

Preparing for Title IIA Monitoring Review (FY15)

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Office of Educator Effectiveness

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MASSACHUSETTS DEPARTMENT OF
ELEMENTARY AND SECONDARY
EDUCATION



Checklist and Cover Sheets

Title II, Part A Monitoring

Desk Review Checklist

DISTRICT NAME

ESE Title II, Part A Monitoring

Due Date to Submit Evidence:

Date of Review:

District Contact:

Use this checklist to ensure that all cover sheets and supporting evidence are ready for submission. Unless otherwise noted, all evidence submitted should be from FY15 (school year 2014-2015). All communication about monitoring should be sent to: TitleIIAMonitoring@doe.mass.edu.

Title II, Part A Indicators

- 1.1 Title IIA Needs Assessment. ESEA § 2122(c)(2)
- 2.1 Basis for Activities and Impact on Student Achievement. ESEA §§ 2122(b)(1)(A)(i), (b)(1)(B), (b)(2)
- 3.1 Targeting of Funds to Schools. ESEA § 2122(b)(3)
- 4.1 Allowable Activities. ESEA §§ 2122(b)(10), 2123(a)
- 5.1 Professional Development – Activities and Trainings. ESEA § 2122(b)(5),(9)
- 5.2 Professional Development – Coordination. ESEA § 2122(b)(4)
- 5.3 Professional Development – Induction and Mentoring 603 CMR 7.02; 603 CMR 7.12; 603 CMR 7.13
- 6.1 Nonpublic Schools ESEA §§ 2122(b)(11); 9501(b)(3)(B); 1120(b)
- 7.1 Equitable Distribution of Teachers. ESEA § 1112(c)(1)(L)
- 8.1 Educator Evaluation 603 CMR 35.00

Fiscal Indicators

- 9.1 Amendments to Plan/Budget. The LEA obtains prior written approval from ESE for budget and program revisions. EDGAR §§ 80.20; 80.30
- 10.1 Supplement not Supplant. EDGAR § 76.700;
- 11.1 Time and Effort Reporting. OMB Circular A-87, Attachment B, Section 8(h)
- 12.1 Inventory Management. EDGAR §80.32(d)(1)

1.1 Title IIA Needs Assessment

DISTRICT NAME

ESE Title II, Part A Monitoring

Use the table below to list the submitted supporting evidence. Include the title of the evidence, file name, and the rationale for why the district is submitting that evidence. Add more rows to the table as needed. Unless otherwise noted, all evidence submitted should be from FY15 (school year 2014-2015). All communication about monitoring should be sent to: TitleIIAMonitoring@doe.mass.edu.

	Title	File Name	Rationale
1			
2			
3			
4			
5			



Title IIA Monitoring Indicators List

Title II, Part A Indicators	
<p>1.1 Title IIA Needs Assessment ESEA § 2122(c)(2) Before creating a budget for Title IIA funds, the LEA uses a variety of data and stakeholder input to determine the LEA's needs. Understanding of these needs informs decisions on Title IIA spending.</p>	
Compliance Indicator	Acceptable LEA Evidence
<ol style="list-style-type: none"> 1. How does the LEA conduct a needs assessment for PD and hiring, including an examination of: <ol style="list-style-type: none"> a) subject matter knowledge and teaching skills, b) instructional leadership skills c) skills teachers need to provide opportunities for all students to meet academic achievement standards? 2. How did teachers and parents participate in the Title IIA needs assessment? 3. How does the LEA use educator evaluation data to inform decisions about PD expenditures? 4. What teacher/student performance data on PD outcomes is the LEA using to inform decisions about PD expenditures (particularly if the LEA used funds for similar activities in recent years)? 	<ol style="list-style-type: none"> 1, 2. Evidence of the stakeholder participation/collaboration: surveys, meeting agendas/notes/minutes, sign-in sheets 1, 3. Artifacts from the Needs Assessment process including or referencing: school improvement plans, educator goals, sample educator plans, and/or evaluation ratings data, showing how educator evaluation data informed PD decisions 3. Artifacts from the Needs Assessment process; meeting notes; report on PD performance outcomes 1, 3, 4. Notes from planning sessions, documentation of decisions 1, 3, 4. Planning and decision making tools 1-4. Needs assessment report 1-4. ESE Interviews with LEA staff during the onsite review <p>Resources for conducting a Title IIA needs assessment can be found on the ESE website or clicking on the link below:</p> <p>Needs Assessment Overview</p>



Title IIA Monitoring Indicators List

- ★ List includes new items: Educator Evaluation and Mentoring & Induction
 - ★ Mentoring & Induction is for information-gathering purposes
 - ★ No findings will be given



Purpose of Today's Webinar

- ★ To inform districts about the monitoring process
 - ★ How the district can prepare for the review
 - ★ Documents that need to be submitted
 - ★ The review process
 - ★ Final Monitoring Report



Today's Agenda

We will answer the following questions:

- ★ Why does the Department monitor districts' TIIA activities?
- ★ How were the districts selected?
- ★ What types of Monitoring reviews are there and what will they include?
- ★ What does the district need to do to prepare for the TIIA monitoring review?



