

- 1 SAIL into Tutoring!
Steering Academic Instruction for Leaders

Aids to Navigation: Monitoring Through Safe Waters

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- 2 **Agenda**
 - Federal and State Requirements
 - Florida's Monitoring
 - Responsibilities
 - Desktop and On-Site Verification
 - Essential Elements of Monitoring Workpapers
 - Question and Answer
- 3 **Federal Requirement:**
 - Education Department General Administrative Regulations (EDGAR) at 34 CFR 80.40(a) requires the Florida Department of Education to monitor sub-grant activities "to assure compliance with applicable federal requirements and that performance goals are being achieved."
- 4 **State Requirement:**
 - Section 1008.32, Florida Statutes requires the State Board of Education to oversee the performance of district school boards and public postsecondary educational institution boards in enforcement of all laws and rules.
- 5 **Global Monitoring**
 - USDE monitors FDOE
 - FDOE monitors LEAs and SES providers
 - LEAs monitor implementation of the contract by providers
 - SES providers monitor tutoring staff to ensure fidelity of program
- 6 **Florida's Monitoring Process**
 - Three tier model
 - Self-Evaluation
 - Focused onsite monitoring visit
 - Focused desktop review
 - Preliminary report
 - System improvement plan
 - Final report
- 7 **State Responsibilities:**

- Teams monitor, evaluate, and provide feedback to LEAs and SES providers regarding compliance of federal and state laws

8 **LEA Responsibilities:**

- LEAs are required to:
 - conduct a self-evaluation of their program using the workpapers
 - compile all evidence of compliance
 - submit a self-evaluation certification to the Department
 - submit a system improvement plan if found partial or not in compliance

9 **SES Provider Responsibilities:**

- SES providers are required to:
 - conduct a self-evaluation of their program using the workpapers
 - compile all evidence of compliance
 - submit a self-evaluation certification to the Department
 - submit a system improvement plan if found partial or not in compliance

10 **Desktop Verification**

- Just what it sounds like!
- Selected districts and providers send all evidence of compliance to FDOE with completed workpapers for review
- FDOE staff reviews documents and conducts phone interviews with staff

11 **Desktop Verification Continued**

- FDOE develops follow-up questions

- Report includes findings, if any

- System Improvement Plan is required if findings included

12 **On-Site Verification**

- FDOE staff reviews documents in Tallahassee
- Documents not on file in Tallahassee are reviewed on-site
- Follow-up questions with staff based on document review

13 **On-Site Verification Continued**

- Interview teachers, parents, district, and school staff
- Report includes findings, if any
- System Improvement Plan is required if findings included

14 **Proposed Monitoring Timelines**

- Summer 2007 → Receive Monitoring
- Fall 2007 → Self Evaluation Due

Workpapers

➤ Fall 2007 → Notification of Desktop Verification

➤ Fall 2007 → Desktop Verification Documents Due

15 **Proposed Monitoring Timelines**

➤ Fall 2007 → FDOE Desktop Verification Due

➤ Winter 2008 → Notification of Onsite Visits

➤ Winter – April 2008 → Onsite Visits

➤ Spring 2008 → Final Reports Due

16 **Essential Elements of the Monitoring Process**

➤ **Common Elements** – FDOE staff identified the common elements associated with NCLB requirements. The first box on each page specifies the common element being addressed

➤ **Compliance Item** – The specific requirement related to the program being monitored is identified and the relevant NCLB citation provided.

➤ **Evidence of Compliance** – The left-hand column specifies the documents required for verification activities (desktop or onsite verification). Additional information includes interviews or other types of activities that will provide evidence of compliance.

17 **Compliance Status and FDOE Verification**

➤ **Compliance Status** – LEA/SES provider staff will check one of the following:

➤ **In Compliance:** there is evidence to document full compliance with the requirement

➤ **System Improvement Required:** all or part of the requirement is not documented as in compliance

➤ **Not Applicable:** the requirement is not applicable to be monitored and an explanation should be given in the comment section

18 **Essential Elements of the Monitoring Process (continued)**

➤ **FDOE Verification** – FDOE staff will check one of the following:

➤ **In Compliance:** LEA or provider satisfactorily provided documentation of full compliance with the requirement

➤ **Partial Compliance:** LEA or provider satisfied a portion of the requirement and must complete a system improvement plan

➤ **Not Applicable:** the requirement is not applicable to be monitored and must be explained in the FOE Verification Notes section

19 **Compliance Status and FDOE Verification**

➤ **Findings and Comments**

➤ This space is provided to make findings and comments relevant to the particular compliance item.

