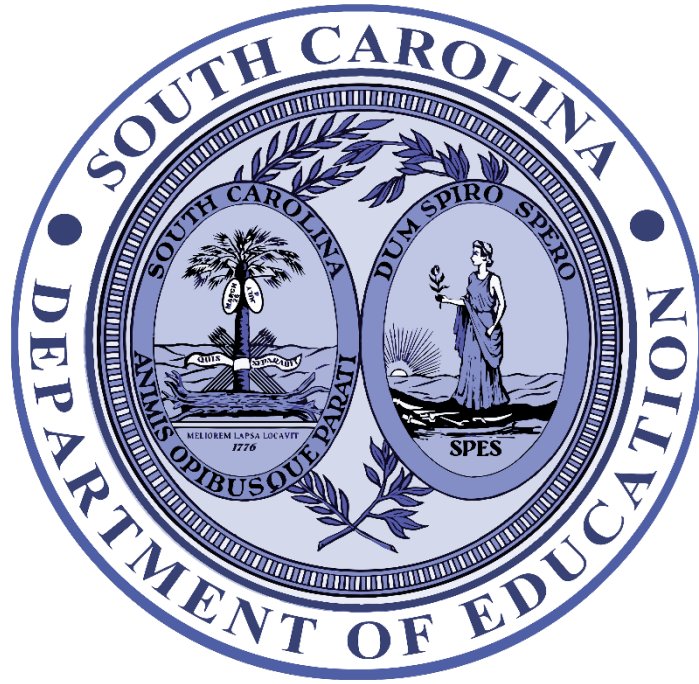




Monitoring is a Journey, Not a Destination

Dr. Jennifer Cauthen, Fairfield Co. School District
Karen Cook, SCDE

March 2022

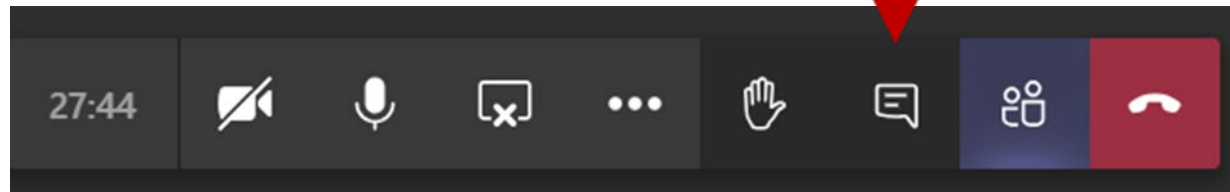
Molly M. Spearman

State Superintendent of Education

Housekeeping

To reduce distractions during the presentation, we ask that participants:

- Mute your computer and/or phones during the presentation.
- Turn camera function off.
- Type questions in the chat box.



This presentation is being **recorded**.



Consolidated Oversight and Monitoring (COM) Team

Karen Cook, Team Leader

Ann Bogan, Education Associate

Nicole Ivery, Education Associate

Greg King, Education Associate

Barret Leviner, Education Associate

Vacant Position - Filling Soon



Ann Bogan	Karen Cook	Nicole Ivery	Greg King	Barret Leviner	Vacant
Abbeville	Aiken	Greenwood 50	Allendale	Anderson 3	Anderson 1
Beaufort 80	Barnwell 19	Greenwood 51	Anderson 2	Anderson 81	Anderson 80
Calhoun	Barnwell 29	Greenwood 52	Anderson 4	Charleston	Beaufort
Clarendon 2	Barnwell 45	Greenwood 80	Anderson 5	Cherokee	Berkeley
Clarendon 4	Barnwell 80	Horry	Bamberg 1	Chester	Chesterfield
Clarendon 80	Cl at Erskine	Lee	Bamberg 2	Fairfield	Florence 2
Colleton	Dillon 3	Orangeburg	Dorchester 2	Florence 1	Florence 5
Darlington	Dillon 4	Orangeburg 80	Dorchester 4	Florence 4	Laurens 55
Georgetown	Dillon 80	Richland 2	Dorchester 80	Jasper	Laurens 56
Greenville	Florence 3	Spartanburg 2	Edgefield	Lexington 5	Lexington 1
Lancaster	Palmetto Unified	Spartanburg 4	Hampton	McCormick	Lexington 2
Marlboro	Saluda	Spartanburg 82	Kershaw	Spartanburg 3	Lexington 3
Newberry	SCPCSD	Sumter	Oconee	Spartanburg 5	Lexington 4
York 2	Spartanburg 1	Union	Pickens	Spartanburg 6	Marion
York 3	Spartanburg 80	Williamsburg	Richland 1	Spartanburg 7	Spartanburg 81
SCSDB			York 1	DJJ	York 4



Monitoring Process Overview

What is it?

