



FY15 Cross-Functional Monitoring of LEA Programs

Title II, Part A Indicators

TITLE II - TEACHER AND PARAPROFESSIONAL QUALIFICATIONS			
12. TITLE II, PART A			
ITEMS	REQUIREMENTS	DOCUMENTATION ON FILE AT THE LEA/TO BE SENT TO THE DEPARTMENT TO VERIFY COMPLIANCE	DOCUMENTATION ON FILE AT THE SEA (DEPARTMENT) TO VERIFY COMPLIANCE
<p>Needs Assessment and Planning</p> <p>LEA bases its application for Title II, Part A funds on an annual needs assessment.</p> <p>----- For more detail about requirements, reference ESEA SEC. 2122 (b) (c)</p> <p>LEA includes stakeholders in the needs assessment and planning processes. ESEA SEC. 2122(c)(1) and (2)</p>	<p>1. Evidence of completion of annual needs assessment that addresses each of the following:</p> <ul style="list-style-type: none"> a) Recruitment b) Retention c) Professional learning and training for teachers, paraprofessionals, and school and system leaders, including meeting diverse student needs d) Class size reduction, if funded e) Non-HiQ teachers and paraprofessionals f) Equitable opportunities for all students, including poor and minority, in the areas of: <ul style="list-style-type: none"> 1) Teacher quality 2) Teacher experience 3) Class size <p>2. Evidence that the needs assessment and planning processes are done in collaboration with principals, teachers (including those teaching students with varied needs) paraprofessionals, other relevant school personnel, parents, community and business leaders, and representatives from institutions of higher education.</p>	<p>1. Title II, Part A Needs Assessment Worksheet and/or documentation to support the data analysis provided in the LEA Equity Plan, Section II.</p> <p>2. a) Copies of agendas and/or minutes documenting participation in the needs assessment and planning processes. b) Copies of attendance rosters identifying stakeholder role for each participant. c) If appropriate, copies of surveys, identification of stakeholder groups surveyed by each instrument, and summary of survey results.</p>	<p>1. Current Comprehensive LEA Implementation Plan Current Equity Plan on file at GaPSC LEA provides documentation</p> <p>2. LEA Consolidated Application.</p>

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12. TITLE II, PART A <i>continued</i>			
ITEMS	REQUIREMENTS	DOCUMENTATION ON FILE AT THE LEA/TO BE SENT TO THE DEPARTMENT TO VERIFY COMPLIANCE	DOCUMENTATION ON FILE AT THE SEA (DEPARTMENT) TO VERIFY COMPLIANCE
<p>Professional learning activities are based on a review of scientifically based research.</p> <p>----- For more detail about requirements, reference ESEA SEC. 2122 (b) (1) (B) SEC. 9101 (34) SEC. 2122 (b) (9)</p> <p>LEA will provide training for teachers. ESEA SEC. 2122 (b)(9)</p> <p>Activities funded by Title II, Part A have a substantial, measurable, and positive impact on student academic achievement. ESEA SEC. 2122 (b) (2)</p>	<p>3. Evidence of scientifically based research or evidence of program success resulting in increased student achievement for all Title II, Part A funded professional learning activities for superintendents, principals, teachers, and paraprofessionals.</p> <p>4. Evidence that professional learning activities from all funding sources are implemented to enable teachers to become or continue to be highly effective and successful classroom teachers.</p> <p>5. Evidence that Title II, Part A funded activities are effective in addressing identified needs.</p>	<p>3. Literature (or hyperlink to literature) referencing the scientifically based research or providing evidence of program success.</p> <p>4. Summary of professional learning data from the previous fiscal year to support the percentages provided in Descriptor 21 of the Consolidated Application.</p> <p>5. a) Copy of Title II, Part A budget from previous fiscal year. b) For each major activity implemented in the previous fiscal year, summary data and an analysis of the data that explains the indication of the effectiveness of the activity in addressing one or more of the LEA's prioritized needs.</p>	<p>3. LEA provides documentation.</p> <p>4. LEA provides documentation.</p> <p>5. LEA provides documentation.</p>
Highly Qualified Teachers and Paraprofessionals			
<p>Teachers of core academic content subjects and paraprofessionals meet ESEA Qualifications.</p> <p>----- For more detail about requirements, reference ESEA SEC. 1119 SEC. 9101</p>	<p>6. Evidence that 100% of core academic content teachers and paraprofessionals are highly qualified. (Will be determined on the date of monitoring.)</p>	<p>6. a) Copy of the current fiscal year HiQ System Report. The LEA may provide the teaching certificate and schedule for any teacher/paraprofessional whose record has not been updated to verify the teacher is highly qualified. b) HOUSSE: For each teacher reported as highly qualified by the HOUSSE rubric, copies of the HOUSSE rubric AND supporting documentation for all data in the rubric. c) Alternative Schools/GNETs: A list of teachers in alternative schools and/or GNETs program reported as "highly qualified not applicable" by use of the consultative method and copies of the consultative record (use form on the Title II, Part A website) and supporting documentation for each teacher. d) Charter Schools: Copy of the current HiQ System Report for each charter school exempting certification and a copy of the school's charter with the section highlighted that addresses qualification of teachers. For each teacher and paraprofessional in a charter school reported as highly qualified by one of the charter assertions, a copy of the documentation supporting the charter assertion (HQ by major, HQ by content, or HQ by test).</p>	<p>6. LEA provides documentation.</p>

