



**COMMONWEALTH of VIRGINIA
Department of Education**

February 10, 2017

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: 2016-2017 Federal Program Monitoring Schedule for Title II, Part A

The purpose of this memo is to notify certain school divisions that they will receive on-site or telephone federal program monitoring for the 2016-2017 academic year for Title II, Part A, Improving Teacher Quality. The *Elementary and Secondary Education Act of 1965* (ESEA), as amended, requires states to monitor school divisions for compliance in certain program areas. As a result of this requirement, school divisions are monitored for Title II, Part A, on a five-year cycle in Virginia. School divisions scheduled to receive Title II, Part A, monitoring in winter or spring of 2017 are listed in Attachment A.

In preparation for the monitoring, the Office of Program Administration and Accountability will host an informational session via webinar on **Thursday, March 2, 2017 at 10:30 a.m.** The purpose of the webinar is to familiarize school divisions with the process used for the monitoring and to discuss the federal program monitoring protocol that will be used. The monitoring protocol can be found on the [Federal Program Monitoring for ESEA Programs](#) Web page.

To join the web meeting:

Click on the following link: https://vdoe.adobeconnect.com/titleii_a_fpm2016-2017/

After connecting to the webinar, follow the directions on the screen to join the audio portion of the conference. You will be prompted to either:

- Enter your phone number and allow the webinar system to call you; or
- Dial the toll-free number of **1-800-832-0736**
- Enter the Conference Room Number: **9542818**

Should you have trouble connecting to the webinar, contact Gloria Torr ns-Billings, Administrative Assistant, at (804) 371-0770 or Gloria.Torrrens-Billings@doe.virginia.gov.

If you have other questions, please contact Carol Sylvester, Title II, Part A, Education Coordinator, at Carol.Sylvester@doe.virginia.gov or (804) 371-0908, or Michael Courtney, Education Specialist, at Michael.Courtney@doe.virginia.gov or (804) 371-2934.

SRS/LS/cs

Attachment:

- A. [2016-2017 Federal Program Monitoring Schedule](#) (PDF)

