FLORIDA DEPARTMENT OF EDUCATION

Technical Assistance Paper

Dr. Eric J. Smith
Commissioner of Education

Just Read, Florida!

No Child Left Behind (NCLB)
Monitoring of Local Educational Agency Programs
2008-2009

Summary:
The Florida Department of Education (FLDOE) monitors federally funded programs operated by Local Educational Agencies (LEAs) to fulfill its obligations under federal and state law. The purpose of monitoring is to ensure that all the legally prescribed components are in place to ensure student achievement.

This guidance explains the process that the FLDOE will use to monitor LEAs during the 2008-09 school year.

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Office of the Chancellor
http://www.fldoe.org/NCLB/nclb_monitoring.asp

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Background

A-1.   What is the legal authority for FLDOE's monitoring?
Education Department General Administrative Regulations (EDGAR) at 34 CFR 80.40(a) requires the FLDOE to monitor sub-grant activities, "to assure compliance with applicable Federal requirements and that performance goals are being achieved." Section 1008.32, Florida Statutes, addresses the responsibility of the State Board of Education for oversight and enforcement relative to compliance.

A-2.   What programs will be monitored?
All programs are monitored in some form; however, this guidance refers only to the monitoring process for NCLB formula-funded programs. The FLDOE will use the process described in this document to monitor the following programs:

- Title I, Part A, Improving Basic Programs Operated by Local Educational Agencies (LEA)
- Title I, Part A, Choice
- Title I, Part C, Education of Migratory Children
- Title I, Part D, Subpart 1, State Agency Neglected and Delinquent Programs
- Title I, Part D, Subpart 2, Neglected and Delinquent, Local Educational Agency Programs
- Title II, Part A, Teacher and Principal Training and Recruiting Fund
- Title II, Part D, Enhancing Education Through Technology
- Title III, Part A, English Language Acquisition
- Title IV, Part A, Safe and Drug-Free Schools and Communities
- Title VI, Part B, Subpart 2, Rural and Low-Income School Program
- Title X, Part C, Homeless Education

A-3.   How are discretionary programs monitored?
The FLDOE monitors discretionary programs through a variety of different monitoring activities including, but not limited to, a review of deliverables and regular reports, as well as frequent contact with program staff, depending on the type of program.

A-4.   What is the relationship between technical assistance and monitoring?
The FLDOE visits LEAs and schools for a variety of purposes. A technical assistance visit is designed to provide support to an LEA. A monitoring visit is designed primarily to determine the extent of an LEA's compliance with federal programs. The purposes of monitoring include: (1) reviewing information from an LEA; (2) determining the need for system improvements; and (3) providing technical assistance.

A-5.   What is the difference between an audit and monitoring?
Compliance monitoring and audits are closely related, but conducted by different entities. FLDOE program and fiscal staff conduct compliance monitoring, while the Auditor General's Office (or independent auditors engaged by the LEA) conducts audits. Audits are typically focused on fiscal aspects of a project and the programmatic issues closely linked to fiscal requirements, whereas monitoring activities are focused on program requirements. There is some overlap between the two activities; however, the FLDOE

makes every effort to reduce as much redundancy as possible. It should also be noted that the FLDOE is responsible for conducting follow-up on any findings made by the Auditor General or independent auditors. Results of such audits are taken into consideration as part of the monitoring activities of the FLDOE.

Monitoring Process

B-1.   What types of monitoring does the FLDOE use?
The FLDOE uses many activities to monitor compliance, including the review and approval of annual project applications and LEA Plans. In addition to these routine monitoring activities, the FLDOE uses two types of focused monitoring activities: self-evaluation and FLDOE compliance monitoring. For both types of monitoring, LEAs use a set of documents, called work papers, to assess their own level of compliance. FLDOE compliance monitoring is conducted annually for a subset of LEAs, either by a full, on-site visit or a remote (desktop) data review with limited, or no time spent on-site.