- SCDE monitors requirements/compliance of ESEA
- SCDE provides technical assistance
- SCDE works with LEAs to support programs and meet requirements

When is it?

- SCDE is currently utilizing a four-year cycle (with exceptions for consolidating or high-risk districts)
- LEAs being monitored will be contacted by the SCDE

How is it done?

- SCDE reviews evidence previously collected and LEA submitted materials
- Desk, hybrid, on-site, or re-visit as determined by SCDE



Federal Programs Monitoring

- Federal programs monitoring has implemented a consolidated approach where Titles I, II, III, IV, and V are reviewed simultaneously.
- In 2022-23, Neglected and Delinquent will be added to the consolidated approach.
- All district level federal programs directors will receive an email with the 2022-23 monitoring schedule in August.
- Districts selected for review will also receive a detailed email that includes the protocol.



Districts to be Monitored in 2022-23

Aiken	Laurens 56
Calhoun	Lexington 2
Cherokee	Marion
DJJ	Marlboro
Dorchester 2	Oconee
Dorchester 80 (state monitoring only)	Palmetto Unified (state monitoring only)
Greenville	Richland 1
Greenwood 50	Richland 2
Greenwood 52	SCPCSD
Greenwood 80 (state monitoring only)	Sumter
Jasper	Williamsburg
Laurens 55	York 1

