



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"

Georgia Department of Education Monitoring

The Elementary and Secondary Education Act of 1965 (ESEA) requires the state educational agency (SEA) to monitor the implementation of program requirements and the expenditure of federal funds. Georgia's monitoring process consists of four major components:

1. **Monitoring of Expenditures** – Local educational agencies (LEAs) must submit for approval an annual budget through the Consolidated Application process. Title I, Part A Education Program Specialists review each application and budget to ensure that expenditures are appropriate for the program area before approving LEA budgets. Once budgets are approved, Title I Education Program Specialists track how well LEAs are requesting funds for expenditures to ensure that LEAs are likely to meet the expenditure requirements for Title I funds.
2. **Single Audit** – LEAs with single audit findings are flagged for technical assistance (see procedures on audit resolution).
3. **On-site Monitoring** – An SEA on-site Cross-Functional Monitoring Team visits an LEA to apply the criteria included in the *Cross-Functional Monitoring Document*.
4. **Self-Monitoring** – LEAs not receiving an on-site visit complete the Self-Monitoring and submit it to the Georgia Department of Education (Department).

The following procedures are followed for the on-site monitoring visit:

- **Selection of LEAs to be Monitored**
 - LEAs are monitored on a four year cycle. Approximately one-fourth of the LEAs are monitored each year. LEAs are initially randomly selected from each of Georgia's fourteen service areas. LEAs with audit or monitoring findings requiring a return of monies, or a high number of complaints from parents and other stakeholders are monitored within the year of the LEA audit or monitoring report and the written complaint. For example, if an LEA is audited in FY05 for FY04 and the Division receives the report of findings in FY05 before the end of the monitoring cycle, the LEA would be included in the LEAs to receive an on-site monitoring visit. In addition, on-site monitoring outside of the scheduled cycle may be arranged as needed if an LEA evidences serious or chronic compliance problems.

Title I, Part A Education Program Specialists must follow the Division protocol when conducting an on-site monitoring of an LEA. A copy of all documentation is maintained with the SEA.



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On-site Cross-Functional Monitoring Team

- Each on-site Cross-Functional Monitoring Team consists of two to more members. The specific make-up of particular teams is determined by the programs being implemented in an LEA. Each Cross-Functional Monitoring Team consists of two core members and additional federal program member as determined by program allocations.
- Preparation Prior to On-site Visit
 - Training and technical assistance is provided for LEA personnel prior to an on-site visit. The training is scheduled during the fall prior to the on-site monitoring visit. Training includes an explanation of how the *Cross-Functional Monitoring Document* will be applied during the on-site visit.
 - The Cross-Functional Monitoring Team Lead and the LEA Title I, Part A Coordinator in collaboration with other key personnel, e.g., Title I, Part A – Parental Involvement; Title I School Improvement 1003(a); Title I, Part D – Neglected and Delinquent; Title I, Part C – Migrant Education Program; Title II, Part A – Teacher Quality; Title III, Part A – Language Instruction for LEP and Immigrant Students; Title X, Part C – McKinney-Vento – Education for Homeless Children and Youth; Title VI, Part B – Rural Education Achievement Program; Race To The Top; School Improvement 1003(g) and arrange a date for the on-site monitoring visit.
 - The Cross-Functional Monitoring Team Lead provides written notification of the visit to the LEA superintendent with a copy to appropriate program coordinators. The notification includes the purpose, date and time of the visit, and a copy of the *Cross-Functional Monitoring Document*.
 - The LEA prepares documentation for each of the indicators on the *Cross-Functional Monitoring Document* prior to the visit. The LEA may solicit technical assistance from the Title I, Part A Education Program Specialist regarding appropriate documentation for monitoring prior to the visit.
- On-site Monitoring Visit
 - The on-site visit typically lasts for one to two days. During the visit, the team reviews documentation and interviews the LEA staff and other stakeholders. After the on-site visit is completed, the team members follow up with additional contact if necessary.
 - The Team Lead is responsible for ensuring that each LEA is asked to report any fraudulent activities occurring in the program and whether or not the LEA has been asked to participate in any fraudulent activities for the program.
- Monitoring Feedback and Follow-up



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- **Monitoring Report:** After the on-site monitoring visit, the Cross-Functional Monitoring Team Lead discusses item ratings with team members and develops the final report after the team reaches consensus. The SEA provides this comprehensive monitoring report to the LEA within 30 business days of the on-site visit. The report is sent to the LEA Superintendent and the Title I Coordinator. The report contains recommendations, findings, and required actions that together provide an analysis of the implementation of Title I, Part A—Disadvantaged Children; Title I, Part A – Parental Involvement; Title I School Improvement 1003(a); Title I, Part D – Neglected and Delinquent; Title I, Part C – Migrant Education Program; Title II, Part A – Teacher Quality; Title III, Part A – Language Instruction for LEP and Immigrant Students; Title X, Part C – McKinney-Vento – Education for Homeless Children and Youth; Title VI, Part B – Rural Education Achievement Program; Race To The Top; School Improvement 1003(g)
- **LEA Response:** Upon receipt of the final report from the SEA, the LEA has 30 business days to respond to any required actions. When the monitoring team determines that the response indicates that the LEA has taken steps to ensure full compliance in the identified areas, the Cross-Functional Monitoring Team Lead ensures that notice is sent to the LEA approving the proposed corrective actions.
- **LEA Corrective Action:** The appropriate Title Program Education Program Specialist monitors the implementation of the timeline of the LEA corrective actions and recommends appropriate alternatives if strategies are not implemented in a timely manner. Any LEA failing to correct deficiencies outlined in the LEA written corrective action timeline is subject to a delay of funds until corrections are made.
- **Report Analysis:** The SEA maintains a software application of all site visits to archive reports by monitoring cycle. Summary analyses of the findings, recommendations, and commendations from the reports provide a more complete picture of implementation, and inform efforts to provide leadership activities and technical assistance to the LEA.