



Richard Woods,
Georgia's School Superintendent
"Educating Georgia's Future"
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State Charter Schools Checkpoints for FY15

March 2015
GCEL Conference



Richard Woods,
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"Educating Georgia's Future"
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Presenter

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Georgia Department of Education

SCHOOL IMPROVEMENT & DISTRICT EFFECTIVENESS





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Session Agenda

- Preparation for successful monitoring experience
- Address most common monitoring findings for State Charter Schools
- Identify monitoring issues that just don't seem to fit in a State Charter School environment
- Find solutions for those factors above to assist State Charter Schools experience a successful Cross-Functional Monitoring visit and a positive Title I Program implementation for FY15

Federal Programs Cross-Functional Monitoring

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Four Ways of Monitoring

- Department review of the Consolidated Application approval process – CLIP and Program Budgets
- Department review of LEA single audit documents
- Department review of LEA Self-Assessment Checklist
- Department review during on-site monitoring

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Cross-Functional Monitoring Schedule

FY15	FY16	FY17	FY18
CCAT	Atlanta Heights	Fulton Leadership	Provost
Ivy Prep Gwinnett	Coweta Charter	Ivy Prep @ Kirkwood (Girls)	Utopian
GACA	Pataula	Ivy Prep @ Kirkwood (Young Men)	
GCA	Cherokee Charter	Mountain Ed Center	
	Odyssey		

Mock Visit

- Practice makes perfect (*sort of*)
- Take the monitoring instrument and review the current system in place
- Interview selected personnel (“test”)
- CONDUCT PRIOR TO VISIT
 - Chance to change systems as needed
 - Chance to create corrective action plans and begin implementation as needed

Preparation Prior to On-Site Monitoring

- Items too large to be placed in folders should be made available via Internet
- Print outs of cited Web site links should be provided to the Department's Cross-Functional Monitoring Team
- Detail expenditure and payroll history reports for all programs monitored will be requested four weeks prior to the monitoring visit via a provided upload link on the internet to the Department's Title Programs Director

Common Findings Across the Board

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Fiduciary

- Timely obligation and liquidation
- Timely drawdowns
 - 9 GAOR drawdowns a year
 - All drawdowns must be supported by previous expenditures



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Fiduciary

- Ensuring Funds are Used for Allowable Uses
 - Consistent with Federal Cost Principles?
 - Consistent with EDGAR?
 - Consistent with program-specific rules?
 - In a Department approved budget?
 - How does LEA ensure and document allowability?
 - Is Allocable and Allowable
 - Is Reasonable and Necessary





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Fiduciary


- Program-specific Fiscal Rules
 - MOE (Waiver completed for those Charters that qualify)
 - Supplement not Supplant

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OVERARCHING REQUIREMENT			
1. LEA Monitoring of Schools and Programs			
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>The LEA conducts monitoring of its schools and programs sufficient to ensure compliance with Title Programs' requirements.</p> <p>-----</p> <p>For more detail about requirements, reference ESEA SEC. 9304 EDGAR 80.40</p> 	<p>1. The LEA conducts monitoring of its subgrantees sufficient to ensure compliance with Title I program requirements. [§9304; §80.40 of EDGAR] Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) (SIG); Title I, Part C; Title I, Part, D; Title II, Part A; Title III, Part A; Title VI, Part B; Title X, Part C--McKinney-Vento Act; and Race To The Top (RT3) and Lowest Achieving Schools, if applicable.</p>	<p>1. Documentation</p> <ul style="list-style-type: none"> Established cycle of monitoring for Title I, Part A; School Improvement 1003(a); School Improvement 1003(g) (SIG); Title I, Part C; Title I, Part, D; Title II, Part A; Title III, Part A; Title VI, Part B; Title X, Part C--McKinney-Vento Act; and Race To The Top (RT3) and Lowest Achieving Schools, if applicable. LEA to send to the Department monitoring policies and procedures that include a method for monitoring all critical ESEA requirements. Data collection instruments (interview guides, documents review checklists). Sample of letters to schools, checklists, forms, etc. Process for identification of high risk schools Process for follow-up/verification of implementation of required corrective action. Monitoring reports, corrective actions from the schools visited as part of the on-site review. Copies of reports, corrective actions, results of technical assistance. Sample of letters to schools, checklists, forms, etc. 	<p>1. Documentation</p> <p>Written description of the LEA monitoring process, including on-site procedures, timelines, schedules, data review, and the reporting and corrective action processes. Copies of reports, corrective actions, results of technical assistance.</p> <ul style="list-style-type: none"> Annual Grant Award Notification. Corrective actions from the most recent LEA monitoring of schools/programs. Completed plans-- FLP, School Improvement, RT3 Scope of Work (SOW). Memos, reports, etc.
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Review of Descriptors and Required Documentation That MAY Be Confusing for State Charter Schools

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Overarching Requirement

- What processes does the LEA use to monitor it's federal programs?
- How frequently are federal programs monitored?
- What findings have been made in the most recent monitoring year?