B-2.   How often is each LEA or funded entity monitored?
Annually, LEAs and other funded entities complete a self-evaluation. LEAs and funded entities participate in the FLDOE's compliance monitoring on a regular cycle, every five years, unless circumstances warrant more frequent monitoring. The FLDOE reserves the right to monitor any LEA or funded entity as frequently as necessary to ensure compliance with federal and state law.

B-3.   Which LEAs participate in each type of monitoring?
All LEAs and any other entity that receives funds under the programs listed in A-2 should conduct self-monitoring annually and complete work papers for each program in which they participate. In addition, the subset of LEAs and other entities scheduled to participate in the regular cycle of compliance monitoring each year will participate in either an on-site or desktop review. (See Appendix A for a list of LEAs scheduled for compliance monitoring in 2008-2009.)

B-4.   Will the NCLB monitoring be coordinated with other forms of monitoring conducted by the FLDOE?
For LEAs selected to participate in both FLDOE compliance monitoring and English for Speakers of Other Languages (ESOL) monitoring, the FLDOE will make every effort to coordinate monitoring visits for the convenience of the LEAs.

Work Papers

C-1.   What is the purpose of the work papers?
The work papers are a set of compliance items for each of the programs named above in A-2. This serves as an opportunity for each LEA to review its own compliance. In years when the LEA is not expected to participate in formal FLDOE compliance monitoring, the work papers give LEAs an opportunity to review the alignment of their practices and policies with federal and state requirements. The Work Plan Common Elements document is found in Appendix B.

C-2. **When are the work papers due?**
LEAs scheduled for on-site or desk-top review should submit their self-certification and work papers to FLDOE within 30 calendar days from the receipt of the 2008-09 monitoring materials. This year, the self-certification and work papers are due September 29, 2008. LEAs that are self-monitoring are not required to submit work papers along with their self-certification form.

C-3. **How does an LEA submit its work papers?**
Submission requirements vary depending on the LEA.

LEAs scheduled to be monitored this year (see Appendix A) should submit their work papers electronically to the appropriate program contacts. They should also submit the Self-Evaluation Certificate electronically in pdf format, with an original signature to Dr. Jan Morphew at NCLB@fldoe.org. It should be noted that by signing this form, the superintendent assures that the work papers are complete and accurate (see Appendix C).

LEAs not scheduled to be monitored should submit the Self-Evaluation Certificate electronically in pdf format, with an original signature to Dr. Jan Morphew at NCLB@fldoe.org. By signing this form, the superintendent assures that the work papers are complete and accurate (see Appendix C). (Any LEA with a System Improvement Plan from the prior year should see Section E for information.)

C-4. **Who must sign the Self-Evaluation Certificate?**
The superintendent signs the Self-Evaluation Certificate. A signature on the certification represents an assurance that all the answers submitted are complete and accurate.

C-5. **Do the work papers need an original signature?**
No. Only the Self-Evaluation Certification must be signed.

C-6. **Are the work papers available online?**
Yes. The work papers are available for submission and upload of documents at: http://www.fldoe.org/NCLB/nclb_monitoring.asp.

C-7. **Which LEAs should complete the work papers?**
All LEAs and other entities that receive formula funds under any of the programs named in A-2 should complete work papers. However, only those scheduled for desktop or on-site monitoring submit the work papers and supporting documentation to FLDOE. It is important that all LEAs maintain complete documentation should it be requested by the USED or the FLDOE.

C-8. **How does the FLDOE use the work papers?**
The FLDOE uses the work papers for a variety of purposes. First, they are an assurance that LEAs, as sub-grantees, are in compliance with federal and state law. Where LEAs identify areas in which they are not compliant, the work papers help the FLDOE to pinpoint areas where technical assistance is needed. Work papers also allow the FLDOE to identify LEAs' best practices. As part of the on-site and desktop monitoring process, the monitoring team reviews the work papers prior to the actual week of monitoring to help them prepare and to minimize LEAs' workload at the time of those reviews.

C-9.   Does an LEA have to complete work papers for all federal programs?
An LEA, or any other funded entity, only needs to complete work papers for the programs under which it receives funding.