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Qualifications for Teachers and Paraprofessionals in Title I Schools ESEA SEC. 1111 (h)(6)(A) SEC. 1112 SEC.1112 (c)(1)(I) SEC. 1119 SEC. 1119 (g) SEC. 1119 (c) - (l) 34 CFR Part 200.58-200.60	7. a) There is a written remediation plan for each non-highly qualified teacher and paraprofessional that is developed in accordance with the guidance in Section IV of Title II, Part A Handbook: A Guide for Advancing Teacher Quality in Georgia. b) There is written documentation of progress made by each teacher and paraprofessional in meeting the requirements outlined in the remediation plan.	7. a) List of non-highly qualified teachers and paraprofessionals. b) Copy of the remediation plan for each non-highly qualified teacher and paraprofessional with attached documentation indicating progress in meeting the requirements of the plan. Plans should be provided in the order of the names on the list.	7. LEA provides documentation.
	8. a) There is a written remediation plan for each core academic content teacher who does not hold a clear renewable certificate that is developed in accordance with the guidance in Section IV of the Title II, Part A Handbook: A Guide for Advancing Teacher Quality in Georgia. Exception: LEAs are not required to develop remediation plans for teachers holding Induction Pathway 1, Pathway 2, or Pathway 3 Certificates. b) There is written documentation of progress made by each teacher in meeting the requirements outlined in the remediation plan.	8. a) List of core academic content teachers who do not hold a clear renewable certificate. b) Copy of the remediation plan for each core academic teacher who does not hold a clear renewable certificate with attached documentation indicating progress in meeting the requirements of the plan. The plans should be provided in the order of the names on the list.	8. LEA provides documentation.
	9. Evidence the LEA trains its principals annually on the highly qualified requirements for the hiring and placement of teachers and paraprofessionals.	9. a) Agendas that specifically identify training on highly qualified teacher and paraprofessional requirements and include when and by whom the training is provided. b) Sign-in rosters of attendance for the training with positions of attendees noted.	9. LEA provides documentation.
	10. Evidence that all teachers paid with Title I, Part A funds in Title I Schools hired after 2001-2002 school year meet highly qualified requirements.	10. a) An alphabetized list of Title I, Part A paid teachers. b) Copy of current Payroll Report for Title I, Part A listing teachers in alphabetical order.	10. LEA provides documentation.

