



KDE Program Monitoring: Program Reviews

Gallatin County

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Warsaw, KY 41095

TABLE OF CONTENTS

Introduction . 1.....

Program Review-District Assurances . 2.....

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Introduction

Since Program Reviews (Arts and Humanities, Writing, Practical Living/Career Studies, K-3) are a required component of the Kentucky accountability model, the Kentucky Department of Education (KDE) is required to conduct compliance reviews to ensure that data collection, review, and accurate rating processes are established and used in school districts in accordance with the purposes of the authorizing statute. Objectives are to assess the degree to which program requirements are being fulfilled and make recommendation when appropriate and provide technical assistance and guidance to strengthen program administration and improve the quality of programs and projects.

Monitoring Process

Once a district has been selected to receive a monitoring visit, the district's designated Program Review consultant from the Division of Next-Generation Learners will contact the district coordinator to schedule the visit. A letter outlining the specific details of the visit, along with a copy of the monitoring instrument will be sent to the superintendent and the district coordinator. The monitoring instrument will be available on the KDE website under the Division of Next-Generation Learners.

During the visit, areas of review will include: (1) Program Review Internal and External Review Process (2) Program Review Evidence (3) Implementation of Programs (4) Continuous Improvement. Program evidence and supporting documentation must be made available for review if requested. Any areas of non-compliance will be discussed during the visit and shared during an exit interview with the district coordinator and superintendent.

Within two weeks of the visit, the KDE Program Review consultant will send a letter outlining Required Actions, Opportunities for Improvement, and Powerful Practices. A compliance target date as well as the required necessary documentation from the district will be included in the letter.

After satisfactory completion of the monitoring process, a letter of compliance for the scope of the monitoring will be issued. If the monitoring process is not completed; or if monitoring findings are not addressed by the due date, the district office will be notified.

Program Review-District Assurances

Label	Assurance	Response	Comment	Attachment
1.	Does the district have a designated District Point of Contact for Program Reviews?			

Label	Assurance	Response	Comment	Attachment
2.	Does the district have a process in place to conduct an external review for ALL program reviews submitted by schools?			

Label	Assurance	Response	Comment	Attachment
3.	Does the district have a process in place to ensure improvement of proficient program and assist with areas of need (characteristics below proficient) for each of the program reviews?			

Label	Assurance	Response	Comment	Attachment
4.	Does the district have a process in place to monitor identified Next Steps and implementation for continuous improvement for all program reviews?			