



# Program Monitoring: Title II

## Gallatin County

75 Boardwalk  
Warsaw, KY 41095

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## **Introduction**

As a recipient of Title II, Part A state grant funds from the United States Department of Education (USED), the Kentucky Department of Education (KDE) is required to conduct compliance reviews to ensure that funds to school districts are used in accordance with the purposes of the authorizing statute. Title II, Part A funds are provided to districts to increase student academic achievement through improved human resource management strategies for (1) recruiting and retaining highly qualified and effective teachers and principals; (2) equitably distributing staff to best meet the needs of all students; and (3) by providing ongoing professional learning opportunities.

Objectives of monitoring:

- To assess the degree to which program requirements are being fulfilled and make recommendations when appropriate and;
- Provide technical assistance and guidance to strengthen program administration and improve the quality of programs and projects.

During the monitoring visit, areas of review will include: (1) Highly Qualified Teacher Information (2) Equitable Distribution of Teachers (3) Program Development, Implementation, and Evaluation (4) Participation of Private Schools, and (5) Financial Management. Program records and supporting documentation must be made available for review. Any areas of noncompliance will be discussed during the visit and shared during an exit interview with the district coordinator and/or the superintendent. Within two weeks of the visit, the KDE Title II consultant will send a letter outlining Required Actions, Opportunities for Improvement, and Powerful Practices. A compliance target date as well the required necessary documentation from the district will be included in the letter.

**Title II, Part A -Highly Qualified Teachers (HQT)**

Label	Assurance	Response	Comment	Attachment
1.	The district's current highly qualified teacher percentage is 100%. §1119			

Label	Assurance	Response	Comment	Attachment
2.	Does the district ensure that new hires meet the highly qualified standards? §1119(a)(1)			

Label	Assurance	Response	Comment	Attachment
3.	Are all of the teachers paid with Title II, Part A funds, for the purpose of class size reduction, highly qualified? §2123(a)(2)(B)			

Label	Assurance	Response	Comment	Attachment
4.	Does the district notify parents of their right to request and receive information on the qualifications of their children's teachers? §1111(h)(6)(B)(ii) Also required by Title I, Part A			

Label	Assurance	Response	Comment	Attachment
5.	Do schools that receive Title II funds notify parents when their children are taught for four or more consecutive weeks by teachers who are not highly qualified? §1111(h)(6)(B)(ii) - Also required by Title I, Part A			

Title II, Part A -Equitable Distribution of Teachers

Label	Assurance	Response	Comment	Attachment
6.	As part of its application for Title II funds, districts are required to provide an assurance that through the implementation of various strategies, low-income, minority, and learning-disabled students are just as likely to be taught by a highly qualified, effective, experienced teacher working in their field as are students that do not fall in that category. Does the district ensure that teachers are equitably distributed throughout the district? §1112(c)(1)(L)			

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

Label	Assurance	Response	Comment	Attachment
7.	Documentation is available to verify that the school district provided opportunity for systematic consultation with teachers, administrative personnel and other appropriate groups through the planning and implementation of this Title II, Part A project. The names and areas of representation of committee members are documented. §6202(b)(5)			

Label	Assurance	Response	Comment	Attachment
8.	When determining the use of Title II, Part A program funds, the district will target schools that have the lowest proportion of highly qualified teachers, have the largest average class size, or are identified for school improvement under Title I, Section 1116(b).			

Label	Assurance	Response	Comment	Attachment
9.	Professional learning needs of teachers and principals are determined by analysis of data compiled through such processes as achievement test results, needs assessments, and surveys. (For PL funded by Title II, Part A).			

Label	Assurance	Response	Comment	Attachment
10.	Professional learning activities funded by Title II, Part A are based on a review of scientific research, meet the federal criteria for professional learning and are focused on supporting teachers in meeting the highly qualified requirements.			

Label	Assurance	Response	Comment	Attachment
11.	A record is maintained when Title II, Part A funds are used for professional learning activities or conferences.			

Label	Assurance	Response	Comment	Attachment
12.	All professional development equipment and materials over \$5000 purchased with Title II, Part A funds are permanently identified with 'Title II (A)' and 'FY' prior to placement.			

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<b>Label</b>	<b>Assurance</b>	<b>Response</b>	<b>Comment</b>	<b>Attachment</b>
13.	Class-size reduction needs are determined by analysis of data compiled through such processes as achievement test results, needs assessments, and class size data reviews.			

<b>Label</b>	<b>Assurance</b>	<b>Response</b>	<b>Comment</b>	<b>Attachment</b>
14.	Personnel compensated from Title II, Part A funds are performing assignments appropriate to the program implementation as approved in the district's Title II, Part A application and appropriate documentation is maintained.			

<b>Label</b>	<b>Assurance</b>	<b>Response</b>	<b>Comment</b>	<b>Attachment</b>
15.	Programs, services, and other activities were implemented shortly after approval of the District Teacher Quality Program Budget. If implementation was delayed, provide explanation.			

