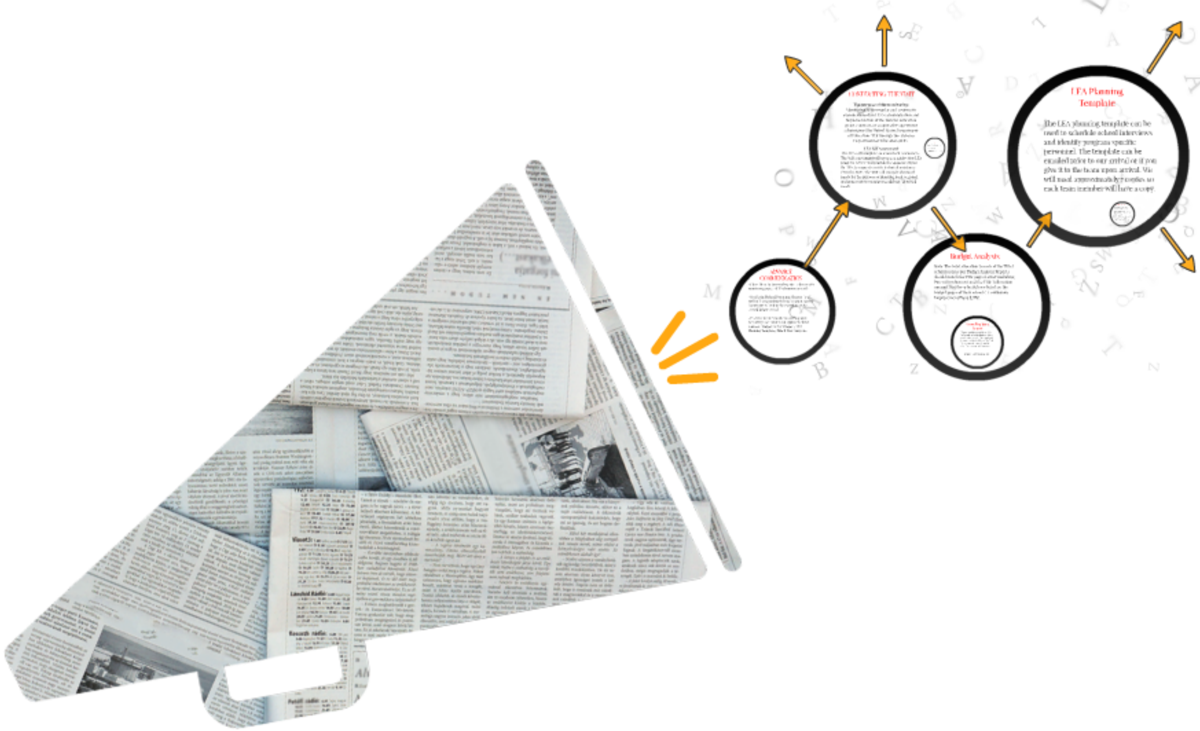
ALSDE Federal Program Compliance Monitoring Technical Assistance Class 101



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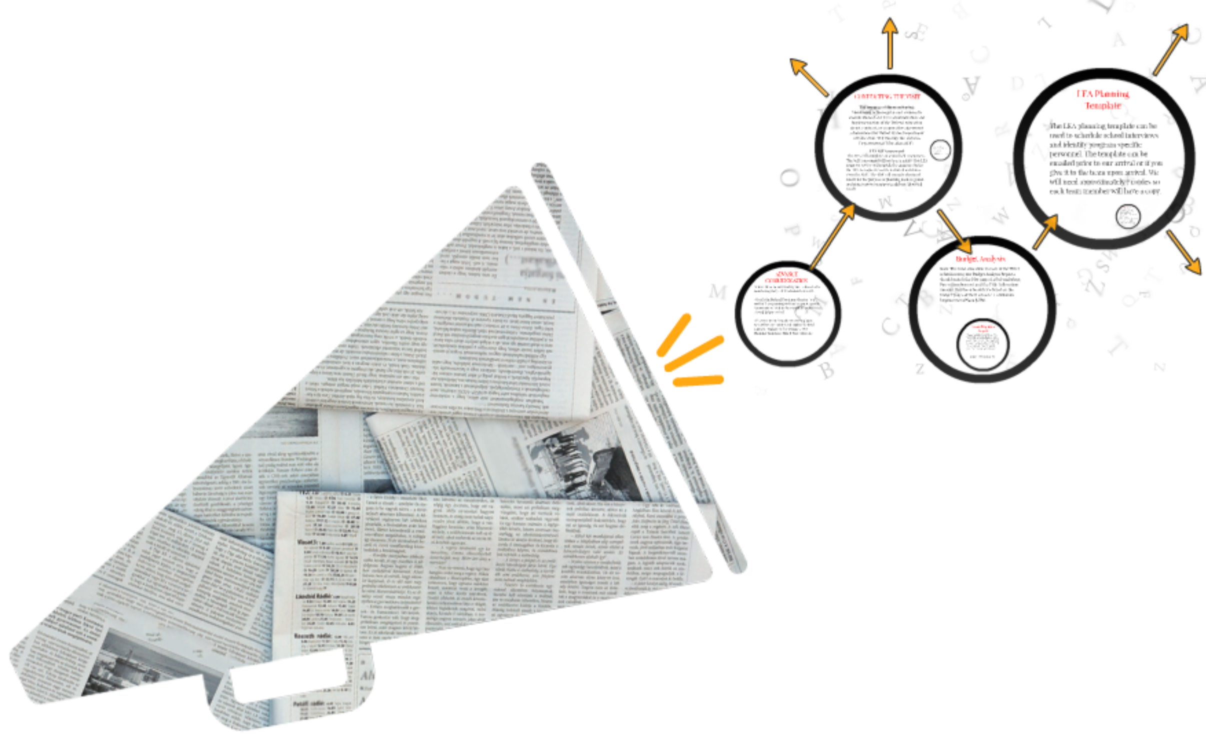