C-10. Are there major changes to the work papers from 2007-2008?
Yes. In addition to making minor formatting changes, the FLDOE has further streamlined the work papers to reduce the response burden of LEAs and other funded entities. A new online system has been developed to ease the operation and storage of documents.

C-11. How are the work papers organized?
The work papers have several different sections within each Title. They are:

Common Elements – FLDOE staff, in conjunction with LEA representatives, identified the common elements associated with specific requirements related to each program. The first box on each page specifies the common element being addressed. A complete list of the common elements can be found in Appendix B.

Compliance Items – The work papers include compliance items which indicate specific requirements of NCLB and Florida Statutes relating to the program being monitored. The compliance items also provide reference to the relevant citation.

Compliance Status (LEA) – For each compliance item, the LEA should select one of the designations regarding compliance (see C-13) and include the initials of the staff member completing the work papers as well as the completion date.

Review Questions – The left-hand column specifies the types of questions or information FLDOE staff will be looking for during the monitoring review. This column also lists documents required for verification activities.

LEA Comments – The LEA may use this space to communicate additional information or comments regarding a compliance item to FLDOE staff.

FLDOE Verification Notes – FLDOE staff use this space to record comments during desktop or on-site monitoring.

C-12. What do the various designations regarding compliance mean?
The various designations and their definitions include:

Requirements Met – means that the LEA has evidence to document full compliance with the requirement.

Further Action Required – means that all or part of the requirement is not documented as in compliance and a System Improvement Plan should be developed for every compliance item where further action is required.

Not Applicable – means that the requirement is not applicable to the LEA being monitored. If "Not Applicable" is checked, the LEA should explain in the LEA

comment box why the requirement is not applicable. (For example, an LEA with only Title I, Part A, schoolwide programs would indicate that the items regarding targeted assistance programs are not applicable.)

C-13. Is the LEA expected to judge whether it is in compliance with each item?
Yes. For each compliance item, the LEA is expected to determine whether it has met all the requirements or if further action is required. For "Further Action Required" status, a System Improvement Plan be developed and submitted. By submitting the certification, the LEA or other funded entity is verifying that it is either fully compliant in all areas or will take action to correct those areas during the current school year.

C-14. Who can answer specific questions about the content of the work papers?
Appendix D contains a list of FLDOE program contacts. If there are specific questions about the content, e.g. what documentation is appropriate or a specific criterion, please contact the person or office listed.

C-15. Do all LEAs have to submit a complete set of work papers?
No. Only those LEAs scheduled for desktop or on-site monitoring (see Appendix A for the list) should submit a complete set of work papers. These work papers are due September 29, 2008. In 2009-2010, however, all LEAs will be expected to submit a complete set of work papers.

C-16. Is there anything else that should be submitted to support the work papers?
Yes. LEAs that are scheduled for desktop and on-site monitoring should upload copies of the documents that serve as evidence to support compliance items in the work papers by September 29, 2008.

FLDOE Compliance Monitoring

D-1. Why is compliance monitoring necessary, since each LEA is attesting to its own compliance through the work papers?
The US Department of Education (USED) has determined that having LEAs report their own designations regarding compliance, while a valuable part of the monitoring process, is not sufficient.

D-2. What is compliance monitoring?
Each year, approximately one-fifth of Florida's LEAs and other funded entities are monitored intensively using a comprehensive set of compliance items established by the FLDOE. This is accomplished in one of two ways. For approximately half of the LEAs to be monitored each year, a team of FLDOE reviewers will conduct a thorough remote (desktop) monitoring process with limited, or no, on-site visits. For the remaining LEAs, a team of FLDOE reviewers will conduct a thorough process while on-site.

D-3.   **How does compliance monitoring build on the work papers?**
The work papers provide a starting place for the compliance monitoring process by allowing the FLDOE to review an LEA's own assessment, as well as data and other reports, in preparation for a more intensive, FLDOE-directed examination.

D-4.   **Where can I find a list of LEAs and other funded entities to be monitored each year?**
A list is available in Appendix A. This list was developed to ensure that each LEA or funded entity is monitored at least once every five years. However, the FLDOE reserves the right to monitor LEAs as frequently as necessary to ensure compliance.

