

### **Process for Visiting / Monitoring Title I and Other Categorical Program Implementation**

In an effort to support schools receiving Title I, II, III, IV and Section 31 Part A funds, staff members from the Department of Improvement and Innovation (DII) will annually conduct a series of visits to schools to monitor their implementation of these grant funded programs (and other categorical programs), as described in their School Improvement Plans.

Prior to visiting the schools, the DII staff members will review the School Improvement Plans, budget sheets, staff sheets, and other relevant documents before contacting schools to scheduling visits. They then contact the school Principal and mark the scheduled visit on the visitation/monitoring calendar.

The first stage of visits will take place just after M-STEP testing and continue until all schools / programs have been visited once in the 1<sup>st</sup> semester, as schedules allow. During the first visit, the DII staff members will:

- Introduce themselves to school administration and school staff, particularly those funded by Title I, II, III, IV and Section 31, 41.
- Offer technical assistance with any problems they may have implementing programs, removing barriers, etc.
- Inquire about any unfilled Title I, II, III, IV and Section 31, 41 funded positions and offer to assist them in resolving any issues.
- Ensure that grant funded staff know how they are funded and what they are doing is in compliance with program requirements.
- Ensure that grant funded staff are completing the required Time and Effort documentation as required for their assignment(s), Personnel Activity Reports (PARs) or Semi-Annual Staff Certification forms.
- Become familiar with the Title I, II, III, IV and Section 31, 41 programs/activities and staff in each school by conducting a school / program observation walkthrough.
- Remind them to ask their staff to complete the professional learning session surveys sent weekly from DII.
- Inform them that a follow up visit will occur in the 2<sup>nd</sup> semester with additional monitoring.

Upon returning to the office, the DII staff members will log their visit on the visitation/monitoring calendar.

The second stage of visits will take place concurrently with the first stage visits and continue until all schools have been visited once in the 1<sup>st</sup> semester, as schedules allow. During the second visit the DII staff members will:

- Verify that students eligible for services and/or receiving services under Section 31a (At-Risk) funds are properly tagged in the Synergy student system.
- Ensure that funds are being spent properly by selecting some items from the school's Title I, II, III, IV and Section 31, 41 budget and determining if those items have been purchased or ordered, are in place and used as intended.
- Verify that equipment purchased with Title I, II, III, IV and Section 31, 41 funding is properly tagged and inventoried, with all required documentation, according to the district procedures.
- Offer technical assistance with any problems they may have implementing programs, removing barriers, etc.

- Ensure that School Improvement Team are in process of reviewing student achievement data, school process data, demographic data, and stakeholder input data. Completing program evaluations, needs analysis, and planning for the next year's school improvement cycle.
- Ensure and review documentation that school has conducted annual Title I Parent meeting
- If additional improvements are required to meet Title I, II, III, IV and Section 31, 41 requirements, inform principal a follow up visit will occur before the end of May with additional monitoring.

Upon returning to the office, the Department of Improvement and Innovation staff will log their visit on the visitation/monitoring calendar.

Below are the monitoring forms used by the Department Improvement and Innovation.

Provided to all Administration during the August Administration PD Retreat

		Responsibility to Place Documentation Into Schools Dropbox Folder	
		School	DII
<b>Title IA</b>			
Sign In sheets and agendas for:			
1) Title IA Annual Parent Involvement meeting	X		
2) Building Professional Development Inservices/Workshops (Title IA funded)	X		
3) School Improvement meetings (Agenda must have detail on S.I.P collaboration*)	X		
4) Verification each staff funded with Title IA funds knows how they are funded	X		
5) Student School Selection Process by Grade Level for Supplemental Support document	X		
<b>31a (At-Risk)</b>			
1) Student School Selection Process by Grade Level for Supplemental Support document	X		
2) Proper selection of eligible students meeting 31a criteria		X	11/1/2018
3) Proper services being provided in schools based on student need served)	X		
5) Verification each staff funded with Section 31a funds knows how they are funded	X		
<b>Title IIA</b>			
1) Professional Development sign in sheets and agendas (Title IIA funded)	X		
2) Professional Development surveys completed/submitted (Title IIA funded activities)	X		
3) Verification each staff funded with Title II funds knows how they are funded	X		
<b>Equipment Inventory Purched With Categorical Funds</b>			
1) Current list of equipment with required data per EDGAR**		X	

Samples of required documents can be found in your school Dropbox folder.