CONDUCTING THE VISIT

The purpose of the monitoring:

Monitoring is the regular and systematic examination of an LEA's administration and implementation of the Federal education grant, contract, or cooperative agreement administered by United States Department of Education (ED) through the Alabama Department of Education (SDE).

LEA Self Assessment:

The LEA will complete an annual self assessment. The Self Assessment will serve as a catalyst for LEA program review and provide the opportunity for the LEA to request specific technical assistance from the SDE. The SDE will compile identified needs for the purpose of planning local, regional, and state training sessions to address identified needs.

Focus On:

1. Review of pertinent documents.
ASSIST/Document Library/Folders, etc.

2. On-site observations.
Federal Program Staff

3. Interview staff.
Discussion with FP Personnel/School Teams

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ADVANCE COMMUNICATION

At least three to four weeks prior to the on-site monitoring visit, a SDE Administrator will:

- Notify the Federal Programs director by e-mail of the upcoming visit and request specific documents related to the visit that can be viewed before arrival.

- Documents such as the Gross Employee Report by Cost Center and applicable fund sources, Budget Analysis Report, LEA Planning Template, Title II Plan Template

Budget Analysis

Note: The total allocation to each of the Title I schools from your Budget Analysis Reports should match the PPA page of eGAP including Parent Involvement and the Title I allocation amount that the schools have listed on the budget pages of their schools' Continuous Improvement Plans (CIPs).

Gross Employee Report

Please note that we will need this information for the Central Office cost center as well. The reports will be matched to the FY2015 LEA Unit Breakdown document from the State Department of Education.

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LEA Planning Template

The LEA planning template can be used to schedule school interviews and identify program specific personnel. The template can be emailed prior to our arrival or if you give it to the team upon arrival. We will need approximately 7 copies so each team member will have a copy.

Prezi

Title II Plan Template

Title II Plan template will answer several of the Title II questions on the monitoring document. A list of new hires and non-HQ teachers with the name of the school where they are based.

- Needs Assessment Participants
- Needs Assessment Results: Teacher Recruitment and Retention
- District Highest Needs Area
- PD Activities/Impact
- T-II A:Priority Worksheet use to help target school needs: HQ,CSR,SI (Focus & Priority)

After these schools have been targeted and needs addressed, the district may serve other schools or district needs.

School Team

Each school will need to have a team assembled to meet with our Federal Programs Specialist. The school team can be the CIP committee along with anyone else the principal chooses.

- Check Cumulative Folders, HLS, ACCESS
- Enrollment Procedures/Training of Personnel
- Inventory/Attestations/LEA Support
- Parent/Teacher/Student/School Compacts W-Description.
- Title III - Waive Services
- Parent Involvement
- Private School/Allocation Notice
- Discussion-CIP, TA, PI, LEP, WIDA, WAPT, NOMPHLOTE

Parent Group Interview

This is a separate group from the school team. This group should consist of 1-2 parents from each of your Title I Schools. Also, this meeting is usually held at the central office.

- School Parent Compacts
- Parent Involvement Plan/Evaluation
- Title I Committee
- 1% Set Asides
- CIP
- Parent Right to Know

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