➤ These notes should be self-explanatory and directly support the Compliance Status noted in the middle of the page.

20 **Compliance Status and FDOE Verification Continued**

➤ **FDOE Verification Notes**

➤ This space will be used by the FDOE staff to record comments about verification activities whether these be desktop or on-site.

➤ The notes should be self-explanatory and directly support the FDOE Verification outcome noted in the middle of the page.

21 **Guidance for Compliance
(LEA)**

- Compliance Item FIAC-1: For Title I schools identified as in need of improvement, corrective action, and restructuring, the Local Educational Agency (LEA) has, no later than the first day of the school year, provided to the parents of each student enrolled in the school with the following information:
 - the school's status and what the identification means
 - how the school compares in terms of academic achievement to other public schools in the LEA
 - the reason(s) for the identification
 - what the school and LEA are doing to address the academic problem(s) and how parents can help
 - options for public school choice, including transferring to another public school and supplemental educational services (SES), as applicable.
- PL 107-110, Section 1116(b)(1)(E) and (b)(6)

22 **Guidance for Compliance
(LEA)**

- Compliance Item FIAC-2: For each Title I school identified as in need of improvement for two or more consecutive years, the LEA has provided annual notice to parents of all eligible students enrolled in the school of the availability of supplemental educational services, including:
 - a list of state-approved providers serving the LEA
 - a brief description of services and staff qualifications
 - an offer to assist parents in choosing a provider
 - the procedures and timelines that parents must follow in selecting a provider.
- PL 107-110, Section 1116(e)(2)(A-B)

23 **Guidance for Compliance
(LEA)**

- Compliance Item FIAC-2a: The LEA has provided notification to parents of students eligible to receive supplemental educational services prior to and after the start of the school year. Notification included contact information for state-approved providers as well as the enrollment form, clear instructions, and timeline for the selection of providers and commencement of services.
- Section 1008.331(2)(c), Florida Statutes

24 **Guidance for Compliance
(LEA)**

- Compliance Item FIAC-2b: The LEA has not provided incentives to entice a student or a student's parents to choose a provider.
- Section 1008.331(1), Florida Statutes

25 **Guidance for Compliance
(LEA)**

- Compliance Item FIAC-2c: The LEA has created a streamlined parent enrollment and provider selection process for supplemental educational services and ensured that the process enables eligible students to begin receiving supplemental educational services no later than October 15, 2007 of each school year.
- Section 1008.331(2)(a), Florida Statutes

26 **Guidance for Compliance
(LEA)**

- Compliance Item FIAC-2d: Supplemental educational services enrollment forms were made freely available to parents of eligible students and providers both prior to and after the start of the school year.

➤ Section 1008.331(2)(b), Florida Statutes

27 **Guidance for Compliance
(LEA)**

➤ Compliance Item FIAC-2e: The LEA held open student enrollment for supplemental educational services unless or until it obtained a written election to receive or reject services from the parents of at least a majority of eligible students unless a waiver is granted by the State Board of Education. The LEA has met compliance when it has obtained evidence of reception or rejection of services from the parents of at least a majority of eligible students for parental choice with transportation or SES unless a waiver is granted by the State Board of Education.

➤ Section 1008.331(2)(f) and (3)(a), Florida Statutes

28 **Guidance for Compliance
(LEA)**

➤ Compliance Item FIAC-3: The LEA has entered into agreements (contracts) with each state-approved provider that parents selected. The agreements:

- address the development and implementation of the Student Learning Plan (SLP – formally PDPA) that includes specific student achievement goals, how each student's progress will be measured, timetable for improving achievement, and for students with disabilities, consistency with individualized education program
- describe how provider will regularly inform each student's parent(s) and teacher(s) of student's progress
- provide for termination of agreement if provider is unable to meet goals and timetables
- contain provisions for payments to provider by the LEA
- prohibit providers from disclosing any student identifiable information
- ensure that services will be provided consistent with applicable health, safety, and civil rights laws.

➤ PL 107-110, Section 1116(e)(3)(A-E) and 1116(e)(5)(C)

29 **Guidance for Compliance
(LEA)**

➤ Compliance Item FIAC-3a: The LEA provided access to school facilities to providers that wished to use these sites for supplemental educational services, using the same policies applied to other organizations that have access to school sites.

