

WHAT TO EXPECT DURING CONSOLIDATED MONITORING

**A District
Coordinator's
Guide**

YOU HAVE BEEN SELECTED FOR MONITORING

1. Don't panic!
2. Ask questions!
3. KDE Program Consultants will be your point of contact for monitoring.
4. Reminder: Keep files organized all through the year, this will make monitoring run smoothly.

MONITORING PROCESS

Districts may be asked to produce evidence of an effective programs, examples;

- School allocations
- Local institutions for Neglected children
- Homeless children and youth services
- Parent involvement
- Highly qualified staff

MONITORING PROCESS CONT.

1. Use the monitoring checklist prior to the visit.
2. Keep documents electronically.
3. Be selective in what you provide to KDE.
4. Get help from people in your district who know the programs.
5. If you know you are missing a supporting document, please tell us before the visit. We can work with you to see how else to prove that area

OUTCOMES

- Become familiar with the process to select district's for monitoring;
- Understand monitoring timelines;
- Understand the district's and state's role in the monitoring process;
- Distinguish between the program report and the consolidated report;
- Examine common Title I, Part A findings;
- Examine how to proactively tackle common Title I, Part A findings; and
- Get answers to your questions.

SELECTING DISTRICTS

1. Random draw of district; Commissioner Pruitt recommendation
2. Selected districts run through the selection flowchart
3. Districts are drawn until there are 14 selected for monitoring.

GENERAL TIMELINE OF MONITORING

Activity	Timeframe
Selection of districts to be monitored	Directly after the release of accountability data
Notification to the district from Commissioner Pruitt	Beginning to mid-November
Task opens in Share Point for uploading evidence for each program to be monitored	About a month prior to the on-site visit

GENERAL TIMELINE OF MONITORING

Activity	Timeframe
District uploads evidence in Share Point for each program to be monitored	** Prior to on-site visit **
Follow up report for each program sent to district	Within 2 weeks of the Friday of the monitoring visit week
Consolidated report sent to district	Within 4 weeks after the program follow up period

SHARE POINT

- https://staffkyschools.sharepoint.com/sites/kde/scm1516/_layouts/15/start.aspx#/SitePages/Home.aspx

RESPONSIBILITIES—PRIOR TO VISIT

District	State
<ul style="list-style-type: none">• Assign points of contact for each program to be monitored• Participate in Webinar	<ul style="list-style-type: none">• Assign staff to conduct visits for each program• Participate in Statewide Consolidated Monitoring training

RESPONSIBILITIES—PRIOR TO VISIT

District	State
<ul style="list-style-type: none">• Create a schedule to accommodate district and state staff in the completion of the visit• Upload documentation for each program	<ul style="list-style-type: none">• Ensure schedule will allow for efficient and effective visit• Review documentation provided and formulate questions

RESPONSIBILITIES—DURING VISIT

District	State
<ul style="list-style-type: none">• Participate in interviews as requested by state staff	<ul style="list-style-type: none">• Conduct introductory meeting for district staff (1 large group)• Facilitate interviews• Conduct exit meeting for district staff (separate meeting for each program)

RESPONSIBILITIES—AFTER VISIT

District	State
<ul style="list-style-type: none">• Ensure timely and appropriate follow up actions to any findings	<ul style="list-style-type: none">• Ensure timely and appropriate follow up actions to any findings