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Overarching Requirement

- How does the LEA ensure that findings are corrected?
- How does the LEA monitor/compare school expenditure requests with needs listed in the SWP, TA, & CLIP?

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Monitoring of Federal Programs

- Written Procedure Manual
- Emails
- Memos
- Dated meeting agendas
- Dated sign-in sheets

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Monitoring of Federal Programs

- Checklists with comments
- Record of physical inventory of equipment and real property (Dated & Signed)

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Comprehensive LEA Improvement Plan (CLIP)

- Copy of dated meeting agendas, sign-in sheets (with roles identified), etc. to show evidence of periodic review, evaluation, and revision of CLIP
- Dated sign-in sheets that include stakeholders representing teachers, administrators, other appropriate school personnel, parents, and children in school receiving Title I services

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Parental Involvement

Requirement

Parent notifications are in an **understandable** and **uniform format** in a **language** parents can understand

LEA provides guidance to schools about **timeliness** and **requirements** of parental notices for schools identified as Priority, Focus, and Title I Alert

Documentation

- Translated parent notifications
- Flyers, letters, webpages, and other communications in family-friendly language
- Emails
- Checklists
- Meeting agendas
- Sign-in sheets

Parental Involvement

Requirement

LEA **notifies** parents of:

- School Designation Status
- ESEA Flexibility Waiver Status
- ESEA Public School Choice or IntraDistrict Transfer Option
- Flexible Learning Program
- Teacher Parapro Qualifications
- Highly-Qualified Teachers

Documentation

- Letter, student handbook, newsletter, website, flyers
- NA
- NA
- NA
- Mailed dated letter, student handbook (signature required)
- Mailed dated letter/sample

Parental Involvement

Requirement

LEA provides technical assistance to **schools** to develop capacity to plan and implement **effective parental involvement practices**, school parental involvement plans, and school-parent compacts

Documentation

- Meeting agendas (Faculty Mtgs)
- Sign-in sheets
- Guidance and sample communication materials
- Timelines and checklists
- Disseminated materials on effective parental involvement practices
- Training materials, flyers, emails, letters, or surveys

Parental Involvement

Requirement

LEA parental involvement plans developed **jointly, agreed upon with parents** and **revised** yearly. LEA's **process** to collect and review LEA's plans and practices to determine effectiveness

School parental involvement plans developed **jointly, agreed upon with parents** and **revised** yearly. LEA's **process** to review school plan and practices to determine effectiveness

Documentation

- LEA parental involvement plans with yearly revision date (month, day, and year) on cover page
- Flyers, invitations, agendas, sign-in sheets, minutes, parent feedback
- Written description of process

- School parental involvement plan with yearly revision date (month, day, and year) on cover page
- Flyers, invitations, agendas, sign-in sheets, minutes, parent feedback
- Written description of process

Parental Involvement

Requirement

Completed and revised school policy/plan has been distributed in **multiple ways to all parents and** available to the **local community** in a timely manner.

Documentation

- Student handbook
- Newsletter
- Website
- Title I annual meeting agenda and sign-in sheets
- Flyers
- Sent home with each student

Parental Involvement

Requirement

Schools have a **signed and dated** school – parent compact that has been developed **jointly with parents, students, and school staff** and contains all **required academic components** as well as, **parent-teacher conferences** at the elementary school at least annually, **frequent reports** to parents on their child's progress, . . .

Documentation

- School – parent compact (signed and dated by student, school, and parent on the compact or on the compact cover page in timely manner)
- Meeting agendas, minutes and sign-in sheets
- Record of parent feedback
- Flyers, meeting notices

Parental Involvement

Requirement	Documentation
<p>Schools convene Annual Title I Meeting to inform parents of the Title I program in a timely manner</p>	<ul style="list-style-type: none"> • Meeting agenda • Meeting minutes • Sign-in sheets • Meeting notices
<p>Annual evaluation of the content and effectiveness of the LEA's and school's parental involvement plan and activities with a summary of results</p>	<ul style="list-style-type: none"> • Annual parent survey with summary of results • Meeting notices, meeting agendas, sign-in sheets • Record of parent feedback