<b>Label</b>	<b>Assurance</b>	<b>Response</b>	<b>Comment</b>	<b>Attachment</b>
16.	All expenditures relate to the program(s) outlined in the application and are used to enhance professional learning instruction of identified participants. Evidence of the expenditure of state and local funds (e.g., computer printouts, paid claims, and invoices) is available to document the use of Title II, Part A funds to supplement and not supplant the program outlined in the District Teacher Quality Program Budget.			

<b>Label</b>	<b>Assurance</b>	<b>Response</b>	<b>Comment</b>	<b>Attachment</b>
17.	A plan has been established to provide valid evaluation information on all Title II, Part A programs.			

<b>Label</b>	<b>Assurance</b>	<b>Response</b>	<b>Comment</b>	<b>Attachment</b>
18.	Are program funds used to develop and implement initiatives to assist in recruiting highly qualified teachers, and hiring highly qualified teachers, who will be assigned teaching positions within their fields? Section 2123(a)(2)(C)			

<b>Label</b>	<b>Assurance</b>	<b>Response</b>	<b>Comment</b>	<b>Attachment</b>
19.	Has the LEA developed and implemented initiatives to promote retention of highly qualified and highly effective teachers and principals, particularly within schools with a high percentage of low-achieving students? Section 2123 (a)(2)(A)(i)			

**SAMPLE COPY ONLY!**

**Title II, Part A –Participation of Private Schools Information**

Label	Assurance	Response	Comment	Attachment
20.	Are there private non-profit schools (PNPs) or home schools being served by Title II, Part A? (Complete the following items if private schools exist in the district and have elected to participate.)			

Label	Assurance	Response	Comment	Attachment
21.	Documentation indicates that the school district consulted with identified private non-profit school officials regarding the benefits and limitations of participating in federal programs.			

Label	Assurance	Response	Comment	Attachment
22.	Participating private non-profit school programs are operated by the public school district and documentation verifies that the services and/or professional learning provided for participating PNPs assist in meeting the professional learning needs of the private school teachers and principals.			

Label	Assurance	Response	Comment	Attachment
23.	Participating PNP programs are maintained by the public school district and documentation verifies that the services and/or professional learning provided for participating private schools are secular, neutral, and non-ideological.			

Label	Assurance	Response	Comment	Attachment
24.	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.			

Label	Assurance	Response	Comment	Attachment
25.	Expenditures have been made for private school teachers and principals on an equitable basis in accordance with information provided by the Title II, Part A district office.			

Label	Assurance	Response	Comment	Attachment
26.	Private School Officials have been notified of the Complaint Procedure, in the event there is a question of equitability of services.			

**27. List participating PNPs including home schools:**

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**Title II, Part A -Financial Management**

Label	Assurance	Response	Comment	Attachment
28.	Did district transfer 100% of Title II funds into Title I? (If so, participating PNP's must still be served reserving the Eisenhower amount as a minimum).			

Label	Assurance	Response	Comment	Attachment
29.	Are schools' and district's staffing patterns and financial expenditures/obligations to date consistent with the approved Title II budget and fund spent in a timely manner for the last 3 years?			

Label	Assurance	Response	Comment	Attachment
30.	The district Title II, Part A program officer works closely with the district's business manager to ensure Title II, Part A funds are properly budgeted, expended, and reported using the appropriate MUNIS codes for the last 3 years.			

Label	Assurance	Response	Comment	Attachment
31.	Do payroll records document the staff at the district and school level paid completely or partially from Title II, Part A funds for the last 3 years?			

Label	Assurance	Response	Comment	Attachment
32a.	Do district and/or school personnel paid partially from Title II funds maintain monthly Personal Activity Reports indicating the percentage of time the employee worked directly with Title II and other duties?			

Label	Assurance	Response	Comment	Attachment
32b.	Is the report signed by the employee and supervisor who has firsthand knowledge of the work performed? (For the last 3 years)			

Label	Assurance	Response	Comment	Attachment
33a.	Do 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?			

Label	Assurance	Response	Comment	Attachment
33b.	Is the report signed by the employee and supervisor who has first-hand knowledge of the work performed? (For the last 3 years)			

Label	Assurance	Response	Comment	Attachment
34.	Is a separate accounting of Title II funds maintained in the MUNIS system identified by school units?			

Label	Assurance	Response	Comment	Attachment
35a.	Are the two most recent financial audits free of any federal findings in relation to Title II, Part A?			

Label	Assurance	Response	Comment	Attachment
35b.	If there were findings, have they been resolved?			

Label	Assurance	Response	Comment	Attachment
36.	Was only the Title II portion of the financial audit charged to the Title II account?			

Label	Assurance	Response	Comment	Attachment
37.	Has the district appropriately tagged Title II assets/equipment?			

Label	Assurance	Response	Comment	Attachment
38.	Does the district maintain adequate internal controls in the disbursement of Title II funds?			

Label	Assurance	Response	Comment	Attachment
39.	Are expenditures and encumbrances for Title II, Part A supported by appropriate documentation?			

Label	Assurance	Response	Comment	Attachment
40.	Is there documentation that Title II funds supplement, no supplant, general (state and local) funds?			

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Label	Assurance	Response	Comment	Attachment
41.	Are all Title II records kept for the current year and three previous years?			

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