**Title II, Part A Monitoring Tool**

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| **District** | **District Title II Coordinator** | **KDE Reviewer** | **Date(s) of Monitoring Visit** |
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**Teacher Certification**

| **Requirement** | **Meets Compliance? Yes, No or N/A** | **Comments** |
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| A. The district ensures that all teachers are appropriately certified upon their hiring. If there are teachers not meeting certification requirements, the district supports these teachers with appropriate professional learning. **ESEA 1111 (h)(1)(C)(ix)(II) and 2101(d)(2)(H)**  **Suggested Documentation:**   * *most recent EPSB certification report* * *professional learning expenditures* * *professional learning plans* * *invoices for coursework* * *district support plans for new and/or noncertified staff* |  |  |
| B. The district notifies parents of their right to request and receive information on the qualifications of their children’s teachers. **ESEA Section 1112(e)(1)(A)(i)**  **Suggested Documentation:**   * *dated letter of parents’ right to request teacher qualification information* * *notification in student handbook* |  |  |
| C. All schools notify parents when their children are taught for four or more consecutive weeks by teachers who do not meet certification standards. This includes emergency certified teachers. The KDE requires this of all schools under the Equitable Access to Effective Educators State Plan **ESEA Section 1112(e)(1)(B)(ii)**  **Suggested Documentation:**   * *dated notification letter(s)* |  |  |

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| **Strengths**:  **Recommendations**: |

**Program Development, Implementation and Evaluation**

| **Requirement** | **Meets Compliance?**  **Yes, No, or N/A** | **Comments** |
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| A. The district provides ***all*** shareholders the opportunity to consult, design, implement, continually update and improve activities supported through the Title II, Part A program. Shareholders include teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, parents, community partners, and other organizations or partners. **ESEA Section 2102(b)(3)**  **Suggested Documentation:**   * *agendas* * *meeting minutes* * *sign in sheets (names and areas of representation should be included for all shareholder groups)* * *meeting invitations* * *surveys/feedback* * *letters/emails* |  |  |
| B. The district designs, conducts and utilizes a comprehensive needs assessment to inform and support the use of Title II, Part A funded activities and initiatives.  **Suggested Documentation**:   * *CSIP/CDIP or other comprehensive needs assessment documents* * *meeting dates, minutes and/or sign-in sheets* * *documentation that contributed to the needs assessment (survey results, academic data, graduation rates, etc.)* * *completed needs assessment* |  |  |
| C. The district prioritizes funds to schools who are most in need of improvement (Targeted Support and Improvement (TSI) and Comprehensive Support and Improvement (CSI) schools) **and** schools that have the highest percentages of students in poverty. **ESEA Section 2102(b)(2)(C)**  **Suggested Documentation:**   * *district needs assessment* * *detailed MUNIS* * *staffing allocations* * *professional learning plans* |  |  |
| D. Class size reduction staff funded through Title II, Part A are **directly connected** to identified district/school needs. CSR staff are determined to be effective and class size numbers from the CSR strategy are research based. **ESEA Sections 2102(b)(2)(B) and 2102(b)(2)(D)**  **Suggested Documentation:**   * *needs assessment* * *CDIP/CSIP* * *cited research for class size reduction (grade-level specific)* * *staff certification* * *staff effectiveness evidence* * *CSR staff job description* * *effectiveness evidence if CSR staff has been previously utilized* |  |  |
| E. Professional learning activities funded by Title II, Part A are based on a review of evidence-based research and meet the statutory definition of professional learning, which requires that PL be:   * sustained * intensive * collaborative * job-embedded * data-driven * and classroom-focused   **ESEA Sections 2101(b)(2)(B), 2102(b)(2)(D), 8101(42)**  **Suggested documentation**:   * *CSIP/CDIP* * *professional learning plans* * *research of evidence-based practices* |  |  |
| F. The district implements supplemental recruiting and retention strategies that intentionally target low-income schools with high percentages of 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. **ESEA Section 2103(b)(3)(B)**    **Suggested Documentation:**   * *needs assessment* * *invoices* * *detailed MUNIS* * *CSIP/CDIP* * *meeting minutes* |  |  |
| G. The district's systems of professional growth and improvement includes structures such as staff induction programs and opportunities for building the capacity of teachers and opportunities to develop meaningful teacher leadership. **ESEA Sections 2102(b)(2)(B), 2102(b)(2)(D), and 8101(42)**  **Suggested Documentation:**   * *needs assessment* * *CSIP/CDIP* * *professional learning plans* * *agendas* * *staff surveys/feedback* |  |  |
| H. District personnel compensated from Title II, Part A funds are performing assignments appropriate to program implementation as referenced in the district’s approved application. **ESEA Section 8306  Suggested Documentation:**   * *log of activities* * *lesson plans* * *MUNIS* * *teacher assignment roster* * *needs assessment* * *job description* |  |  |
| I. The district’s Title II, Part A coordinator consults with schools in the development of school programs. **ESEA Section 2102(b)(3)**  **Suggested Documentation:**   * *meeting minutes* * *agendas* * *email communication* * *CSIP* |  |  |
| J. The district annually evaluates the effectiveness of the Title II, Part A program to ensure that student and educator needs are being addressed. **ESEA Section 2102(b)(2)(D)**  **Suggested Documentation**:   * *program evaluation plan* * *program evaluation data* * *meeting minutes* * *needs assessment* |  |  |

