

Title II, Part A Monitoring Instrument

District	District Title II Coordinator	KDE Reviewer	Date(s) of Monitoring Visit

As a recipient of Title II, Part A grant funds from the United States Department of Education (USDE), the Kentucky Department of Education (KDE) is required to conduct compliance reviews to ensure that school district use funds in accordance with the authorizing statute. The objectives of the reviews are:

- To assess the degree to which program requirements are being fulfilled and make recommendations when appropriate and
- To provide technical assistance and guidance to strengthen program administration and quality.

During an on-site monitoring visit, areas of review will include: (1) teacher certification; (2) program development, implementation, and evaluation; (3) participation of private schools; (5) financial management; and (6) implementation of the Equitable Access to Effective Educators Plan. Program records and supporting documentation must be made available for review, and each monitoring indicator lists sample documentation which may be provided. Please note the sample documentation listed is not an all-encompassing list, as other forms of evidence may be provided.

Part I: District Monitoring

Teacher Certification

Directions: Please place a “Yes,” “No,” or “N/A” to the right of *each* statement or question.

Requirements		Sample Documentation of Compliance	Meets Compliance			Comments/ Recommendations
			Yes	No	N/A	
1.	The district ensures that all teachers are appropriately certified upon their hiring. If there are teachers not meeting certification requirements, Title II, Part A funds are used to provide quality professional learning and assistance, leading to those teachers meeting requirements.	Most recent LEAD Report (produced in March of each year), professional learning expenditures, professional learning plans				
2.	The district notifies parents of their right to request and receive information on the qualifications of their children’s teachers. ESSA Section 1112(e)(1)(A)(i)	Dated letter of parents right to request or other method of communication such as a posting in a student handbook				
3.	All schools notify parents when their children are taught for four or more consecutive weeks by teachers who do not meet certification standards. ESSA Section 1112(e)(1)(B)(ii)	Dated notification letter				

Requirements	Sample Documentation of Compliance	Meets Compliance			Comments/ Recommendations
		Yes	No	N/A	
Technical Assistance Provided:					

Title II, Part A - Program Development, Implementation, and Evaluation

Directions: Please place a “Yes,” “No,” or “N/A” to the right of *each* statement.

Requirements	Sample Documentation of Compliance	Meets Compliance			Comments/ Recommendations
		Yes	No	N/A	
4. Documentation is available to verify the school district provided opportunities for systematic consultation with parents, teachers, administrative personnel, school councils, and other appropriate groups during the planning and implementation of the Title II, Part A project. The names and areas of representation of committee members are documented. ESSA Section 2102(b)(3)	Agendas, meeting minutes, sign in sheets				
5. The district intentionally prioritizes funds to schools who are identified as in need of comprehensive or targeted support activities and schools that have the highest percentages of students in poverty. ESSA Section 2102(b)(2)(C)	Title II, Part A budget; MUNIS Budget; staffing allocation				
6. Title II, Part A funded professional learning needs are determined by thorough analysis of	Needs assessment,				

Requirements		Sample Documentation of Compliance	Meets Compliance			Comments/ Recommendations
			Yes	No	N/A	
	data compiled through multiple sources. ESSA Sections 2102(b)(2)(B) and 2102(b)(2)(D)	CDIP/CSIP, Surveys				
7.	Professional learning activities funded by Title II, Part A are based on a review of scientific research and meet the federal criteria for professional learning. ESSA Sections 2102(b)(2)(B), 2102(b)(2)(D), and 8101(42)	CDIP, professional learning plans				
8.	Class size reduction needs are determined by analysis of multiple data sources, such as achievement test results, needs assessments, and class size data reviews. ESSA Section 2103(b)(3)(D)	Needs assessments, CDIP/CSIP, staffing allocation				
9.	Personnel compensated from Title II, Part A funds are performing assignments appropriate to program implementation as approved in the district's approved application. ESSA Section 8306	MUNIS, teacher assignment roster; Title II, Part A budget				
10.	Programs, services and other activities were implemented shortly after approval of the district's budget. If implementation was delayed, provide an explanation.	Title II, Part A budget; PD plans; invoices;				
11.	The district annually evaluates the effectiveness of its Title II, Part A program to address student and educator learning needs. ESSA Section 2102(b)(2)(D)	Program evaluation, needs assessment, CSIP/CDIP				
12.	The district implements recruiting and retention strategies that intentionally target low-income schools with high percentages of	Invoices; MUNIS; Title II, Part A				

Requirements		Sample Documentation of Compliance	Meets Compliance			Comments/ Recommendations
			Yes	No	N/A	
	ineffective teachers and high percentages of students who do not meet the challenging state academic standards, to improve equitable access to effective teachers within the district. ESSA Section 2103(b)(3)(B)	budget; CDIP/CSIP				
	<i>Technical Assistance Provided:</i>					

Title II, Part A – Participation of Private Schools

Directions: Please place a “Yes,” “No,” or “N/A” to the right of *each* statement.