Today's Agenda continued

We will answer the following questions:

- ★ What happens during the review and who should attend from the district?
- ★ What happens after the review? What does the final report contain?
- ★ What does the district do if there are any questions throughout the review process?



Why does the Department Monitor Districts' Title IIA Activities?

- ★ Local monitoring of sub grantees by the State Educational Agency is required under EDGAR 80.40
- ★ Purpose of Monitoring
 - ★ Technical Assistance
 - ★ Forum for districts to showcase their hard work
 - ★ Share best practices with other districts
 - ★ Compliance



How were the districts selected to be monitored?

- ★ We use numerous criteria to select the districts the Title IIA team will be monitoring
 - ★ The schedule the Program Quality Assurance Services (PQA) team uses to monitor districts (6-year cycle)
 - ★ The district's TIIA grant application for possible outstanding practices, or for areas that show potential concern
 - ★ ESE's Audit & Compliance final report as it relates to Title IIA



What types of monitoring reviews are there and what will they include?

- ★ Four types of reviews (focus on FY15 TIIA activities):

- ★ Site Review:

- ★ TIIA team will visit the district and conduct an in person monitoring review

- ★ All areas of the Monitoring Indicator List

- ★ Length – up to 3 hours

- ★ Desk Review:

- ★ TIIA team will conduct a monitoring review via a phone conference

- ★ All areas of the monitoring Indicator List

- ★ Length – up to 2 hours



What types of monitoring reviews are there and what will they include?

cont.'d

- ★ The Department implemented two additional types of review last year:

- ★ Targeted Review:

- ★ TIIA team will conduct a targeted review, via a phone conference; focus will include the district's

- ★ Needs Assessment process

- ★ Private School communication (if applicable)

- ★ Educator Evaluation system

- ★ Induction/Mentoring program

- ★ Length – up to 1 hour

- ★ Technical Assistance Review:

- ★ TIIA team may conduct a technical assistance review, via a phone conference, for a previously monitored district that the TIIA teams feels can use additional assistance

- ★ Specific area of concern



Steps prior to the review

- ★ A TIIA team member will contact the district TIIA coordinator.
- ★ Refer to the email sent to the district superintendent dated January 4, 2016, which states the type of monitoring review.
- ★ Check the Monitoring Indicators List for appropriate evidence (right-hand column).
- ★ Collect documents/evidence that show the district has implemented Title IIA activities as approved in the district's FY15 Title IIA grant application or subsequent amendments.



Steps prior to the review, cont.'d

- ★ Submit documents to TitleIAmonitoring@doe.mass.edu
 - ★ Friday, **February 5, 2016**, for reviews occurring **March 15 or earlier**
 - ★ Tuesday, **February 16, 2016**, for reviews occurring **after March 15**
 - ★ Don't submit confidential information (e.g., social security #s)
 - ★ Please don't submit via Google docs
- ★ TIIA team reviews district documents
 - ★ District may be asked to provide additional documentation
 - ★ District will receive list of questions that the TIIA team will ask during the review



Labeling Documents

Instructions for Cover Sheets:

A Cover Sheet must be completed for each indicator included above. Please follow this example to fill out the list of evidence on each Cover Sheet.

Title: Parent Survey

File Name: 1.1_NeedsAssessment_ParentSurvey.doc

Rationale: The parent survey demonstrates stakeholder participation/collaboration when developing the district needs assessment.

1.1 Title IIA Needs Assessment

DISTRICT NAME

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What happens during the review, and who should attend from the district?

★ Review

- ★ Conversation between the TIIA team and district
- ★ Review the Monitoring Indicators List
- ★ Answer questions/provide technical assistance
- ★ TIIA team provides feedback to district

★ District personnel

- ★ TIIA coordinator
- ★ Budget staff
- ★ Anyone else who oversees PD/TIIA grant



What happens after the review? What does the final report contain?

★ Following the review

- ★ TIIA team sends a draft report to the district (within 1 month)
- ★ District responds to the draft report (within 2 weeks)
- ★ TIIA team sends final report (within 1 month)

★ Final Report

- ★ Commendation
- ★ Met Requirements
- ★ Recommendation
- ★ Finding



Questions?

- ★ If you have a question now, please submit it to the chat feature or un-mute your phone.