D-5.   **How are LEAs selected for desktop monitoring or on-site visits?**
FLDOE uses a "risk-based" system of monitoring. This allows the FLDOE to select LEAs from the list for desktop monitoring or on-site visits (see Appendix A) based on the FLDOE's review of achievement data, AYP indicators, and safety indicators. Other LEAs from the list are selected randomly.

D-6.   **When will LEAs be notified of the schedule for desktop or on-site monitoring?**
LEAs scheduled for monitoring will be notified by September 26, 2008, regarding whether they will be reviewed through the desktop or on-site process.

D-7.   **What does the desktop monitoring process involve?**
During the desktop monitoring process, a team from the FLDOE representing the range of federal programs that are funded in the LEA will review the work papers and documentation provided to FLDOE. Monitoring begins with an entrance conference call between the FLDOE and LEA personnel during which the scope of the desktop monitoring will be explained. During the monitoring process, the FLDOE may request phone conference calls with a range of LEA personnel, as well as additional documentation. Members of the FLDOE team will work with the LEA before the monitoring takes place to establish a schedule that covers all necessary activities. Every effort will be made to coordinate phone interviews with the schedule of LEA personnel. The process ends with an exit interview to discuss preliminary findings and timelines for reports. In some cases, the FLDOE may wish to follow-up with a site visit to interview additional LEA personnel or review additional documents.

D-8.   **How long does the desktop monitoring process take?**
Desktop monitoring is designed to take place within one continuous work week and is planned in cooperation with LEA personnel. Desktop monitoring often does not require a full week.

D-9.   **How should an LEA prepare for desktop monitoring?**
The FLDOE requests that each LEA select a single point-of-contact to coordinate the monitoring components. By September 29, 2008, the LEA should identify the contact, complete the work papers, and upload copies of all evidence that supports the work papers to the online system (http://www.fldoe.org/NCLB/nclb_monitoring.asp). Each LEA should answer all questions in the work papers and be prepared to answer additional questions. Personnel who can address these questions should be available during the monitoring process. Each LEA to be monitored will receive specific correspondence from FLDOE regarding monitoring requirements.

D-10. Are non-FLDOE personnel involved in desktop monitoring?
No.

D-11. Who participates in the desktop monitoring process?
The FLDOE team will coordinate each phone call with the LEA point person. In general, the following individuals should be available during desktop monitoring:

LEA Staff
- Superintendent (or Designee)
- NCLB/Federal Program Coordinators
- Finance Officer
- Assessment Coordinator
- Management Information Systems (MIS) Coordinator
- Curriculum Coordinator
- Exceptional Student Education Coordinator
- Certification Coordinator
- Staff Development Coordinator
- Student Services Director
- Other staff as needed

Others
- Supplemental Educational Services Providers

D-12. What does an on-site monitoring visit involve?
During an on-site monitoring visit, a team from the FLDOE will visit the LEA. Members of the team represent the range of federal programs that are funded in the LEA. The visit begins with a meeting between members of the FLDOE team and LEA personnel during which the scope of the visit will be explained. While on-site, the FLDOE team will interview a range of LEA personnel, parents, private school personnel, and vendors. The team will request and review documents. In addition, they will visit schools, observe classrooms, and project activities. The visit ends with an exit interview to discuss preliminary findings and timelines for reports.

D-13. Are non-FLDOE personnel involved in an on-site monitoring visit?
Yes. The FLDOE plans to train and use LEA staff as peer monitors. Interested staff should contact Dr. Jan Morphew at Jan.Morphew@fldoe.org by September 29, 2008, if they would like to be a part of a monitoring team.