Requirements		Sample Documentation of Compliance	Meets Compliance			Comments/ Recommendations
			Yes	No	N/A	
13.	Are there private schools or home schools being served by Title II, Part A? (<i>Complete the following items if private schools exist in the district and have elected to participate.</i>)	List of participating private schools				
14.	The district has two-way, ongoing communication with private schools served by Title II, Part A in order to determine needs and whether those needs are being met. Multiple data sources are used in the determination of needs. ESSA Sections 2102(b)(2)(E) and 8501	Records of consultation meetings, evidence of evaluation of multiple data sources				

Requirements		Sample Documentation of Compliance	Meets Compliance			Comments/ Recommendations
			Yes	No	N/A	
15.	Participating private school programs are operated by the public school district and documentation verifies that the services provided for participating private schools assist in meeting the professional learning needs of the private school teachers as identified during consultation. ESSA Sections 2102(b)(2)(E) and 8501	Surveys, consultation forms, needs assessments, invoices, evaluation				
16.	The district implements and oversees private school services. Services provided are non-ideological. ESSA Sections 2102(b)(2)(E) and 8501	Professional learning records, evidence of regular consultation with private school officials				
17.	Procedures have been established for the retrieval of Title II, Part A purchases made on behalf of private schools when the materials are no longer needed for Title II, Part A purposes. The procedures require that retrieved purchases be distributed equitably among participating schools. ESSA Sections 2102(b)(2)(E) and 8501	Disposal of equipment procedures, inventory				
18.	Expenditures have been made for private school teachers on an equitable basis and in accordance with the approved Title II, Part A application. ESSA Sections 2102(b)(2)(E) and 8501	MUNIS, invoices, Title II, Part A budget				

Requirements		Sample Documentation of Compliance	Meets Compliance			Comments/ Recommendations
			Yes	No	N/A	
19.	Private School Officials have been notified of the district's complaint procedure, in the event there is a question of equitability of services. ESSA Sections 2102(b)(2)(E) and 8501	Complaint procedure, interviews				
20.	List participating private schools:					
	<i>Technical Assistance Provided:</i>					

Title II, Part A - Financial Management

Directions: Please place a “Yes,” “No,” or “N/A” to the right of *each* statement.

Requirements		Sample Documentation of Compliance	Meets Compliance			Comments/ Recommendations
			Yes	No	N/A	
21.	Did district transfer 100% of Title II, Part A funds into another eligible program? If so, participating private schools must still be served. ESSA Sections 5103 and 8501	Title II, Part A budget				
22.	Schools’ and the district’s staffing patterns and financial expenditures/obligations to date are consistent with the approved Title II, Part A budget. ESSA Section 8306	List and count of staff; financial expenditures on detailed MUNIS report; Title II, Part A budget				
23.	The district Title II, Part A program officer works closely with the district’s business manager to ensure funds are properly budgeted, spent, and reported using the appropriate MUNIS codes. ESSA Section 8306	MUNIS; Title II, Part A budget; invoices				
24.	District and/or school personnel paid partially from Title II and from other funding sources maintain monthly Personal Activity Reports indicating the percentage of time the employee worked directly with Title II and other programs. The reports are signed by the employee and his/her immediate supervisor.	Personal Activity Reports (PAR)				

Requirements		Sample Documentation of Compliance	Meets Compliance			Comments/ Recommendations
			Yes	No	N/A	
25.	District and/or school personnel paid solely from Title II funds maintain semi-annual Personal Activity Reports demonstrating the employee worked solely with Title II for the period covered by the documentation. The report is signed by the employee and his/her immediate supervisor.	Personal Activity Reports (PAR)				
26.	A separate accounting of Title II funds is maintained in the MUNIS system identified by school units. ESSA Section 8306	Detailed MUNIS budget				
27.	The two most recent financial audits are free of any federal findings in relation to Title II, Part A. If there were findings, they have been resolved. ESSA Section 8306	Copy of the two most recent financial audit findings, resolutions of findings				
28.	Only the Title II, Part A portion of the financial audit charged to the program account.	MUNIS report; Title II, Part A budget				
29.	Has the district appropriately tagged Title II assets/equipment? Are all assets/equipment clearly marked? ESSA Section 8306	Inventory, reason for the disposal of equipment, removal from master inventory				