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	<p>11. Evidence that Title I, Part A instructional paraprofessionals</p> <ul style="list-style-type: none"> a) meet the ESEA hiring requirements, and b) perform their work under the direct supervision (close and frequent proximity) of a highly qualified teacher. <p>12. Evidence that all class size reduction teachers funded by Title II, Part A are highly qualified.</p>	<p>11. a) An alphabetized list of Title I, Part A paid paraprofessionals. Copy of current Payroll Report for Title I, Part A listing paraprofessionals in alphabetical order.</p> <p>b) Copy of instructional paraprofessional's schedule that indicates the highly qualified teacher who is providing direct supervision. Samples of guidance, memoranda, and/or agenda of meetings for principals and teachers in Title I schools regarding the duties and assignment of paraprofessionals.</p> <p>12. a) List of class size reduction teachers and the daily schedule of each indicating the core content courses and grade level(s) taught.</p> <p>b) Copy of Georgia Teaching Certificate for any class size reduction teacher not reported in current fiscal year HiQ report.</p>	<p>11. LEA provides documentation.</p> <p>12. LEA provides documentation Class Size Reduction Worksheet attached to CLIP</p>
<p>LEA Reporting of Highly Qualified Personnel</p> <p>ESEA SEC. 1119 (b)</p>	<p>13. Evidence that data is collected and reported verifying the highly qualified status of teachers and paraprofessionals in each school.</p>	<p>13. Copy of the current fiscal year Title I, Part A and Title II, Part A Section 1119 Qualifications for Teachers and Paraprofessionals Verification of Compliance – Principal Attestations and Assurances (both pages) for each school; signed no later than October 1 (date must be entered when the form is signed).</p>	<p>13. LEA HiQ Status Report for previous year on file at GaPSC. LEA provides documentation.</p>
<p>Parental Notification</p> <p>ESEA SEC. 1111 (h) (6) (A) SEC. 1111 (h) (6) (c)</p>	<p>14. Evidence parents are informed of their "Right to Know" the professional qualifications of their child's teachers and paraprofessionals.</p> <p>15. Evidence parents are provided timely notice that their child has been taught core academic content for four or more consecutive weeks by a non-highly qualified teacher (including one or multiple long-term substitute teachers).</p>	<p>14. a) Copy of LEA written procedures for assuring compliance with this requirement that includes how and when notices are distributed.</p> <p>b) Copy of LEA written notification (handbooks, other LEA or school publication, or letters) to parents.</p> <p>15. a) Copy of LEA written procedures for assuring compliance with this requirement.</p> <p>b) List of core academic classes, by school, where students were taught for 20 or more consecutive days by one or multiple non-highly qualified substitute teachers.</p> <p>c) Copy of letters mailed to parents of students, by school, who were taught for 20 or more consecutive days by one or more teachers (including substitutes) who were not highly qualified. Letter must be dated and signed by the school principal or designated LEA official.</p> <p>d) Evidence that letters were mailed to parents (such as copy of address labels, class roster/list with notation of date mailed, one or more returned letter, postage meter receipt, etc.).</p>	<p>14. LEA provides documentation.</p> <p>15. LEA provides documentation.</p>

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ITEMS	REQUIREMENTS	DOCUMENTATION ON FILE AT THE LEA/TO BE SENT TO THE DEPARTMENT TO VERIFY COMPLIANCE	DOCUMENTATION ON FILE AT THE SEA (DEPARTMENT) TO VERIFY COMPLIANCE
<p><u>Equity in Student Access to Effective Instruction</u></p> <p>Low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers ESEA SEC. 1112 (c) (1) (L)</p>	<p>16. Evidence that LEA is implementing its equity action plan for the selected equity indicator(s) that is the focus for improvement.</p>	<p>16. Documentation verifying implementation of the equity action plan.</p>	<p>16. Approved Equity Plan for the Current Fiscal Year LEA provides documentation.</p>
<p><u>Management and Expenditure of Title II, Part A Funds</u></p>	<p>17. Appropriate Time and Effort reports are on file for all personnel for whom any part of their salary and wages are charged to Title II, Part A.</p> <p>A. Semi-Annual Certifications for previous and current fiscal years</p> <p>1) Semi-Annual Certification may be used only for personnel who are fully funded by Title II, Part A or partially funded by Title II, Part A and whose total job is allowable under Title II, Part A.</p> <p>2) Semi-Annual Certifications must be supported by job descriptions or fixed daily schedules.</p> <p>B. Current fiscal year Personnel Activity Reports (PARs) for personnel who work less than 100% for Title II, Part A and whose total job responsibilities are not allowable under Title II, Part A - Includes substitute teachers and personnel performing work supplemental to contracted/regular hours.</p>	<p>17. a) Alphabetical list of personnel whose contracted/regular hours were funded fully or partially by Title II, Part A in the previous fiscal year indicating job title and percentage of time funded by Title II, Part A.</p> <p>b) Copy of Title II, Part A Payroll Detailed Report from June of the previous fiscal year.</p> <p>c) Alphabetical list of personnel whose contracted/regular hours are funded fully or partially by Title II, Part A in the current fiscal year indicating job title and percentage of time funded by Title II, Part A.</p> <p>d) Copy of the most recent Title II, Part A Payroll Detailed Report for current fiscal year.</p> <p>A. Semi-Annual Certifications</p> <p>1) Copy of Semi-Annual Certification completed by/for all personnel fully funded by Title II, Part A or partially funded by Title II, Part A and whose total job is allowable under Title II, Part A for previous and current fiscal years.</p> <p>2) Copy of job description or fixed daily schedule for each job for which a semi-annual certification is completed.</p> <p>B. Personnel Activity Reports (PARs)</p> <p>1) Copy of Personnel Activity Report completed by/for all personnel whose contracted/regular hours are partially funded by Title II, Part A and whose total job responsibilities are not allowable under Title II, Part A.</p> <p>2) Copy of Personnel Activity Report completed by/for substitute teachers and personnel performing work supplemental to contracted/regular hours selected for review.</p>	<p>17. Current approved Title II, Part A Budget Job descriptions attached to the FY15 CLIP LEA provides documentaton</p>