D-14. What LEA personnel participate in the on-site visit?
The FLDOE team will coordinate each interview with the LEA point person. In general, the following individuals should plan to be available during an on-site visit:

LEA Staff
- Superintendent (or designee)
- NCLB/Federal Program Coordinators
- Finance Officer
- Assessment Coordinator

- Management Information Systems (MIS) Coordinator
- Curriculum Coordinator
- Exceptional Student Education Coordinator
- Certification Coordinator
- Staff Development Coordinator
- Student Services Director
- Other staff as needed

School Staff
- Principal (or Designee)
- Instructional Staff
- Paraprofessionals
- Guidance Personnel
- School Resource Officer

Others
- Representatives from private schools receiving services through NCLB Programs
- Parents
- Supplemental Educational Services Providers

D-15. **Does the LEA have to make arrangements with supplemental educational services providers for the on-site monitoring visit?**
No. The FLDOE will contact supplemental educational services providers directly.

D-16. **How long is the FLDOE team in the LEA during an on-site visit?**
On-site monitoring visits are designed to take place within one continuous work week whenever possible and planned in cooperation with LEA personnel. Often these visits do not require a full week.

D-17. **How should an LEA prepare for an on-site visit?**
The FLDOE requests that each LEA select a single point-of-contact to coordinate the visit. By September 29, 2008, the LEA should upload copies of all evidence supporting the work papers into the online system (http://www.fldoe.org/NCLB/nclb_monitoring.asp). Prior to the visit, the LEA should consult the document lists in the work papers to prepare LEA documentation. School-level, paper copies of documents should also be readily available in a central location during the site visit. The LEA should also carefully read the review questions in the work papers and make personnel available who can address these questions. LEAs to be monitored will receive specific correspondence from FLDOE regarding the visit and requirements.

D-18. **What can an LEA expect after desktop or on-site monitoring?**
After the end of a desktop monitoring or on-site visit, the FLDOE team will assemble a preliminary monitoring report. The preliminary report, which must undergo several levels of FLDOE review, should be sent to the superintendent within 30 working days of the last day of the monitoring review. The preliminary report will identify areas where the LEA met requirements or where further action is required, as well as any recommendations. The preliminary report will also indicate the items for which System Improvement Plans should be developed and any required fiscal adjustments. The

Reporting and Follow-up Section (Section E) provides detail on requirements that follow the preliminary report.

Reporting and Follow-up

E-1.   May an LEA appeal findings of further action required?
Yes. An LEA may request reconsideration (an appeal) of the findings within 10 working days of receiving the preliminary report, but only if FLDOE has made a factual error in the report. Evidence submitted prior to the close of business on Friday of the week of monitoring (desktop or on-site) will be reviewed again to make a final determination of findings. Should additional evidence be submitted with the request for consideration, it may be noted on the report that evidence was later submitted.

E-2.   What should an LEA do after it receives a report identifying one or more areas not in compliance and, therefore, requiring further action?
If the LEA does not appeal findings, it should develop and submit a System Improvement Plan for each compliance item where further action is required to FLDOE within 10 working days after the receipt of the report. The plan acknowledges that the finding is accurate and outlines steps to correct the finding. A System Improvement Plan template, instructions, and completed samples are found in Appendix E.

E-3.   What should be included in the System Improvement Plans?
System Improvement Plans should provide the specific steps the LEA will take to come into compliance, including anticipated timelines. These serve as a comprehensive "plan of action" outlining the key components of the necessary system improvements that will ensure compliance with federal requirements. Two sample System Improvement Plans are provided in Appendix E: one for a Title I, Part A compliance item and one for a Title I, Part D, Subpart 2 compliance item.

E-4.   When are System Improvement Plans due?
System Improvement Plans are due with the Self-Evaluation Certification or within 10 working days after receipt of the preliminary report or response to any requests for reconsideration.

E-5.   Does the FLDOE check to see if the findings have been addressed?
Yes. Evidence that each System Improvement Plan has been implemented can be sent to the FLDOE any time during the year, but should be provided no later than the date self-certifications are due for the following year. Based on the gravity of the findings, the FLDOE may establish additional reporting schedules that may, at the FLDOE's discretion, involve follow-up visits to the LEA to verify the findings have been corrected.