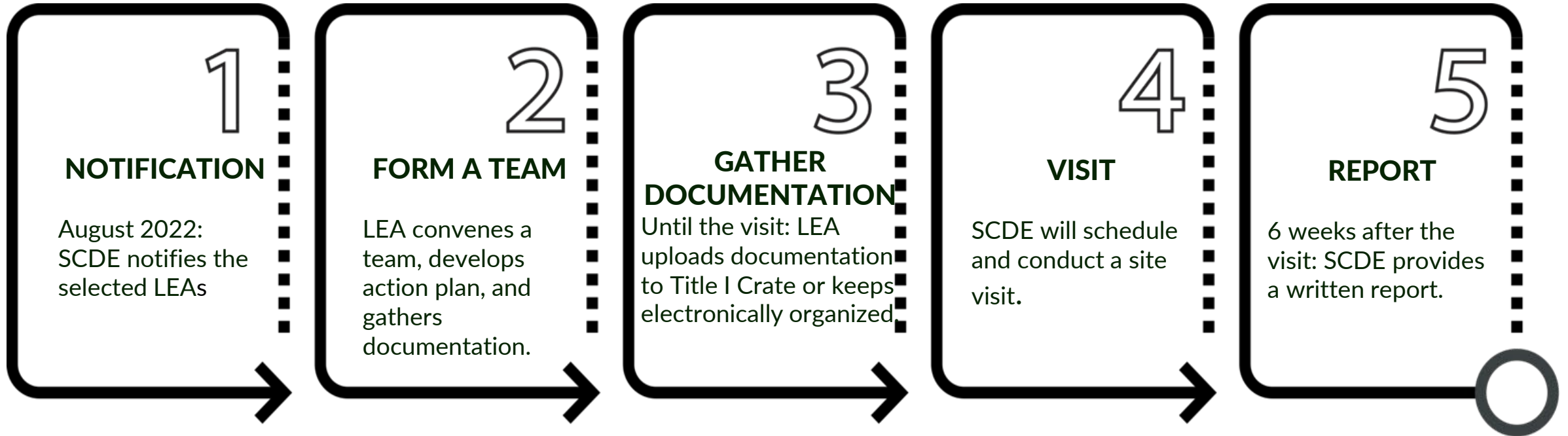


Overarching Requirements

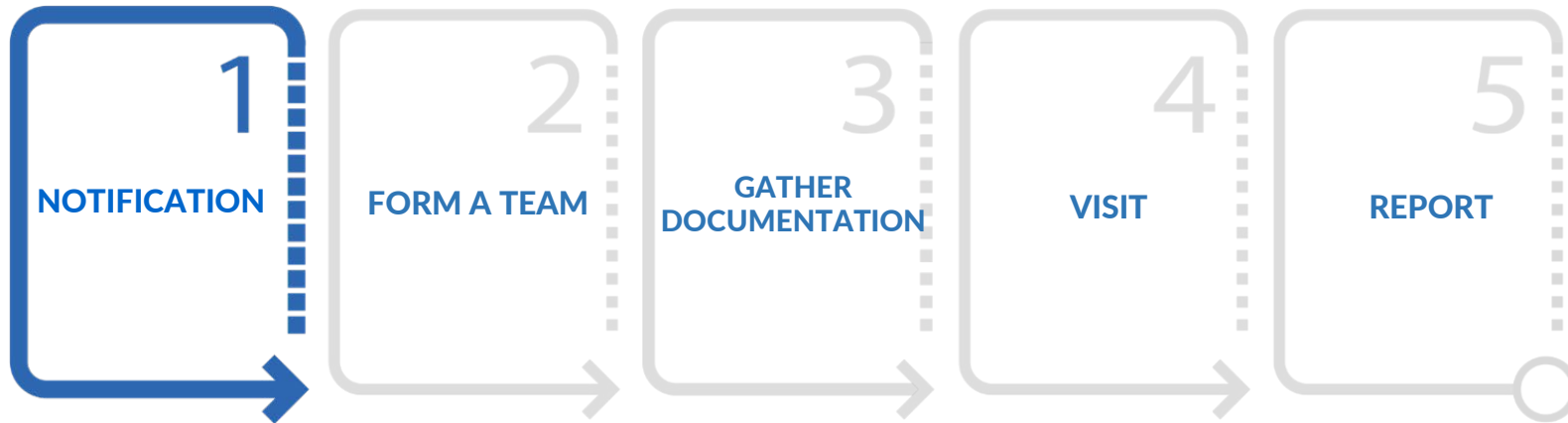
- Student identification and coordination of services
- Program needs assessment, services and evaluation
- Family and community engagement
- School improvement
- Teacher and paraprofessional qualifications, and professional development
- Fiscal accountability
- Report card reporting
- Equitable services to private schools