➤ Section 1008.331(2)(g), Florida Statutes

30 **Guidance for Compliance
(LEA)**

➤ Compliance Item IIAC-1: The LEA has reserved an amount equal to 20 percent of its total allocation under this part to implement its public school choice plan. Of this amount, a minimum of 5 percent has been allocated to support the costs of choice with transportation and a minimum of 5 percent has been set aside for the costs associated with the provision of state-approved supplemental educational services.

➤ Section 1116(b)(10)(A), P.L.107-110

31 **Guidance for Compliance
(LEA)**

➤ Compliance Item IIAC-2: The LEA has developed a process to prioritize the provision of supplemental educational services to the lowest-achieving students if the amount of funds is insufficient to provide supplemental educational services to all students whose parents request the services. The LEA has developed a process to prioritize choice with transportation to the lowest achieving students if the amount of funds is insufficient to provide choice with transportation to all students whose parents request the transfers.

➤ PL 107-110, Sections 1116(b)(10)(C), (e)(2)(C), (b)(1)(E)(ii)

32 **Guidance for Compliance
(SES Provider)**

➤ Compliance Item FIAC-4: The provider used effective methods, instructional

strategies, and material that are research based and scientifically designed to increase the academic achievement of eligible students that are consistent with the state-approved application.

➤ Section 1116(e)(12)(C)(ii), P.L. 107-110

33 **Guidance for Compliance
(SES Provider)**

➤ Compliance Item FIAC-5: Each state-approved provider has entered into agreements (contracts) with the LEA(s) in which it serves students.

➤ Section 1116(e)(3)(A), P.L. 107-110

34 **Guidance for Compliance
(SES Provider)**

➤ Compliance Item FIAC-5a: The provider has provided incentives to entice a student or a student's parent to choose a specific provider. (After a provider has been chosen, the student may be awarded incentives for performance or attendance, the total value of which may not exceed \$50 per student per year.)

➤ Section 1008.331(1), Florida Statutes

35 **Guidance for Compliance
(SES Provider)**

➤ Compliance Item FIAC-5b: The provider began services to eligible students no later than October 15, 2007, contingent upon receipt of its LEA-approved student enrollment lists at least 20 days prior to the start date. In the event that a contract with a state-approved provider was signed less than 20 days prior to October 15, 2007, the provider began services no more than 20 days from the date the contract was executed.

➤ Section 1008.331(2)(d) and (e), Florida Statutes

36 **Guidance for Compliance
(SES Provider)**

➤ Compliance Item FIAC-6: The provider set specific achievement goals for each student in consultation with each student's parents and the LEA, identified how each student's progress was measured, and adhered to the timetable for improving each student's achievement pursuant to the student learning plan (SLP).

➤ Section 1116(e)(3)(A), P.L. 107-110

37 **Guidance for Compliance
(SES Provider)**

➤ Compliance Item FIAC-7: The provider has not disclosed to the public the identity of any student eligible for or receiving supplemental educational services without the written permission of the student's parents.

➤ Section 1116(e)(3)(E), P.L. 107-110

38 **Guidance for Compliance**

(SES Provider)

- Compliance Item FIAc-8: The provider provided supplemental educational services consistent with applicable health, safety, and civil rights laws.
- Section 1116(e)(5)(C), P.L. 107-110

39 Guidance for Compliance

(SES Provider)

- Compliance Item FIAc-9: The provider provided supplemental educational services that were secular, neutral, and non-ideological as approved in the state application.
- Section 1116(e)(5)(D), P.L. 107-110

40 Guidance for Compliance

(SES Provider)

- Compliance Item FIAc-10: The provider measured students' progress and regularly informed each student's parent(s) and the LEA (teachers) regarding the progress of the student in improving academic achievement as outlined in the student learning plan (SLP).
- Sections 1116(e)(5)(A), P.L. 107-110

41 Resources

- BPSO Website: www.fldoe.org/flbpso
- BPSO Website for NCLB Monitoring: http://www.fldoe.org/flbpso/nclbchoice/ses/nclb_monitoring.asp
- Technical Assistance Paper Related to Public School Choice Parent Outreach and Notification 4.9.2007: <http://info.fldoe.org/docushare/dsweb/Get/Document-4362/k12-08-58memo.pdf>
- Technical Assistance Paper - Student Records Related to Supplemental Educational Services 2.20.2007: <http://info.fldoe.org/docushare/dsweb/Get/Document-4266/k12-07-38memo.pdf>
- BPSO Staff Contacts: <http://www.fldoe.org/flbpso/nclbchoice/ses/sescontacts.asp>

42 Question and Answer

43 Contact Information

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