

Rhode Island Department of Education

Title II, Part A Monitoring Overview Session

February 13, 2020



RIDE Rhode Island
Department
of Education

Attract

Prepare

Recruit
& Hire

Support
& Grow

Retain

Objectives for Today's Session

- Introduce the Title II, Part A monitoring process.
- Explain the review ratings system
- Provide a timeline for the review process
- Breakdown the monitoring application and make connections between the CRP and monitoring

Agenda: 9:00 – 11:00

- Introduction to Title II Monitoring
- Monitoring Process
- Review Ratings
- Timeline
- Application
- Questions



Why Title II Monitoring?

- US Department of Education (USDoE) requires state education agencies to monitor Title II, Part A on an on-going basis
- Goal is to ensure that LEAs spend funds consistent with Title II, Part A requirements
- RIDE is responsible for providing evidence of monitoring activities to USDoE to meet state accountability requirements

Monitoring Process

- Monitoring Application provides the LEA the opportunity to submit evidence to ensure alignment of Title II Part A funded activities and requirements
- Title II monitoring is a desk audit.
- Monitoring is for the PREVIOUS school year, not the current one.
- LEAs are required to provide evidence that funds were used in the following areas:
 - Improving teacher quality
 - Class-size reduction
- Audit begins with the CRP application.
- Addition of Monitoring Overview Technical Assistance session

Ratings

- LEA's will receive one of the following ratings for each of the required monitoring areas:

Met:	The LEA has met the Title II, Part A requirements for the required monitoring area
Not Met:	The LEA has not met the Title II, Part A requirements for the required monitoring area
Not Applicable:	The LEA did not use Title II, Part A funds for the required monitoring area

- LEAs will receive one of the following approval status ratings

Approved	The LEA has met the Title II, Part A requirements for the eligible Title II, Part A category
Corrective Action with Monitoring	The LEA has <u>not met</u> the Title II, Part A requirements for the eligible Title II, Part A category and will have up to one year to provide evidence of meeting the requirements
Not Approved: Need Revisions	The LEA has not provided sufficient evidence of meeting the Title II, Part A requirements for the eligible Title II, Part A category and must provide additional information within 30 days to RIDE to complete the Monitoring Process

Timeline

Date	Action
October	RIDE notifies LEAs via email that they will receive a Title II, Part A Monitoring Review during the current school year; RIDE provides the Title II, Part A Monitoring Process protocol and accompanying documentation and schedule to the LEA
February	<p>RIDE notifies LEAs of the start of the Title II, Part A Monitoring Process, the March 30th due date for submission of the monitoring documents, and provides LEAs with a Non-Certified teacher status form for completion and submission on or before March 30th</p> <p>RIDE provides technical assistance for selected districts, to include the process and documents used.</p>
By March 30th	LEAs submit the required Monitoring Process documents and the Non-Certified Teacher and Paraprofessional status forms
April	RIDE reviews documents, determines LEA approval status, and issues an approval memo to the LEA in one of three categories: 'Approved', 'Corrective Action with Monitoring', or 'Not Approved: Need Revisions'.
April/May	RIDE follows up with LEAs that were determined to be in 'Not Approved: Need Revisions' status to review additional required information and issues a final approval memo
June	RIDE completes the Monitoring Process cycle and submits Monitoring Process approval memos for each LEA to the USDoe



The Application

The application consists of 6 sections:

- A) Allowable Use of Title II Funds
- B) Professional Learning
- C) RI Teacher and Paraprofessionals
- D) Class-Size Reduction
- E) Non-Public Schools Services
- F) Attestation

Monitoring Application is due on or before March 30, 2020 to:
Mary Keenan (mary.Keenan@ride.ri.gov),
Office of Educator Excellence and Certification Services

Section A: Public Schools - Allowable Use of Funds

- Title II Non-Regulatory Guidance provides specific allowable uses of Title II Funds.
- For this section, check the appropriate categories for LEA's use of Title II funds.
- Funding must be grounded in comprehensive needs assessment

Developing and implementing evaluation and support systems	<input type="checkbox"/>
Recruiting, hiring and retaining effective teachers, principals and other school leaders in low-income schools with high percentages of ineffective teachers	<input type="checkbox"/>
Recruiting, hiring and retaining effective teachers, principals and other school leaders, including recruitment from fields outside of education	<input type="checkbox"/>
Class size reduction activities	<input type="checkbox"/>
Personalized professional development to improve the quality of teachers, principals and other school leaders.	<input type="checkbox"/>
Increasing teacher effectiveness for students with disabilities and English learners	<input type="checkbox"/>
Supporting early education	<input type="checkbox"/>
Supporting effective use of assessments	<input type="checkbox"/>
Supporting in-school training and awareness of school personnel	<input type="checkbox"/>
Supporting gifted and talented students	<input type="checkbox"/>
School library programs	<input type="checkbox"/>
Preventing and recognizing child sexual abuse	<input type="checkbox"/>
Supporting Science, Technology, Engineering and Math (STEM)	<input type="checkbox"/>
Improving working conditions	<input type="checkbox"/>
Supporting postsecondary and workforce readiness	<input type="checkbox"/>



Section B: Public Schools - Professional Learning

1) Comprehensive Needs Assessment:

Provide a detailed description of the Needs Assessment process used by the LEA to select the professional learning activity/series.

