

Planning Ahead for Successful Federal Program Monitoring



AGENDA

- **Welcome and Introductions**
- **Session Objectives**
- **Comprehensive Needs Assessment**
- **Collaboration with Stakeholders**
- **Timeline for Success**
- **The Week Before**
- **Helpful Hints and Lessons Learned from the Field**
- **Questions**

Session Objective:

Identify expectations and requirements for federal program monitoring to help ensure school divisions are in compliance for the 2019-2020 school year.

Levels of Compliance:

1. Stay out of jail
2. Implement strategies that lead to student success with challenging standards
3. Monitor and evaluate program personnel, strategies, and activities and then use data to inform future programming

Federal Program Monitoring Schedule

- Supt. Memo #231-19 2019-2020 Federal Program Monitoring Schedule for Certain Programs under the *Elementary and Secondary Education Act of 1965*, as amended
- Note: This list does not include Title II, Part A monitoring



VDOE Webinar Schedule

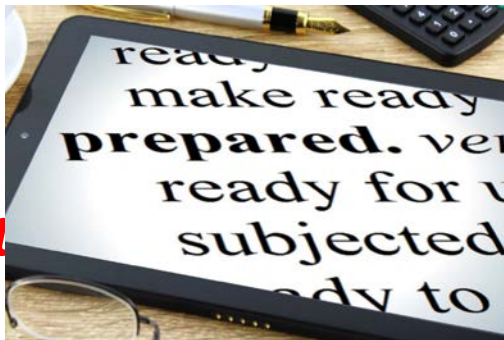
See E-mail from Dr. Sodat on September 30, 2019

Event	Date	Time
Title III, Part A	Wednesday, October 16, 2019	11:00 a.m.
Title I, Part A	Wednesday, October 16, 2019	1:00 p.m.
Title V, Part B	Wednesday, October 16, 2019	2:00 p.m.
Title IV, Part A	Wednesday, October 23, 2019	10:00 a.m.
Title I, Part D	Wednesday, October 30, 2019	10:00 a.m.

Comprehensive Needs Assessment

First Steps:

- *Know which federal programs will be monitored this year*
- *Review the program monitoring document including Guiding Questions and Acceptable Evidence*



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Comprehensive Needs Assessment

Make a Plan!

- *What types of documentation will be required for each section ?*
- *How will I collect / store documents required for program monitoring?*



Collaboration with Stakeholders

Questions for Consideration:

- *Who has access to information needed for monitoring?*
- *Who needs to be at the table during monitoring visit?*
- *Who needs to be notified of monitoring visit and on stand-by if needed?*



Roles & Responsibilities

- Human Resources
- Finance
- Curriculum & Instruction
- Office of Federal Programs
- Principals
- Parents
- School and Community Stakeholders
- Other Key Players?



Shared Google Drive

Each section has their own folder within this drive:

- Human Resources
- Finance
- Parent and Family Engagement
- Required Documents
- Coordination with Other Federal Programs



Timeline For Success

- **June - July 2019** - Attend VDOE Coordinators' Academies
- **September 2019** - Review Supt. Memo to see which federal programs are being monitored this year
- **October 2019** -
 - Review program monitoring document and participate in VDOE monitoring webinars
 - Conduct first team meeting to review requirements and establish roles and responsibilities
 - Set up monitoring folders

Timeline For Success

- **November 2019** - Conduct second team meeting to get update on responsibilities / required documentation
- **December 2019**- Review evidence in folders, finalize responses on monitoring document
- **January 2020**- Conduct mock monitoring visit/s
- **January-March 2020** - Participate in monitoring visit/s
- **By mid-May 2020** - VDOE will send letters to school divisions notifying them of outcome of monitoring visit

Helpful Hints & Lessons Learned

- **Make sure everyone in the building knows that you will be involved in federal program monitoring**
- **Have a schedule to keep the day flowing**
- **Do not panic!**
- **Conduct a pre-monitoring visit**
- **Have talking points in each folder**



2-3 Weeks Before Monitoring...

- Send VDOE a completed copy of the monitoring report and any requested documents

Documents may be sent via flash drive or divisions can zip their files and send via Dropbox.

The screenshot displays the VDOE SSWS Menu. The main content area shows a user login section with a welcome message for Christy Compton and a list of applications. The sidebar on the right contains a menu of options, with a yellow arrow pointing to the 'Dropbox' link under the 'DOE Application Contacts' section.

SSWS Menu

SSWS Application Selection

Welcome Christy Compton. Your password will expire in 6 day(s).

Please select one of the Applications listed below

APPLICATIONS

- [21st Century Community Learning Centers - \[Data Sensitivity: High\]](#)
Application to facilitate the collection of survey data related to 21st Century Community Learning Centers program
- [Online Management of Education Grant Awards \(OMEGA\) - \[Data Sensitivity: Low\]](#)
Online Management of Education Grant Awards for application submission, approvals, award, and financial tracking
- [Title I Comparability - \[Data Sensitivity: Low\]](#)
Division contact responsible for reporting comparability
- [Title III, Part A - \[Data Sensitivity: High\]](#)
Application for reviewing reports of program data regarding Title III, Part A requirements

[Start of Page](#)

SSWS Menu

- SSWS Instructions
- Change Password
- Change E-mail
- Change Security Questions
- Educational Directory
- Division Contact List
- DOE Application Contacts
- Dropbox
- PRODUCTION User Information
Christy Compton
comptonc
- Lynchburg City (115)
- Local SSWS

The Week Before Monitoring...

- Secure a meeting space for VDOE staff that has minimal distractions.
- Provide directions and parking passes
- Send reminder e-mails to all persons who are involved in monitoring or who need to be on “standby” if questions arise



The Day of Monitoring Visit...

- Take a deep breath knowing you are well prepared for this visit
- Be receptive to feedback
- Let the folders speak for themselves
- Take the opportunity to showcase your programs
- Ask about timeline and next steps



Questions?



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