Parental Involvement

Requirement

LEA involves **all parents** in the Comprehensive LEA Improvement Plan (CLIP) and school improvement plan/schoolwide/targeted assistance plan(s) and provides **technical assistance** and support to schools about **parental consultation and participation** in the development of these plans

Documentation

- LEA/School Parental Involvement Policy describing process
- Copy of CLIP
- Meeting agendas, sign-in sheets, announcements, minutes and parent feedback
- Sample communications for technical assistance

Parental Involvement

Requirement

LEA and schools carry out the **six requirements** to build **parents' capacity** to be involved in school and their child's education (particular attention should be placed on professional development on parent engagement to all school staff)

Documentation

- Meeting agendas
- Meeting notifications
- Power points of training materials
- Sign-in sheets
- Newsletters, tips sheets, flyers
- Brochures
- Parent trainings
- Letters

Parental Involvement

Requirement	Documentation
<p>LEA and schools have informed parents of the existence of parent resource center, if applicable</p>	<ul style="list-style-type: none"> • Newsletter, Flyers • Student handbook • Web site • Brochures
<p>LEA receiving over \$500,000 reserves at least 1% of its Title I, Part A allocation for parental involvement and all parents the opportunity to be involved in decisions about the use</p>	<ul style="list-style-type: none"> • Record of parent feedback • Meeting agendas, sign-in sheets, • Meeting notices, flyers, handouts • Invoices

ESEA Public School Choice (Choice)





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Schoolwide Programs

- Copy of SWP plans that include the ten required components from the Elementary and Secondary Education Act of 1965 (ESEA) **with the date of revision on the cover page**
- Please go ahead and include all 18 components
- Copy of SWP checklist signed by the Title I director

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Schoolwide Programs

- Copy of **written** communication from LEA providing guidance to schools about development, implementation, and evaluation of SWP requirements (Faculty Mtg Agendas)
- Examples of activities that support the intent and purpose of federally funded programs
- Copy of purchasing procedures

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New Schoolwide Programs

- Application For SWP Intent Due August 15th
- Documentation for planning of new SWP
 - Name ~~of outside~~ technical assistance provider
 - Copies of dated minutes, timelines, agendas from planning meetings
 - Copy of SWP plan
 - Copy of the intent to become schoolwide

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Targeted Assistance (TA) Programs



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- Copy of guidance to schools on TA program requirements
- Copy of dated sign-in sheets showing that staff paid with TA funds participate in professional learning activities with regular funded staff
- Copy of school TA plan detailing how the TA program is coordinated with and supports the regular program
- Involvement of ALL stakeholders in TA Plan development
- TA Checklist signed and dated by Title I Director

Targeted Assistance (TA) Programs



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- Copy of student selection form
 - Must use multiple educationally related criteria
- List of eligible students in rank order by content area
- List of students served by content area
- Carefully consider number of content areas served in correlation with Title I allocation

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Targeted Assistance (TA) Programs



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- List of scheduling models
 - Should minimize removal of children from regular classroom during school day
 - Must not replace state required "seat" time
- Copy of teachers' schedule
- Copy of class rosters for students receiving Title I services

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Allocations and Carryover

- Copy of worksheets and detailed expenditure report showing the amount of parental involvement funds (required 1% set-aside) carried over to the next fiscal year or that all funds were expended

Required Set Aside in FY14	FY14 Required Set Aside Amount	FY14 Actual Expenditures** of Required Set Aside	Amount NOT Expended Thus required to Carryover in FY15 Budget
Parental Involvement	\$3,500	\$2,999	\$501

** Detailed Expenditure Reports Attached



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Expenditure of Funds

- Copy of written plan detailing when after-the-fact periodic certifications will be conducted
- Copy of after-the-fact periodic certifications for each person paid 100% with federal funds
- Monitoring Team will need to see the 2 most recent periodic certification records (usually the previous spring and most recent fall semester)

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Expenditure of Funds

- Copy of procurement policies for consultants and contractual agreements
- Sign-in sheets, evaluations, or other documentation that verify performance/deliverables
- Copy of travel authorizations and vouchers paid using Title I funds

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Expenditure of Funds

- Copies of time logs for any split-funded personnel being paid with federal funds
 - Schedules identifying the time and federal fund source may be used for personnel with fixed daily schedules
 - Schedule must have signature of the employee and supervisor on a monthly basis, with dates of signatures
- Copy of purchase orders for use of capital expense funds (object code 700) with prior approval notification from the Department's Title Programs Division