MONITORING REPORTS

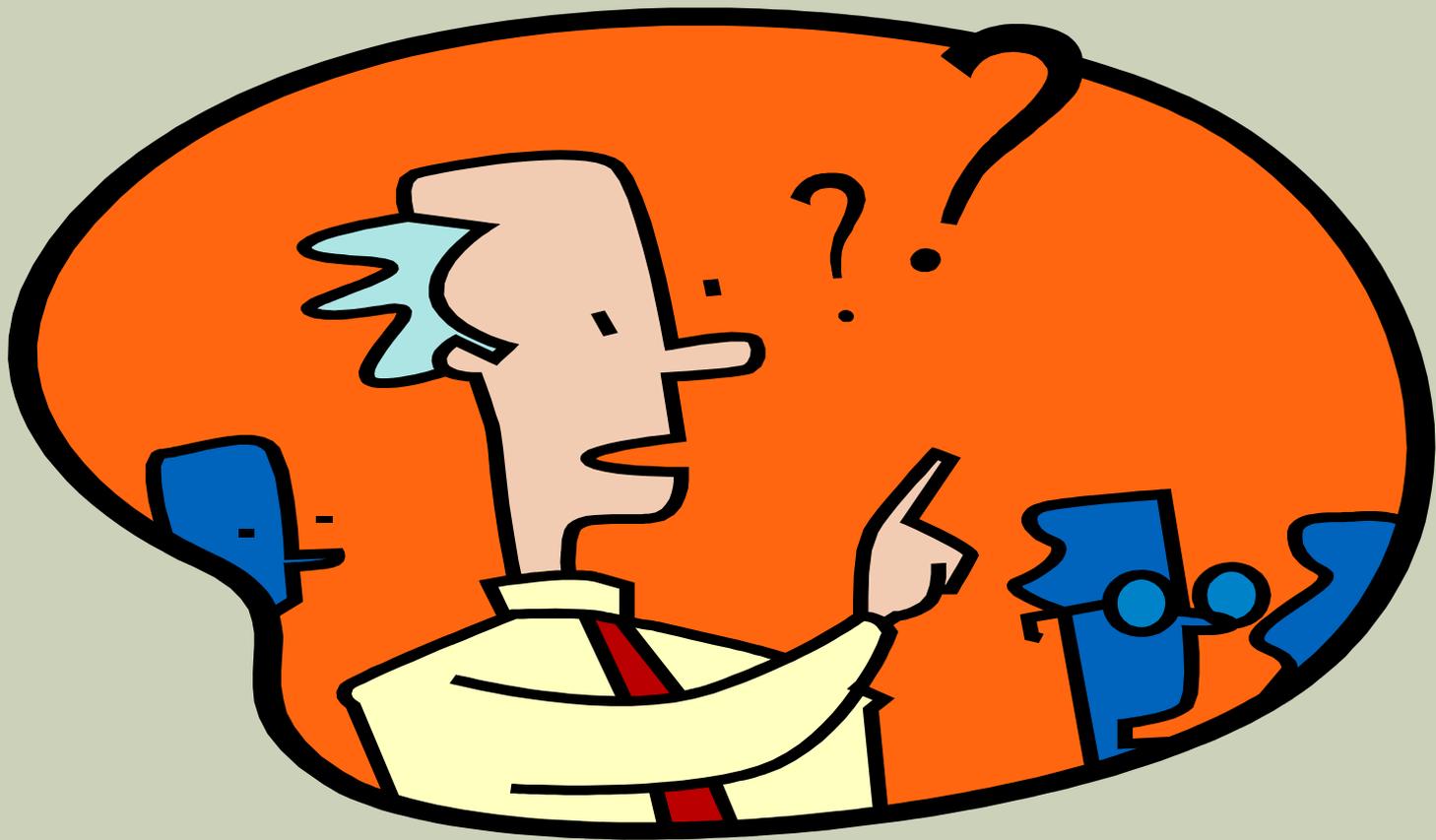
Program Report

- **Program-specific:** monitoring indicators, language, required documentation.
- May include program-specific recommendations.
- Required actions for findings.
- One report per program

Consolidated Report

- General snapshot of cross-cutting issues and effective practices.
- Includes recommendations to help district tackle cross-cutting issues.
- No findings or required actions.
- One report, all programs.

QUESTIONS?



2013-14 TITLE I, PART A FINDINGS

- Eligible Schools and Allocations: 2 (2.4%)
- Homeless Programs: 10 (12%)
- Parent Involvement: 45 (54.2%)
- Highly Qualified Staff: 3 (3.6%)
- District Program Design and Effectiveness: 1 (1.2%)
- Services to Private Schools: 6 (7.2%)
- Fiscal Management: 7 (8.4%)
- School Needs Assessment: 1 (1.2%)
- School Program Design and Effectiveness: 6 (7.2%)

■ TOTAL = 83

Note: Totals of percentages do not equal 100% due to rounding.

COMMON FINDINGS, SELECTED AREAS

Homeless

- Funds were reserved but not spent.
- Lack of notification of rights of homeless students and families and services that could be provided.
- Lack of practices that reduce barriers for homeless students.

COMMON FINDINGS, SELECTED AREAS

Parent Involvement

- Parents not involved in the design, evaluation, and revision of parent involvement policies, activities, school compacts.
 - Only SBDM representatives had opportunities
- Policies, compacts did not exist or were not reviewed annually.
- Activities were not evaluated annually and revised to meet emerging needs.
- Annual meeting to inform parents of school participation in Title I, Part A was not held.

COMMON FINDINGS, SELECTED AREAS

Fiscal Management

- Use of allowable codes.
- MUNIS did not match 2013-14 Ranking Report.
- Processes related to finance.
- Costs not allowable.

RECOMMENDATION

Review the monitoring checklist.

- Indicators
- Examples of evidence
- On-site expectations
- District and school level
- Prior years' monitoring reports

QUESTIONS?

