



COMMONWEALTH of VIRGINIA  
Department of Education

February 21, 2014

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

**SUBJECT: 2013-2014 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 2013-2014 academic year for Title II, Part A, Improving Teacher Quality. The *Elementary and Secondary Education Act of 1965* (ESEA), as amended by the *No Child Left Behind Act of 2001* (NCLB), requires states to monitor school divisions for compliance in certain program areas. As a result of this requirement, school divisions are monitored on a five-year cycle in Virginia. School divisions scheduled to receive Title II, Part A, monitoring in winter or spring of 2014 are listed in Attachment A.

In preparation for the monitoring, the Office of Program Administration and Accountability will host two informational sessions via audio conference on **Thursday, March 6, 2014**. The audio conference for divisions receiving on-site visits will be from 10-11 a.m. The audio conference for divisions participating in telephone monitoring will be from 1-2 p.m. The purpose of the audio conferences 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 at:

[http://www.doe.virginia.gov/federal\\_programs/esea/title2/part\\_a/forms/title2\\_parta\\_monitoring\\_protocol.doc](http://www.doe.virginia.gov/federal_programs/esea/title2/part_a/forms/title2_parta_monitoring_protocol.doc)

Please use the following information to join the audio conference:

1. Dial 866-842-5779
2. Enter pass code: 8043710908

Should you have trouble connecting to the audio conference, contact Gloria Torrens-Billings, administrative assistant, at (804) 371-0770 or [Gloria.Torrens-Billings@doe.virginia.gov](mailto:Gloria.Torrens-Billings@doe.virginia.gov).

If you have other questions, please contact Patience Scott, education specialist, at [Patience.Scott@doe.virginia.gov](mailto:Patience.Scott@doe.virginia.gov) or (804) 786-9935; or Carol Sylvester, Title II, Part A, specialist, at [Carol.Sylvester@doe.virginia.gov](mailto:Carol.Sylvester@doe.virginia.gov) or (804) 371-0908 .

PIW/VT/cs

Attachment:

- a. [2013-2014 Federal Program Monitoring Schedule](#) (PDF)