E-6.   What are the consequences if an LEA does not address monitoring findings?
The FLDOE has a responsibility to the USED to ensure that its sub-grantees are in full compliance with federal law and to the Florida State Legislature to ensure that sub-grantees are in full compliance with state law. The FLDOE reserves the right to withhold funding to, and to implement more restrictive conditions for, sub-grant recipients deemed

as not implementing federal and state programs with fidelity, as determined through the monitoring process.

E-7.   How can an LEA document that it has corrected a finding identified through monitoring?
LEAs should document corrected findings by providing the evidence indicated in the System Improvement Plans, which should be provided no later than the due date for self-certification forms for the following year. See C-2 above.

E-8.   How should System Improvement Plans and evidence be submitted?
System Improvement Plans should be submitted through the online system found on the NCLB monitoring website (http://www.fldoe.org/NCLB/nclb_monitoring.asp). Evidence that the plan was implemented as described in the plan, should also be uploaded once the System Improvement Plan has been implemented.

E-9.   When is System Improvement Plan evidence for the 2008-2009 Monitoring Cycle due?
LEAs should submit evidence that each System Improvement Plan developed in the 2008-2009 school year has been completed. The evidence should be submitted to FLDOE by the due date established for the 2009-2010 work papers and documentation, which has not yet been determined.

E-10. Is there a final report?
Yes. After the FLDOE has received and approved the System Improvement Plans, it will issue a final report. If there are requests for reconsideration, it will issue a response to the request within 10 working days of the official review of such requests. In instances where findings are upheld, LEAs should submit System Improvement Plans within 10 working days. After approval, the FLDOE will issue a final report within 10 working days. If requests for reconsideration are granted, the final report will be issued accordingly. Final reports will include any changes made in response to appeals and additional evidence provided to FLDOE, as well as an indication of all approved System Improvement Plans. All reports are public records and will be available for public review on the FLDOE's website, consistent with Florida's *Government in the Sunshine* laws and rules.

Appendix A:
LEA Compliance Monitoring Schedule

Five Year Monitoring Schedule for 2007-2011

2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
UF Lab School	Bay	Escambia	Columbia	Wakulla
Dade	Gadsden	Santa Rosa	Baker	Hillsborough
Pasco	Putnam	Nassau	Lake	Pinellas
Union	Jefferson	Duval	Orange	Gilchrist
Bradford	Hamilton	Volusia	Sarasota	Charlotte
Holmes	Manatee	Seminole	Desoto	Liberty
Calhoun	Hardee	Martin	St. Johns	Franklin
Citrus	Highlands	St. Lucie	FSDB	FAU Lab
Hernando	Polk	Palm Beach	FSU Lab	Levy
Monroe	Gulf	Osceola	FAMU Lab	Marion
Collier	Jackson	Okeechobee	Broward	Clay
Lee	Taylor	Madison	Glades	Indian River
Alachua	Brevard	Suwannee	DOC	Flagler
Lafayette	Leon	Dozier	Okaloosa	
Dixie		Dozier II	Walton	
Sumter		Okeechobee/Dozier	Hendry	
		Washington		

Appendix B
Work Papers – Common Elements

(A) Needs Assessments and Program Planning
(B) Activities
(C) Coordination of Programs
(D) Private School Consultation
(E) Support for Reading/Strategic Imperatives
(F) School Improvement
(G) Dissemination/Marketing
(H) Reporting Outcomes
(I) Programmatic Use of Funds
(J) Budget
(K) Highly Qualified Staff
(L) Others as necessary

Appendix C
Self – Evaluation Certification

2008-09 No Child Left Behind and Selected Florida Statutes Monitoring
Self-Evaluation Certification

Local Education Agency: _____   **LEA Contact:** _____

Programs Self-Evaluated, Contact Information, and Outcomes

For each of the programs listed below, indicate with a check (✓) the appropriate compliance status: Requirements Met, Further Action Required, or Not Applicable. For any program area where further action is required, a System Improvement Plan must be attached. In the column headed, "Contact Information," please provide the name, title, mailing address (including room/ office number if applicable), telephone and fax numbers (including area code), and e-mail address of the person responsible for each program.

