



TITLE I, PART C MONITORING

Bureau of Federal Educational Programs
Florida Migrant Education Program
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Implementation Strategies Meeting
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INTRODUCTION

- General Overview
- Timeframe for Monitoring
- Types of Monitoring
 - Onsite
 - Desktop
 - Self
- Reporting Process
 - Preliminary/Final Reports
 - Request for Reconsideration
- Overview of Work Papers and Sample Documentation

GENERAL OVERVIEW

- ◉ No Child Left Behind (NCLB)
- ◉ Education Department General Administrative Regulations (EDGAR) Section 34
- ◉ Code of Federal Regulations (CFR) 80.40 (a)

TIMEFRAME FOR MONITORING

TENTATIVE SCHEDULE

- The tentative plan is to conduct monitoring between November 2014 and February 2015.
- Onsite monitoring is tentatively scheduled to occur between January 12, 2015 - February 27, 2015.

TYPES OF MONITORING

⦿ Onsite Monitoring

- LEAs MUST upload documentation and complete the review questions for all compliance items
- Interviews – Who

⦿ Exit Meeting in district- Who's needed?

⦿ Follow-up correspondence

⦿ Secondary Uploads

INTERVIEWS - WHO IS INVOLVED

- Interviews - Who
 - School-level- Minimum of 2 schools will be visited, normally 3 (elementary with PK, middle and high)
 - School staff – principal/assistant principal, guidance counselor
 - Parents- 1 meeting will be held
 - Parents - Minimum of 3 parents interviewed (at home, MEP office, parent meeting/event, convenient location)
 - District staff – Title I A or Federal Titles Director, MIS/data staff
 - MEP Staff – MEP Coordinator, recruiter(s), advocate(s), data entry, & math and reading specialists/teachers.

TYPES OF MONITORING

○ Desktop Monitoring

- LEAs are required to upload documentation and review questions for all compliance items
- Interview Conference Call
 - Who should attend?
- Follow-up correspondence
- Secondary Uploads

TYPES OF MONITORING

○ Self- Monitoring

- LEA MUST complete the self-evaluation document online
- For compliance item IIC-1, all LEAs MUST upload
 - current (**2014-2015**) LEA fiscal year detailed budget expenditures for the MEP. This includes all invoices, purchase orders, and corresponding expenditure reports. This is not the DOE 399.
 - 2014-2015 Time and Effort documentation on all employees partially and/or fully funded by Title I, Part C
- FDOE will review the documentation uploaded, and will provide feedback if needed.
 - FDOE may request additional documentation to ensure that compliance item being met. (If compliance can not be met, the LEA will be required to select “Requirements Not Met” and complete the System Improvement Plan.)
- LEA will receive an email correspondence indicating that the review has been completed.
- If all documentation is adequate, the LEA will receive a follow-up email stating that all requirements have been met.

PRELIMINARY REPORTS

- After the Onsite and Desktop Monitoring review, the LEA will receive a Preliminary Report within 45 days. If the LEA is granted additional time for documentation related activities, the report will be submitted 45 days thereof.
- **Self Monitored LEAs will receive a follow-up email upon the review of the documentation submitted. If inadequate documentation is submitted the LEA will have a chance to upload the appropriate documentation. In such cases where documentation cannot be provided, the LEA may have to complete a SIP.

REQUEST FOR RECONSIDERATION

- Once the LEA receives the preliminary report from the Office of Federal Programs (OFP), the LEA will be given 10 (ten) days to review the report and challenge any finding(s) that may result in a System Improvement Plan.
- If the LEA wishes to challenge the findings, they must submit a Request for Reconsideration (finding appeals) to the OFP within the 10 (ten) days of receiving the preliminary report. The OFP first receives the letter (request) and routes it to the appropriate federal programs office. The Bureau Leadership Team and assigned monitors will review the request along the preliminary report and determine a final response.

THINGS TO REMEMBER

Cover Sheets for Compliance Item Sections

- ⦿ Identify all compliance items covered in section
- ⦿ If Compliance Item is “Not Applicable” please upload a Cover Sheet stating this.
- ⦿ Use/upload documentation from current school year unless otherwise specified within the compliance item.
- ⦿ Title I, Part C (Migrant) Toolkit will be available by COB Friday, September 26, 2014!

Review Monitoring Workpapers

Review 2014-15 Title I Part C
Monitoring Workpapers

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QUESTIONS???