Be sure to include the following:

- Information regarding sources of data used to determine needs
- Connections to district strategic plans
- Steps implemented to ensure a meaningful and collaborative consultation with relevant individuals and organizations (stakeholders)
- Stakeholders involved in the process. Please provide evidence of stakeholder participants, (teachers, school leaders, paraprofessionals, support professionals, parents etc.) agendas, student data, surveys sent out to stakeholders, minutes from meetings, etc.

This connects to Questions 1-2 in the Title II-A Application Details, Part I LEA Plan section of the CRP.

Section B: Public Schools - Professional Learning

2) Professional Learning Activity/Series

Provide a detailed description for EACH Professional Learning activity/series funded with Title II, Part A funds (include activity programs, brochures or job descriptions and participants, trainers and facilitators as part of the application submission). For EACH Professional Learning activity/series provide a link to one (1) evidence-based research article AND include a completed Evidence-Based Research Template.

LEA Response:

Name of Activity/Series ²	Description	Link to Evidence-Based Research Article
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Evidence-Based Article Activity

- 1) Select a Professional Learning Activity within your CRP application.
- 2) Review your district's evidence-based research article that aligns to this PL Activity.
- 3) Using the Evidence-Based Research Template, determine the Tier (I-IV) for your article.
- 4) Discuss with a partner at your table.

Section B: Public Schools - Professional Learning

3) Monitoring and Evaluating Professional Learning Activity/Series

Provide a detailed description of	
a. the monitoring and evaluation processes based on educator and student outcomes that occurred to ensure continuous improvement for each PD activity/series funded with Title II, Part A funds	
b. the impact this activity had on student achievement with supporting data, including the conclusions drawn regarding the effectiveness of the activity and steps taken to ensure continuous improvement	
LEA Response:	
Name of Activity/Series	Description and Impact

This section connects to questions 1, 4, 5 and 6 in the Title II-A Application Details- Professional Learning Activity worksheet questions in the CRP.

Section B: Public Schools - Professional Learning

4) Monitoring of Inventory

Describe your Inventory Control System for materials and supplies purchased with Title II, Part A funds. Describe in detail where the materials are stored, how the LEA tracks and monitors inventory and the process for distribution of materials. Provide evidence of tracking annually and site based tracking bi-annually.

- Districts MUST have a Title II, Part A Program Inventory Monitoring Plan.
- This question response should not be N/A.
- The *Standards for Inventory Management Systems* document can be found in the Title II(A) Documents Section of the Document Library in Accelegrants

More on Inventory Monitoring

As part of their Inventory Monitoring Plan, the LEA must include:

1. A description of how property will be labeled and recorded
2. A system for control of Title II materials that ensure they are used only for professional development
3. A process for the annual tracking of ALL materials purchased with Title II funds, regardless of year purchased
4. A process for site-based physical inventory tracking of ALL materials purchased with Title II funds, regardless of the year purchased
5. A system for determining the condition and disposal/destruction of materials purchased with Title II funds



Section C: Public Schools – Teachers and Paraprofessionals

1) Hiring Process and Assignment System

Provide an overview of the hiring and assignment process that describes how the LEA ensures that it hires and assigns only Rhode Island certified educators and paraprofessionals who meet State qualification requirements. (Provide district or school documentation, if applicable)

LEA Response:

This connects to Questions 3 in the Title II-A Application Details, Part I LEA Plan section of the CRP.

Hiring and Assignment Process Definitions

1. Hiring Process:

- This is for new employees to the district
- Shows steps taken to ensure new hire meets Rhode Island certification and licensure requirements
- Can be verified in eCert or by requesting valid license from the candidate

2. Assignment Process:

- Used for employees changing assignments within the district
- Shows steps taken to ensure new hire meets Rhode Island certification and licensure requirement.
- Can also use district portal to verify certification

Section C: Public Schools – Teachers and Paraprofessionals

2) Personnel Assignment System (PAS): RI Certified Teachers and Out-of-Area Teachers

Number of Rhode Island Certified Teachers	
Number of Out-of-Area Teachers	
Complete the Out-of-Area Educator Template. Describe use of Title II, Part A funds to support educators in becoming RI certified (testing, coursework or program)	

3) Personnel Assignment System (PAS): RI Paraprofessionals

Number of Paraprofessionals	
Number of Paraprofessionals not meeting RI requirements	
Complete the Paraprofessional Requirement Template. Identify the pathway each paraprofessional serving in your district used to meet State Paraprofessional requirements.	