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Equipment and Real Property

- Copy of purchase orders documenting purchases of equipment or real property with federal funds
- Copy of contracts for equipment leased with federal funds
- Copy of inventory records showing item description, cost, date of purchase, vendor, serial number or other identification number, location, fund source, use and condition, and disposition information EDGAR 80.32 & 2 CFR Part 225 (Old OMB A-87)

Cash Management

- Copy of **written** internal control procedures that include:
 - Segregation of duties
 - Reconciliation
- Supporting financial records for LEA drawdowns
 - Expenditure reports
 - Reconciliations
- Copy of drawdown requests that are consistent with DE 0147, supported by accounting records



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Services for Homeless Children and Youth

- Copy of LEA written procedures/policy for the McKinney-Vento Education of Homeless Children and Youth (EH CY) program containing all required components, indicating annual revision and/or review date (month, date, and year)
 - Identification
 - School Selection
 - Enrollment
 - Transportation
 - Disputes



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Services for Homeless Children and Youth

- List of schools and number of homeless children and unaccompanied homeless youth enrolled at each LEA school. (Student roster by student identifier and/or name and school)

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Services for Homeless Children and Youth

- Training session schedules, emails, minutes, sign-in sheets, agendas, materials (including the LEA homeless policy) for key school personnel training
 - Some of these training sessions should take place in the Fall so that stakeholders are aware of McKinney-Vento throughout the school year
 - Key personnel should include, but not be limited to counselors, social workers, administrators and parents/guardians

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Title II, Part A

Highly Qualified Teachers and Paraprofessionals

- Copy of current payroll report for Title I Written procedures, personnel policy, and/or vacancy posting for Title I instructional paraprofessionals indicating qualifications
- Copy of Title I funded instructional paraprofessional's schedule indicating teacher providing direct supervision



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Title II, Part A

Highly Qualified Teachers and Paraprofessionals

- Samples of guidance to principals and teachers in Title I school regarding duties and assignments of paraprofessionals
- Copy of completed Title I, Part A and Title II, Part A Principal Attestations and Assurances form for each school

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Title II, Part A

Parent Notification

- Written procedures describing how LEA will notify parents of their right to request the professional qualifications of their child's teachers and paraprofessionals
- Copy of written notification to parents

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Title II, Part A

Parent Notification

- Written procedures describing how LEA will provide timely notification to parents when their child has been taught 20 or more consecutive days by a non-Hi-Q teacher (including substitute teachers)
- Copy of letters mailed to parents
 - Letters must be dated and signed by principal or designated LEA official
 - Evidence that letters were mailed (copy of address labels, class roster with notation of date letters mailed, one or more returned letter, postage meter receipt)



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State Charter Schools

- Copy of the notification of new or expanding Special State Charter School sent to the Department no later than April 1st

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Complaints, Ethics and Fraud, Waste, and Abuse

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Complaint Procedures

- Copy of LEA complaint procedures that include a process for tracking complaints and reports of their resolution
- Documentation that information on the complaint process has been disseminated to staff

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Ethics and Fraud, Waste, and Abuse

- Copy of LEA's fraudulent activity policy or administrative regulations
- Copy of **written** procedures for dissemination of the LEA's fraudulent activity policy or administrative regulations to all employees
 - Dated agendas
 - Dated sign-in sheets

