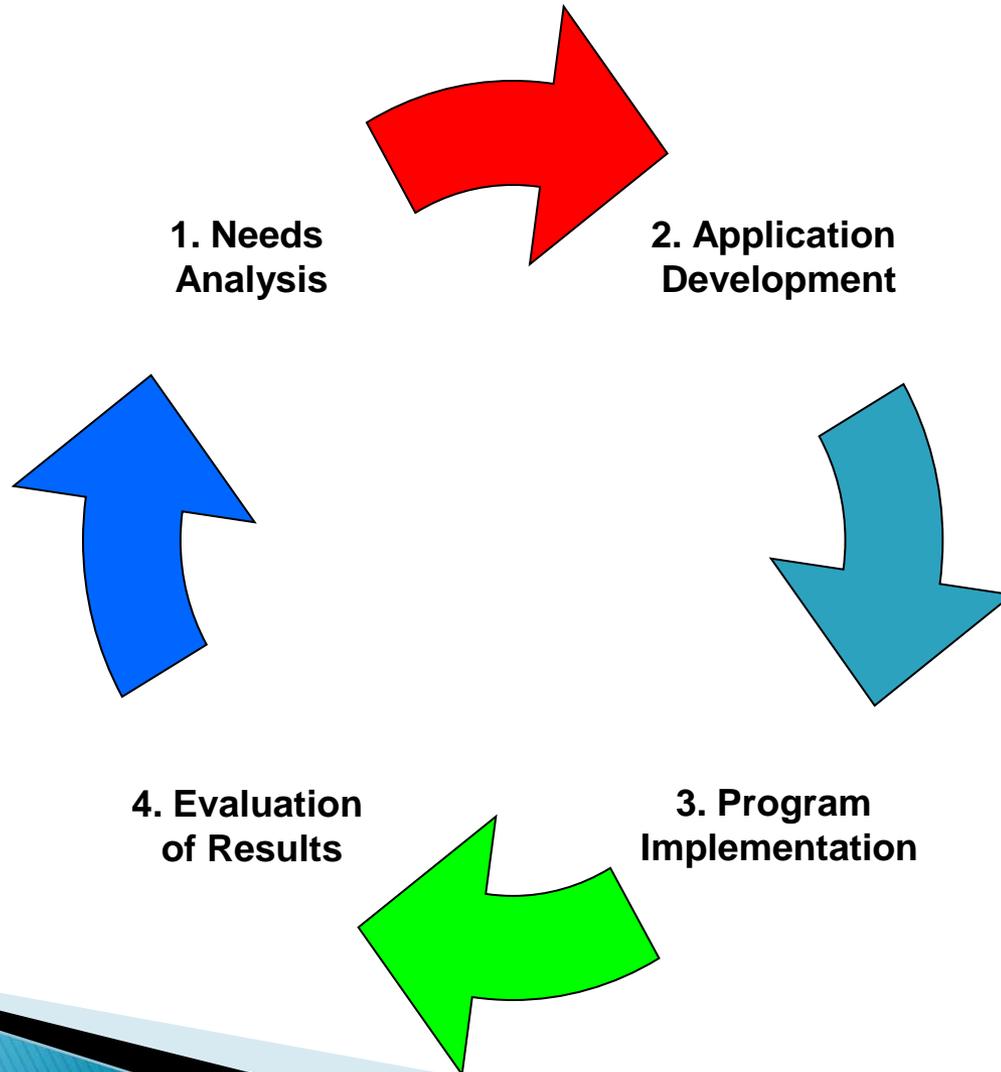
*ESEA, Section 1111(h)(2)(B)*

# Needs Assessment and Professional Development





# Application Development Cycle



# Needs Assessment



- ▶ **Must be conducted on an annual basis**
- ▶ **Must involve multiple stakeholders**
- ▶ **Use of funds must be tied to results of needs assessment**
- ▶ **Should involve the analysis of multiple data elements**

*[ESEA, Section 2122(c)]*

# Needs Assessment



- ▶ **Involve key stakeholders:**
  - Teachers (include Title I teachers, different grade levels and subject areas)
  - Paraprofessionals
  - Principals
  - Central office staff (i.e., human resources, professional development staff, instruction)
  - Parents
  - Private school officials

*[ESEA, Section 2122(c)]*

# Principal Attestation (in schools receiving Title I funding)





# Principal Attestation

- Principals in Title I schools are required to report semi-annually the HQT requirements of teachers and paraprofessionals.
- Copies of the attestations shall be:
  - Maintained at each school operating a Schoolwide or Targeted Assistance program;
  - Maintained at the main office of the school division; and
  - Available to any member of the general public on request.