Note: This information will be provided by RIDE with your monitoring materials.

Section D: Public Schools - Class-Size Reduction

1) Use of Title II, Part A Funds for Class-Size Reduction

Our LEA uses Title II, Part A funds for Class Size Reduction	
Our LEA does not use Title II, Part A funds for Class Size Reduction (leave the remainder of this section blank)	

- If you do not have any Class-Size Reduction Activities, you would indicate that in the second box, and move to the next section.
- If you do have Class-Size Reduction Activities, complete questions 2-5 in this section. Your responses should connect directly to those provided in the Title II-A- Class Size Reduction section of the CRP.

Section E: Non-Public School Services

- Under the Title II, Part A program, private school teachers, principals, and other school leaders may be eligible to receive Title II, Part A funds.
- If there are no eligible non-public schools in your district, complete Item A and move to the next section.
- Must provide documentation of consultation, letters of intent, etc.
- This connects to the Private School tab in the CRP Application

<p>a.) Are there any eligible non-public schools located in the area the LEA serves? If no, skip the remaining questions in Section E.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>b.) How many eligible non-public schools are there in the area the LEA serves? What grade levels do they serve?</p>
<p>c.) How many of the eligible non-public schools participate in Title II, Part A? For those who do not participate, does the LEA know why they choose not to participate?</p>
<p>d.) How does the LEA consult with appropriate non-public school officials to give them an opportunity to provide input on:</p> <ol style="list-style-type: none"> 1. the planning of the LEA's Title II, Part A program activities; and 2. the design and development of activities or programs to ensure the services provided meet the needs of non-public school educators?
<p>e.) Does consultation occur BEFORE making decisions on the use of Title II, Part A funds? <i>Please attach dates, agendas for meetings, lists of participants, etc.</i></p>
<p>f.) What kinds of services are provided to non-public schools with Title II, Part A funds? Does the LEA design projects that permit equitable participation (may non-public schoolteachers, for example, participate in professional development provided to public school teachers)?</p>
<p>g.) How does the LEA maintain records of its efforts to resolve any complaints made by non-public school representatives?</p>
<p>h.) Describe how the LEA monitors and tracks materials purchased by nonpublic schools.</p>



Section F: Attestation

This section is to be completed by:

- LEA Superintendent,
- Head of School, or
- Title II, Part A Program Administrator

I certify by my signature that:	
<input type="checkbox"/> The information provided in this review document is accurate <input type="checkbox"/> The LEA has used Title II, Part A funds consistent with all applicable Title II, Part A requirements <input type="checkbox"/> The LEA will provide RIDE with supporting evidence, if requested, to complete the Title II, Part A monitoring process	
School District (Please print) Year	School
Signature	Date
Name (Please print)	

Submitting Your Application

- All monitoring materials are due on or before March 30, 2020.
- Application and all supporting evidence should be submitted by email to mary.keenan@ride.ri.gov
- All monitoring materials should be submitted in a folder titled:
DistrictName_TitleIIAMonitoring
- Application document should be saved in the folder in the following format:
DistrictName_MonitoringSubmissionDocument
- All Evidence should be saved in the folder in the following format:
DistrictName_TitleIIAMonitoring_Section(Insert letter)Question#



Review and Notification

RIDE will provide a notification letter explaining the outcome of the monitoring review and the LEA's approval status.

Approval Status:

- Met: LEA is approved; no further action is required.
- Not Met: LEA will have either:
 - 30 days to complete corrective actions listed/provide missing evidence and resubmit;
 - OR
 - Up to 1 year to complete corrective actions with technical assistance from RIDE and resubmit.
- Technical assistance will be provided face-to-face and/or by phone

Resubmitting for Corrective Action with Monitoring Status

- When resubmitting your application, follow these guidelines:
 - Any revisions to your responses should be in a different font color from the initial submission and completed in the same section.
 - Put amended Monitoring Document and new evidence in the same file as your original submission when resending to RIDE.
 - Name the resubmitted Monitoring Document file:
DistrictName_TitleIIAMonitoring_CAM
 - Any evidence sent with the resubmission should be titled:
DistrictName_TitleIIAMonitoring_Section(Insert Letter)Question#_CAM

Questions



Contact Us

RIDE Contacts

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