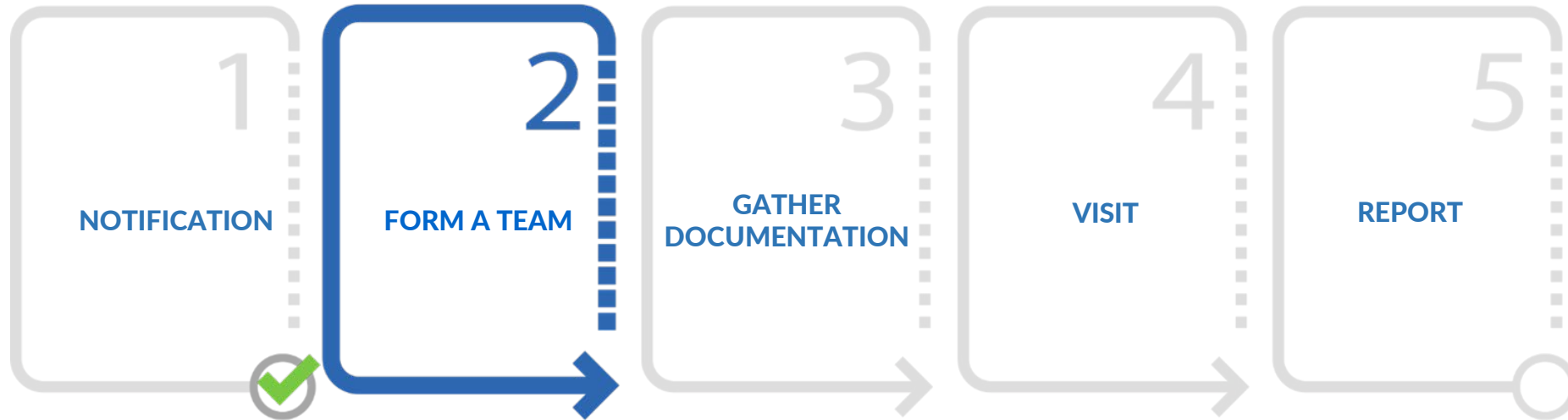
Monitoring Steps and Timeline



Step 1: Notification

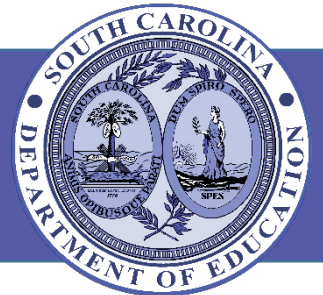


Step 2: Form a Team

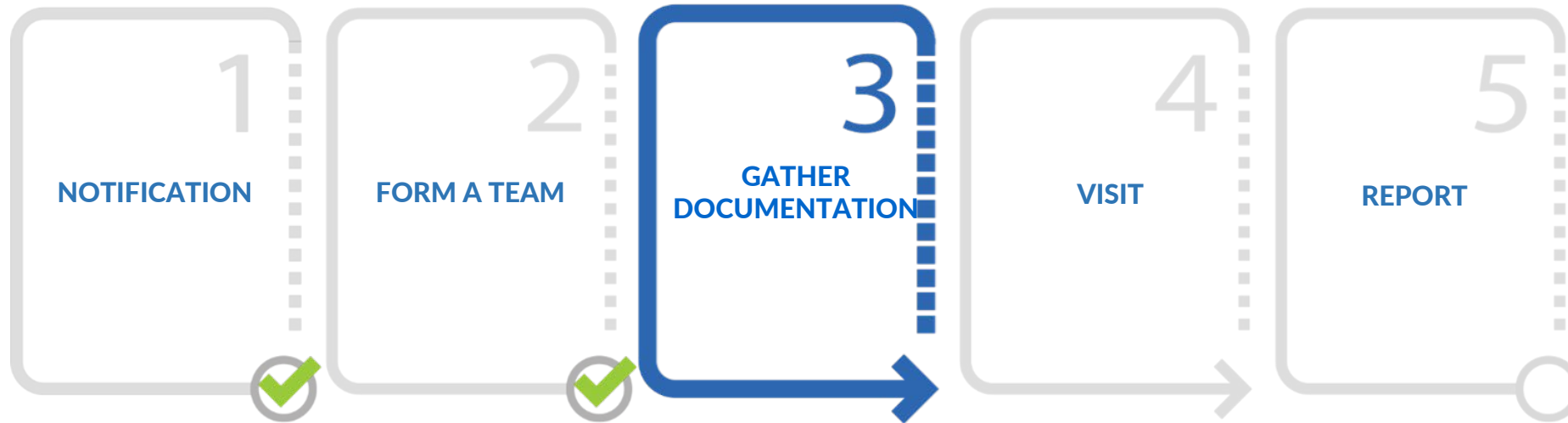


Form a team or utilize an existing leadership team:

- Identify a district level team lead to serve as a point of contact with SCDE.
- Review the guidance document and begin gathering required documents.



Step 3: Gather Documentation



Gather documentation:

- Determine location where all documentation will be stored.
- Submit documentation up until the assigned day of review.