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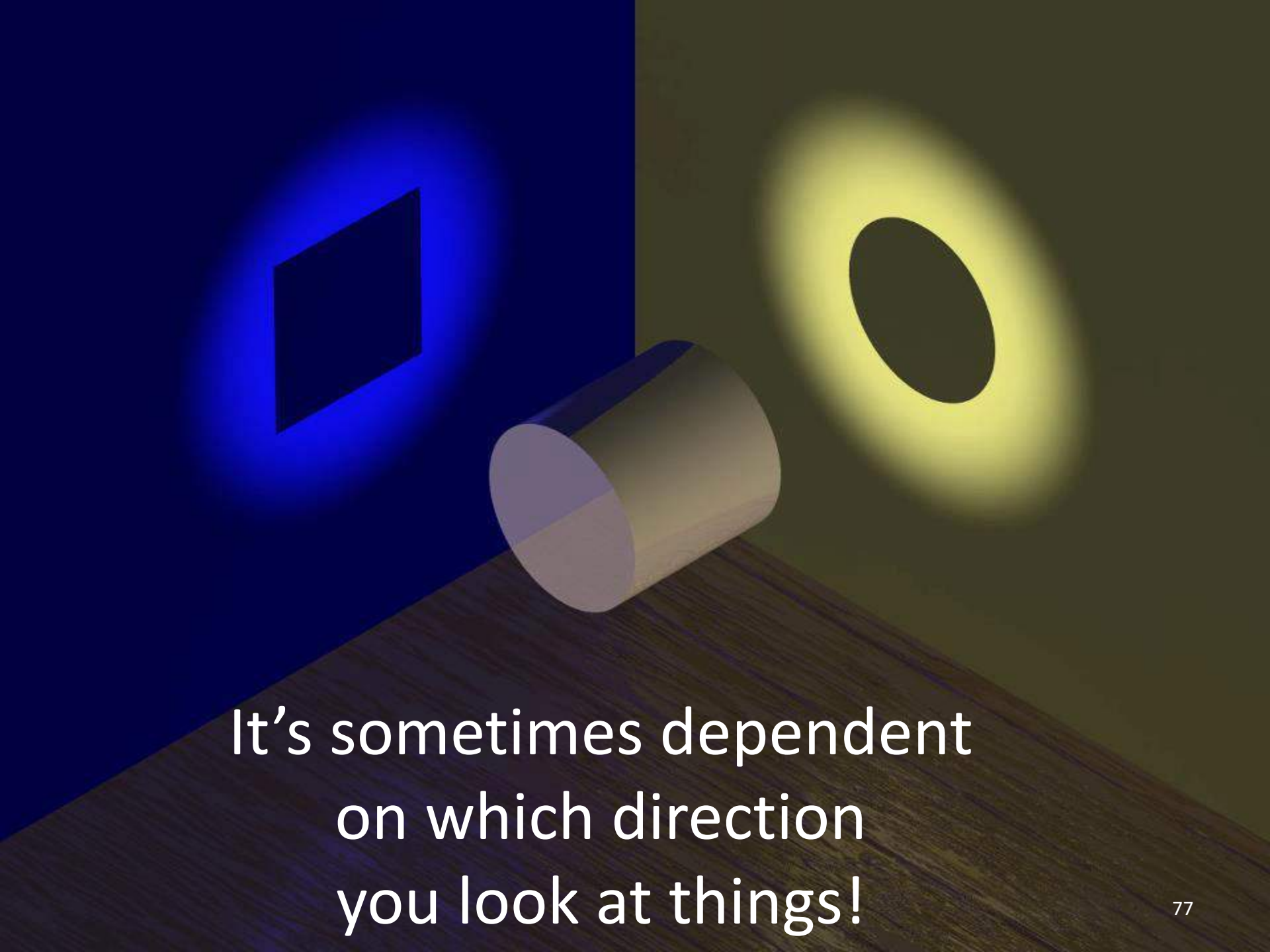
Ethics and Fraud, Waste, and Abuse

Questions:

1. Are you aware of any fraudulent activity occurring in this program?
2. Have you been asked to participate in any fraudulent activity for this program?
3. How is this policy/procedure disseminated to all employees/staff?

TITLE I IMPLEMENTATION CALENDAR

FY 14	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
JUNE	FY15 LEA CLIP Review							Annual Title Programs Conf.																								
JULY	Submit CLIP				Title I Budget Compilation																	School Level Planning Mtgs					Conduct/Complete Homeless Surveys					
AUGUST	SWP Intent Application				Title I Annual Mtg. w/ Parents							Submit Title I Budget																				
SEPTEMBER	Assess HiQ status of staff/ Obtain Principal Assurance / Notify Parents										Attend Regional Title I Mtg.																					
OCTOBER	Attend Monitoring Training (If Applicable)										Submit FY14 Completion Report																					
NOVEMBER	Prepare Monitoring Folders (If Applicable)																															
DECEMBER	Submit Budget Amendment				Schedule TA for Monitoring (If Applicable)																											
JANUARY	Periodic Cert #1				Conduct Annual Inventory Check																											
FEBRUARY	Review Title I Spending To Date						Attend GCEL																									
MARCH	Collect and Analyze Student Achievement Data										Submit Expansion Letter (if Applicable)																					
APRIL	FY16 LEA CLIP Review						Conduct Parent Involvement Meetings/Surveys (Workshops, PI Policy Revisions, etc.)																									
MAY	Final LEA CLIP, SWP, PI Policy, & Compact Review Meetings										Submit Final Budget Amendment						Complete Self-Evaluation				Periodic Cert #2											



It's sometimes dependent
on which direction
you look at things!

Questions

Title I, Part A Program Specialists' Contact Information



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4	Evelyn Maddox	(404) 975-3145	emaddox@doe.k12.ga.us
5	Judy Alger	(229) 321-9305	jualger@doe.k12.ga.us
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Presenter

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State Charter Schools Checkpoints for FY15

March 2015
GCEL Conference

Georgia Department of Education