Requirements		Sample Documentation of Compliance	Meets Compliance			Comments/ Recommendations
			Yes	No	N/A	
30.	The district maintains adequate internal controls in the disbursement of Title II funds. ESSA Section 8306	Procurement policies, interviews, signed invoices				
31.	The district documents that Title II funds supplement, not supplant, general funds. ESSA Section 8306	School council general funds staffing allocations, expenditure reports, signed assurances, MUNIS				
32.	All Title II, Part A records are kept for the current year and three previous years. ESSA Section 8306	May be purged after ten years, interviews, policies and procedures				
	<u>Technical Assistance Provided:</u>					

Title II, Part A – Implementation of the Equitable Access to Effective Educators Plan

Directions: Please place a “Yes,” “No,” or “N/A” to the right of *each* statement.

Requirements		Sample Documentation of Compliance	Meets Compliance			Comments/ Recommendations
			Yes	No	N/A	
33.	The district completed the equity data and included a self-selected indicator.	Equitable Access to Effective Educators Plan				
34.	The district provided an analysis of the equity data.	Equitable Access to Effective Educators Plan				
35.	The district identified barriers and root causes based on a review of the data.	Equitable Access to Effective Educators Plan				
36.	The district set realistic and attainable goals for the next three years.	Equitable Access to Effective Educators Plan				
37.	The district identified strategies to address the barriers and root causes identified.	Equitable Access to Effective Educators Plan				
38.	The district has embedded the strategies within the CDIP.	CDIP				
39.	The district is taking steps and providing support to ensure the elements of the district’s and schools’ Equitable Access to Effective Educators Plans are being implemented. <ul style="list-style-type: none"> • Elimination of barriers 	Title II, Part A budget; Equitable Access to Effective Educators Plan; CSIP;				

Requirements		Sample Documentation of Compliance	Meets Compliance			Comments/ Recommendations
			Yes	No	N/A	
	<ul style="list-style-type: none"> • Student assignment practices • Recruitment and retention of effective administrators and teachers, particularly at high-need schools • Implementation of effective professional learning supports <p>ESSA Section 1111(g)(1)(b)</p>	<p>school/district policies and procedures; meeting minutes and agendas; professional learning records; interviews</p>				
	<p><u>Technical Assistance Provided:</u></p>					

Part II: School Monitoring

Title II, Part A – School-level Program Design and Implementation

Directions: Please place a “Yes,” “No,” or “N/A” to the right of each statement. Note: Only the schools receiving an allocation will be monitored with this section.

Requirements		Sample Documentation of Compliance	Meets Compliance			Comments/ Recommendations
			Yes	No	N/A	
40.	Schools annually assess their needs in order to identify how to target Title II, Part A funds using scientifically based strategies. ESSA Section 2102(b)(2)(D)	Title II, Part A budget; Equitable Access to Effective Educators plans; CDIP/CSIP; interviews				
41.	The district’s Title II, Part A coordinator consults with schools in the development of their programs. ESSA Section 2102(b)(3)	Meeting minutes and agendas, CSIP, interviews				
42.	Schools implement their programs as described in the district’s approved Title II, Part A budget. ESSA Section 8306	Title II, Part A budget; staff schedules; MUNIS; interviews				
43.	The school completed the equity data and included a self-selected indicator.	Equitable Access to Effective Educators Plan				

Requirements		Sample Documentation of Compliance	Meets Compliance			Comments/ Recommendations
			Yes	No	N/A	
44.	The school provided an analysis of the equity data.	Equitable Access to Effective Educators Plan				
45.	The school identified barriers and root causes based on a review of the data.	Equitable Access to Effective Educators Plan				
46.	The school set realistic and attainable goals for the next three years.	Equitable Access to Effective Educators Plan				
47.	The school identified strategies to address the barriers and root causes identified.	Equitable Access to Effective Educators Plan				
48.	The school has embedded the strategies within the CSIP.	CSIP				
49.	<p>The school is implementing the elements of its Equitable Access to Effective Educators Plan.</p> <ul style="list-style-type: none"> • Elimination of barriers • Student assignment practices • Recruitment and retention of effective administrators and teachers, particularly at high-need schools • Implementation of effective professional learning supports <p>ESSA Section1111(g)(1)(b)</p>	<p>Title II, Part A budget;</p> <p>Equitable Access to Effective Educators Plan;</p> <p>CSIP;</p> <p>school/district policies and procedures;</p> <p>meeting minutes and agendas;</p> <p>professional</p>				

Requirements		Sample Documentation of Compliance	Meets Compliance			Comments/ Recommendations
			Yes	No	N/A	
		learning records; interviews				
	<i>Technical Assistance Provided:</i>					