Federal Programs Monitoring Documentation

1. Emails
2. Memos
3. Dated meeting agendas
4. Dated sign-in sheets
5. Checklists with comments
6. Record of physical inventory of equipment and real property
7. Fiscal documentation
8. Websites
9. Other forms of documentation

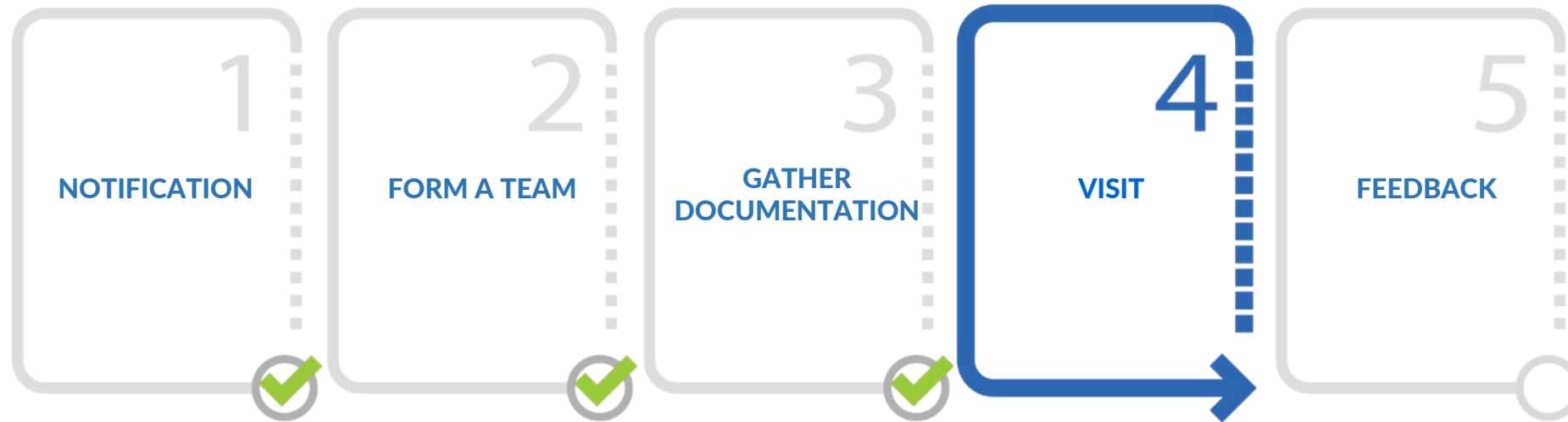


District Preparation Prior to On-Site Monitoring Visit

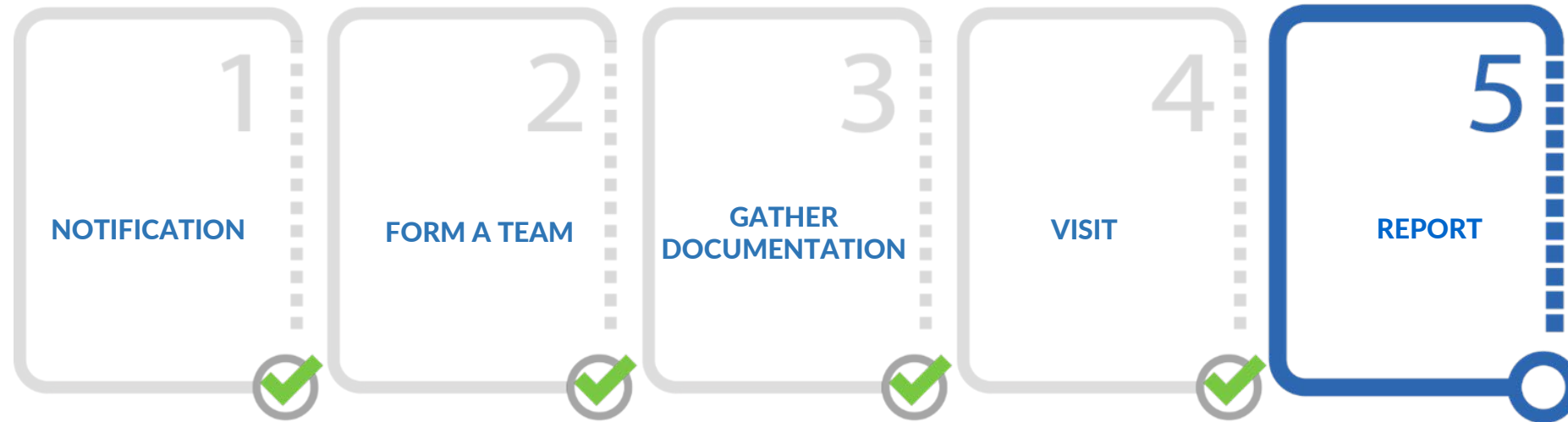
- Documentation should be loaded into Title I Crate, as applicable. Upload documents year-round!
- If not using Title I Crate, documentation for each required descriptor should be placed in a folder for COM review; organize according to the monitoring protocol.