*ESEA, Section 1119(h)*

# Parental Notification (in schools receiving Title I funding)



# Annual School Report Cards



- Parents must be provided with a copy (or information on how to obtain a copy) of the school's report card.
  - Examples: Letter home to parents; newsletter; student handbook
- A link should also be placed on each Title I school's webpage (Recommend linking to report cards on VDOE site)
- Information must be provided to parents of all students attending schools receiving Title I funding.
- Information must be provided on an annual basis.
- Report cards are available at <https://p1pe.doe.virginia.gov/reportcard/>.

*ESEA, Section 1111(h)(2)(B)*

# Teacher Qualifications



- Parents in schools supported by Title I funds must be notified that they have the right to inquire about the qualifications of their child's teacher.
- Notification must be provided to parents of all students attending schools that receive Title I funding.
- Notification must be provided on an annual basis.
- Notification may be provided via letter or included in a student handbook.

*ESEA, Section 1119(b)(1)(A)*

# Notice of Non-highly Qualified Teachers



- ▶ If a child is taught for four or more weeks by any non-highly qualified teacher in a Title I school, a letter of notification must be sent home to parents.
- ▶ Examples:
  - Teachers with provisional licenses (needing coursework or testing)
  - Long-term substitutes who are not highly qualified
  - Teachers teaching out of their area(s) of endorsement
- ▶ Refer to IPAL report.

*ESEA, Section 1119(b)(1)(A)*

# Private School Participation



# Intent to Participate Survey



**The school division must annually contact all private, nonprofit schools serving K–12 students, located within the division’s geographic boundaries, to inform them of their right to equitable services through Title II, Part A, and to ascertain their intent to participate.**

*[Title IX Non-Regulatory Guidance, Section D]*



# Timely and Meaningful Consultation

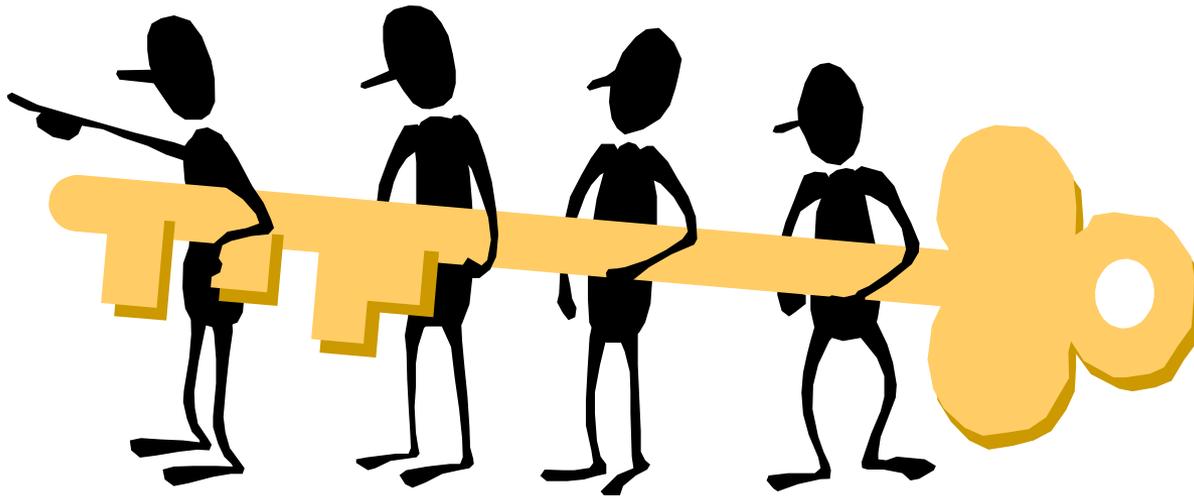
**The school division must engage in meaningful consultation with private school personnel to plan activities that allow equitable participation for private school teachers and educational personnel.**

*ESEA, Section 9501 (c) (3)*



# Process

- ▶ Invite private schools to participate in discussions PRIOR to submission of application;
- ▶ Determine needs;
- ▶ Plan activities;
- ▶ Determine budget (through application); and
- ▶ Implement activities.



# Keys from the Field: How to Prepare for a Successful Monitoring





# References

**Title II, Part A, Improving Teacher Quality Non-regulatory Guidance document (revised October, 2006) from the United States Department of Education**

<http://www.ed.gov/programs/teacherqual/guidance.pdf>

**Federal Program Monitoring for ESEA Programs**

[http://www.doe.virginia.gov/federal\\_programs/esea/federal\\_monitoring/index.shtml](http://www.doe.virginia.gov/federal_programs/esea/federal_monitoring/index.shtml)

**Application Instructions and Guidelines**

[http://www.doe.virginia.gov/federal\\_programs/esea/applications/index.shtml](http://www.doe.virginia.gov/federal_programs/esea/applications/index.shtml)



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