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| **Strengths**:  **Recommendations**:  **Technical Assistance Provided**: |

**Participation of Private Schools**

| **Requirement** | **Meets Compliance? Yes, No, or N/A** | **Comments** |
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| A. Are there private or home schools(non-public) being served by Title II, Part A? (Complete the following if non-public schools in the district have elected to participate).  **If no is checked, no further action is required for this section.**  **Suggested Documentation:**   * *list of participating non-public schools* * *letters to non-public schools; evidence of receipt* * *declaration of participation* |  |  |
| B. The district has consulted with participating non-public schools (NPS) and has completed the required Equitable Service Consultation packet. **ESEA Sections 2102(b)(2)(E) and 8501**  **Suggested Documentation**:   * *signed and dated consultation packet* |  |  |
| C. The district has two-way, ongoing communication with all NPS served by Title II, Part A to determine the needs of those schools and whether those needs are being met. **ESEA Sections 2102(b)(2)(E) and 8501**  **Suggested Documentation**:   * *records from consultation meetings* * *evidence of evaluation of multiple data sources* |  |  |
| D. Participating NPS programs are operated and overseen by the public school district and documentation verifies that the services provided for participating NPS assist in meeting the professional learning needs of the teachers as identified during consultation. Services provided are non-ideological/non-faith based. **ESEA Sections 2102(b)(2)(E) and 8501**  **Suggested Documentation:**   * *invoices* * *consultation forms* * *surveys* * *needs assessments* * *evaluations* * *professional learning records* * *evidence of regular consultation with NPS officials* |  |  |
| E. Procedures have been established for the retrieval of Title II, Part A purchases made on behalf of NPS when the materials are no longer needed for program purposes. The procedures require that retrieved purchases be distributed equitably among participating NPS. **ESEA Sections 2102(b)(2)(E) and 8501**  **Suggested Documentation**:   * *equipment disposal procedures* |  |  |
| F. Expenditures have been made for NPS teachers on an equitable basis and in accordance with the approved Title II, Part A application. **ESEA Sections 2102(b)(2)(E) and 8501**  **Suggested Documentation**:   * *invoices* * *detailed MUNIS* * *Title II, Part A budget* |  |  |
| G. Private/home school officials have been notified of the district’s complaint procedure in the event there is a question of equitability of services. **ESEA Sections 2102(b)(2)(E) and 8501**  **Suggested Documentation**:   * *complaint procedure* * *consultation agreement* * *interviews* |  |  |

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| **Participating Private Schools**: |
| **Strengths**:  **Recommendations**:  **Technical Assistance Provided**: |

**Financial Management**

| **Requirement** | **Meets Compliance?**  **Yes, No, or N/A** | **Comments** |
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| A. Staffing patterns and financial expenditures/obligations to date are consistent and aligned with the approved Title II, Part A GMAP application (does spending align with district needs and the approved GMAP budget?). **ESEA section 8306, 2 CFR 200.302**  **Suggested Documentation**:   * *list and count of staff* * *financial expenditures on detailed* MUNIS * *CDIP/CSIP* * *needs assessment* * *approved GMAP application* |  |  |
| B. The district has written procedures in place for time and effort. These written procedures should include instructions for completion of time and attendance reporting and the processing of personnel charges to federal awards. **2 CFR 200.430**  **Suggested Documentation:**   * *District time and effort procedures* |  |  |
| C. The district maintains documentation for any employees paid **partially** or **solely** with Title II, Part A funds to support the allocability, veracity and accuracy of the work performed. Records include the time amount/percentage worked directly with Title II, Part A programs, aligns with the approved GMAP budget and is signed and dated by the employee and his/her immediate supervisor.  **2 CFR 200.430; 2CFR 200.431**  **Suggested Documentation**:   * *PAR, supported by a calendar/ schedule of duties/activities that supports the FTE paid with Title II, Part A funds* * *Signed and dated semi-annual certification and/or monthly PAR reports, employee schedules* |  |  |
| D. A separate accounting of Title II, Part A funds is maintained in the MUNIS system identified by school units. **ESEA Section 8306**  **Suggested Documentation**:   * *detailed MUNIS* |  |  |
| E. The district maintains adequate internal controls in the disbursement of Title II, Part A funds. **ESEA Section 8306**  **Suggested Documentation**:   * *procurement policies* * *signed invoices* |  |  |
| F. The district documents that Title II funds supplement, not supplant, general funds. **ESEA Section 8306**  **Suggested Documentation**:   * *school council general funds staffing allocations* * *expenditure reports* * *signed assurances* * *MUNIS* |  |  |