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	<p>18. Evidence that Title II, Part A expenditures are</p> <ul style="list-style-type: none"> a) allowable under applicable laws and regulations, b) reasonable and necessary, c) supported by source documentation, d) supplement non-federal funds, and e) align with the Title II, Part A budget. <p>19. Evidence LEA has written Internal Control Procedures to direct the financial management of Title II, Part A funds.</p> <p>20. Evidence that LEA encumbers and draws down Title II, Part A funds in a timely manner, but not before actual need.</p> <p>21. Evidence the LEA maintains records to document</p> <ul style="list-style-type: none"> a) the procurement and location of equipment (including expendable equipment) purchased with Title II, Part A funds. b) it conducts periodic physical inventories and reviews of use of equipment. c) equipment is used only for Title II, Part A allowable professional learning activities. 	<p>18. a) Detailed expenditure report for the past fiscal year and current fiscal year for Title II, Part A. The expenditures on the reports must be sorted by function, object, and location.</p> <p>b) Supporting source documentation for items selected for review (such as purchase orders, invoices, travel expense statements, agendas from conferences, contracts for services, leave forms, and others).</p> <p>19. LEA policy or procedures that ensure internal controls, including segregation of duties, accountability, appropriate authorization of expenditures, and compliance with all applicable laws and regulations.</p> <p>20. a) Written process for ensuring timely encumbrances and draw down of funds.</p> <p>b) Georgia Department of Education Grants Accounting On-line Reporting Systems (GAORS) Form DE147 Fund Requisitions for Title II, Part A.</p> <p>c) LEA accounting records of expenditures that support the request of funds.</p> <p>21. a) Copies of purchase orders documenting purchases of equipment with Title II, Part A funds.</p> <p>b) Copies of inventory records showing item description, cost, date of purchase, vendor, serial number or other identification number and location with source of funds noted. (A comprehensive inventory for Federal or other Programs is acceptable.) Inventory records must include current year and previous 2 year purchases at a minimum.</p> <p>c) Records/logs of dates that physical inventories were conducted at schools and LEA with date, and signatures of person conducting inventory.</p> <p>d) LEA procedures for use of equipment purchased with Title II, Part funds to include</p> <ul style="list-style-type: none"> (1) Authorized use of equipment is only for professional learning activities allowable under Title II, Part A or in the administration of the Title II, Part A program (2) Method of documenting authorized use (3) Person responsible for maintaining documentation. <p>e) Documentation of authorized use of equipment purchased with Title II, Part A funds.</p>	<p>18. Current approved Title II, Part A Budget</p> <p>19. LEA provides documentation.</p> <p>20. LEA provides documentation.</p> <p>21. LEA provides documentation.</p>

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12. TITLE II, PART A <i>continued</i>			
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<p>Private School Participation in Title II, Part A</p> <p>ESEA SEC. 9501</p>	<p>22. Evidence that the LEA provides for the equitable participation of private school principals, teachers, and other personnel in professional learning activities.</p> <p>23. a) Evidence that district provided initial consultation to private schools on their participation in Title II, Part A.</p> <p>b) Evidence that private schools participate in the design, development, and implementation of the professional learning plan in which they will participate.</p>	<p>22. a) List of private schools within the geographic district boundaries.</p> <p>b) Copy of letters sent to private schools notifying them of their right to participate.</p> <p>c) Copy of response letters from private schools. OR Copy of registered mail receipts from private schools.</p> <p>23. a) Agenda(s) indicating date(s) of consultation and sign in roster(s) with participants listed by role.</p> <p>b) Documentation of private school participation in the development of the LEA professional learning plan: 1. Meeting agendas or minutes 2. Sign-in sheets OR b) Documentation of private school planning for their own professional learning: 1. Needs assessment 2. Plan 3. Documentation of scientific research base for activities 4. Budget</p>	<p>22. LEA provides documentation.</p> <p>23. LEA provides documentation.</p>