Step 4: Site Visit



Step 5: Report



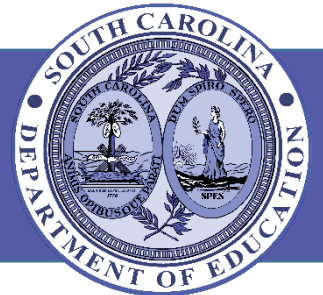
Report:

- SCDE provides LEAs a written report within six weeks after the visit.
- It will identify areas for improvements as well as commendations.



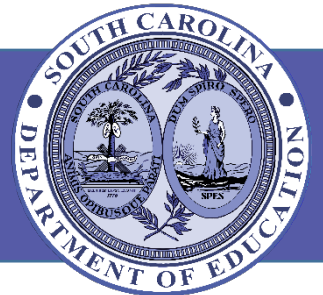
Common Challenges

- **Stakeholder Engagement:**
 - Involving stakeholders in the needs assessment and decision-making process.
- **Private School Equitable Participation:**
 - Having a plan in place for equitable services to be provided to the private school(s) before the start of the school year.
- **English Learner (EL) Programs:**
 - Notifying parents of an English learner identified for participation in the program.



Common Challenges - continued

- Family Engagement:
 - Demonstrating authentic family engagement. Engaging **all** families in supporting their children's education, in making decisions related to the education of their children and participating in ongoing regular two-way meaningful communication.
- Foster Care:
 - Written procedures governing transportation for students in out-of-home care.
- Parental Input:
 - Only one input opportunity.
 - The Annual Title I Parent Meeting in the fall **cannot** be used as an input opportunity.
- Teacher Rosters:
 - The roster only includes teachers paid from federal funds or is a principal attestation.



Fairfield County School District



Consolidated Federal Programs Monitoring Date of Audit: December 6, 2021



Establish Your Timeline and START EARLIER THAN YOU THINK YOU NEED

- Work backwards to set due dates for all uploads.
 - Example: Nov. 8 deadline for uploads to allow time for internal review and adjustments
- June 15 - Set up Google Classroom with Principals, Bookkeepers, and Parent Liaisons to collect items from Spring (SIC planning minutes, end of year program evaluations, etc.).
- Began review of most recent monitoring information to determine other district personnel who would need to be involved.



Be Prepared to Tweak Your Process AS NECESSARY

- September 17 - Labeled the monitoring tool with notes to indicate who was responsible for each indicator.
 - Example: Section PROG 10, III-A OCR asking for lesson plans with EL differentiation or EL strategies was labeled for Victor (w/sample lesson plans from classroom teachers)
- Began creating folders for each section in Google Drive within one big shared folder called “Federal Programs Monitoring Documents”.
 - At this point, I did not envision that my notes document would be shared with our monitoring contact...



Share Details as Far in Advance as Possible and Offer Support ALL ALONG THE WAY

- September 17 - Posted each section of the monitoring tool with my notes to Google Classroom.
- Also emailed relevant sections to each responsible person or group.
- Sent calendar appointments to all involved individuals for November 8 with calendar reminders set for 2 weeks prior, 1 week prior, and morning of.
- Created subfolders within each section folder that were specifically labeled for items.
 - Example: In Fiscal Accountability (FA) folder, we had a folder for Record Retention and another for GANs.



Plan Opportunities for DIRECT SUPPORT AND INTERNAL REVIEW

- Until November 8 - Lead parent liaison and special projects assistant met with school teams to offer support as requested. *On November 8 we changed edit rights in Drive to “may view” for everyone except the three of us.
- November 10 - Met for initial internal review of all documents and planned for needed follow up contacts.
- November 17 - Met for final internal review and ONE MORE CHECK to make sure that all links were accessible.

*Labeled the monitoring tool with the specific folder and subfolder where evidence for each indicator could be found.



Contact

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