Program	Compliance Status			Program Contact Information
	Requirements Met	**Further Action Required (System Improvement Plan Required)**	**Not Applicable***	
Title I, Part A (Basic)				
Title I, Part A (Choice)				
Title I, Part C (Migrant)				
Title I, Part D, Subpart 1 (State Agency N&D)				
Title I, Part D, Subpart 2 (Local Agency N&D)				
Title II, Part A (Teacher & Principal Training)				
Title II, Part D (Enhancing Education Through Technology)				
Title III, Part A (English Language Acquisition)				
Title IV, Part A (Safe & Drug-Free)				
Title VI, Part B (Rural & Low-Income)				
Title X, Part C (Homeless)				

*If not applicable because the LEA does not participate in this program, please indicate this.

I, _____ *(Type or Print Name of Superintendent)* do hereby certify that all facts, figures, and representations reported herein are true, correct, and consistent with the requirements set forth in the No Child Left Behind Act and cited sections of the Florida Statutes. Furthermore, all applicable statutes, regulations, procedures, and administrative requirements have been implemented to ensure proper accountability for the expenditures of funds. All records necessary to substantiate these requirements will be available for review by appropriate federal and state personnel.

_____   _____
Signature of Superintendent   Date

Submit this form with original signature and any required System Improvement Plan to:

Florida Department of Education
Office of the Chancellor
Division of Public Schools
ATTN: Dr. Jan Morphew
325 West Gaines Street, Suite 514
Tallahassee, FL 32399

Appendix D
Work Papers – Contact Information

Program	Contact Information
Title I, Part A	Jessie Simmons 850/245-0682 Jessie.Simmons@fldoe.org
Title I, Part A, Choice	Mary Jo Butler 850/245-0479 Maryjo.Butler@fldoe.org
Title I, Part C	Carolyn Mathews 850/245-0693 Carolyn.Mathews@fldoe.org
Title I, Part D	Melvin Herring 850/245-0684 Melvin.Herring@fldoe.org
Title II, Part A	Peggy Primicerio 850/245-0734 Peggy.Primicerio@fldoe.org
Title II, Part D	Charles Proctor 850/245-9318 Charles.Proctor@fldoe.org
Title III, Part A	Mark Drennan 850/245-0893 Mark.Drennan@fldoe.org
Title IV, Part A	Brooks Rumenik 850/245-0749 Brooks.Rumenik@fldoe.org
Title VI, Part B	Michael Kilts 850/245-9946 Michael.Kilts@fldoe.org
Title X, Part C	Lorraine Allen 850/245-0668 Lorraine.Allen@fldoe.org

Appendix E
Improvement Plan Template, Instructions, and Sample Preliminary System Improvement Plans

No Child Left Behind (NCLB) Monitoring of Local Education Agency (LEA) Programs
System Improvement Plan for 2008-2009
_____Self Evaluation _____Desktop Verification _____On-site Verification

LEA: Date Prepared:
Name of Program:
Criterion:
Finding:
Objective:
Evidence of Improvement:
Anticipated Date of Completion:
Person Responsible for Overall Implementation of Plan:

Actions to be Taken	Person(s) Responsible	Timelines

This template is available online at: http://www.fldoe.org/NCLB/nclb_monitoring.asp

Instructions

General: This table is created as a Word document and cells expand to provide as much information as necessary.

LEA and Date Prepared: Enter the name of the LEA and the date the plan was prepared.

Name of Program: The name of the program for which this plan was prepared (e.g., Title II, Part A – Teacher and Principal Training and Recruiting) will pre-populate from the online system.

Criterion: Using the numbers and text from the work papers, this is the criterion being addressed by this plan; it will be pre-populated from the online system.

Finding: This is the LEA's finding which requires the System Improvement Plan. For example, "Private schools were not provided an opportunity for equitable participation." It will be pre-populated from the online system.

Objective: Explain what the LEA hopes to achieve by implementing the System Improvement Plan.

Evidence of Improvement: Specify how the LEA will measure the improvement resulting from implementation of the plan, including the documentation that will be on-site and the data that will support successful implementation.

Anticipated Date of Completion: Specify the date by which the LEA is committed to successfully achieving the objective.

Person Responsible: Specify by name and title of the LEA representative who is responsible for implementation of the Plan. Provide a telephone number and e-mail address for that individual.

Actions to be Taken, Person(s) Responsible, Timelines: In the appropriate columns, delineate the actions to be taken, the person(s) responsible (by title only), and the timelines for implementation of these actions. The actions need to be specific and directly related to achievement of the objective. Timelines should be specified as a beginning date and a completion date (month and year).

Sample
No Child Left Behind (NCLB) Monitoring
System Improvement Plan for 2008-2009
____Self Evaluation __X__Desktop Verification ____On-site Verification

LEA: Sunshine School District	**Date Prepared: September 15, 2008**

Name of Program: Title I, Part A, Improving the Academic Achievement of the Disadvantaged

Criterion: KIA-8, The LEA (1) conducts, with parents, an annual evaluation of the content and effectiveness of the parent involvement policy/plan in improving the academic quality of schools funded under this part by identifying barriers to greater participation by parents in authorized activities; and (2) uses the findings to design more effective strategies and, if necessary, revise the parent involvement plan.

Finding: The LEA did not conduct an annual evaluation of the content and effectiveness of the LEA's parent involvement policy.

Objective: By the end of the 2008-09 school year, Sunshine School District will conduct, with the input of parents, an annual evaluation of the content and effectiveness of the LEAs parent involvement policy. This evaluation will measure the effectiveness of the LEAs parent involvement policy in improving the academic quality of schools and identifying barriers to participation. In addition, the LEA will analyze the results of the surveys with parents and revise the parent involvement policy as necessary.

Evidence of Improvement: Meeting agendas, surveys and their dissemination, analysis of findings, and revisions to the parent involvement policy.

Anticipated Date of Completion: May 2009

Person Responsible for Overall Implementation of the Plan: John Q. Public
Title I Coordinator
(111) 222-3333
john.public@sunshine.edu

Actions to be Taken	Persons(s) Responsible	Timelines
1. Examine the Parent Involvement Evaluation Toolkit that is currently being piloted in three LEAs.	Title I Coordinator	September 2008
2. Tailor the Parent Involvement Evaluation Toolkit to be incorporated into the annual Title I Needs Assessment.	Title I Coordinator	October-November 2008
3. Administer the evaluation to parents at Title I schools.	Title I Coordinator	January 2009
4. Collect completed parent surveys and data from Title I schools.	Title I Coordinator	February 2009
5. Compile results of parent surveys.	Title I Coordinator	March 2009
6. Use findings to design more effective strategies and revise the parent involvement plan.	Title I Coordinator	May 2009

Sample
No Child Left Behind (NCLB) Monitoring
System Improvement Plan for 2008-2009
____Self Evaluation __X__Desktop Verification ____On-site Verification

LEA:	**Date Prepared:**

Name of Program: Title I, Part D, Subpart 2, Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent, or At-Risk

Criterion: BID-2, The LEA attempts to find alternative placements for students that are interested in continuing their education but are unable to participate in a regular education program.

Finding: Non-Compliance; there is no evidence that the LEA has established the necessary supports to assist children returning to local schools from correctional or neglected/delinquent facilities.

Evidence of Improvement: Approved transition plan, school board agenda (and minutes showing approval), agenda/notice of distribution to school principals

Anticipated Date of Completion: August 31, 2009

Person Responsible for Implementation of Plan: John Q. Public
Director of Alternative Programs
(111) 222-3333
john.public@sunshine.edu

Actions to be Taken	Person(s)Responsible	Timelines
A transition plan will be developed with draft copies printed for school board members and administrators.	Director of Alternative Programs; Executive Director, School Improvement; Principals	January 2008-2009
Transition program plan will be placed on the February school board agenda for approval.	Director of Alternative Programs	February 2008-2009
Final copies of transition plan will be printed.	Director of Alternative Programs	March 2008-2009
Transition plan copies will be distributed to school principals at a meeting in which the plan is fully explained, with technical support offered.	Executive Director, School Improvement	March 2008-2009