**Contacts**

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 School Improvement = Jessica Benevidez 755-2922  
 SIG, Equipment, Furniture = Amy Crank, Compliance Officer 755-1045

\* Detail on S.I.P collaboration = review of: student data, student needs, previous years S.I.P etc.


\*\* EDGAR = Education Department General Administrative Regulations

**Department of Improvement and Innovation  
2018 - 2019 Visitation/Monitoring Calendar**

DATE(S) OF VISIT						
Advance Pathways						
Adult Education						
Attwood						
Averill						
Beekman						
Cavanaugh						
Cumberland						
Dwight Rich						
Eastern						
Everett						
Forest View						
Gardner						
Gier Park						
Kendon						
Lewton						
Lyons						
Mt. Hope						
North						
Pattengill						
Post Oak						
Reo						
Riddle						
Sexton						
Sheridan Road						
Wexford						
Willow						
ICCC						
ICVC						
Peckham Footprints						
Emanuel Lutheran						
IHM						
Lansing Catholic						
Resurrection						

Form used during each monitoring visit (copy provided to administrator)

**Lansing School District: Department of Improvement and Innovation**  
**2018 - 2019 Annual Monitoring**

 School: \_\_\_\_\_ Date: \_\_\_\_\_

**Title IA**

- 1) Sign in sheets and agendas for:
  - \_\_\_\_\_ a. Title 1a Parent Involvement meetings.
  - \_\_\_\_\_ b. Building Professional Development Inservices/Workshops
  - \_\_\_\_\_ c. School Improvement meetings.
- 2) \_\_\_\_\_ Verification each staff funded with Title I and/or Section 31a funds knows how they are funded.
- 3) \_\_\_\_\_ Student School Selection Process for Supplemental Support document. In office and/or Dropbox

**Section 31a - At Risk** (Public School Only)

- 1) \_\_\_\_\_ Student School Selection Process for Supplemental Support document. In office and/or Dropbox
- 2) \_\_\_\_\_ Proper selection of eligible students meeting 31a criteria
- 3) \_\_\_\_\_ Additional documentation completed on form (if applicable)
- 4) \_\_\_\_\_ Proper services being provided in buildings based on student need
- 5) \_\_\_\_\_ Completed activity logs by 31a funded staff
- 6) \_\_\_\_\_ 31a funded staff list of students being served (sample of activity log)
- 7) \_\_\_\_\_ Verification each staff funded with Title I and/or Section 31a funds knows how they are funded.

**Title IIA**

- 1) \_\_\_\_\_ Professional Development sign in sheets and agendas (Title IIA funded)
- 2) \_\_\_\_\_ Professional Development Surveys completed and submitted for all building inservices/workshops
- 3) \_\_\_\_\_ Verification each staff funded with Title II funds knows how they are funded.

**Equipment Inventory** (Purchased with grant funds)

- 1) \_\_\_\_\_ Equipment Inventory list located in office or Dropbox
  - \_\_\_\_\_ a. All equipment is on list
  - \_\_\_\_\_ b. All fields on equipment is complete
- 2) \_\_\_\_\_ Equipment is properly located
- 3) \_\_\_\_\_ Equipment is properly labeled
  - \_\_\_\_\_ a. Lansing School District
  - \_\_\_\_\_ Funding Source
  - \_\_\_\_\_ Budget account number
  - \_\_\_\_\_ c. PO#
  - \_\_\_\_\_ d. Technology ID Tag

**Programs and Budget**

- 1) Budget Item: \_\_\_\_\_
  - \_\_\_\_\_ a. Item has been purchased or person has been hired
  - \_\_\_\_\_ b. Item or person is being used as described in School Improvement Plan
- 2) Budget Item: \_\_\_\_\_
  - \_\_\_\_\_ a. Item has been purchased or person has been hired
  - \_\_\_\_\_ b. Item or person is being used as described in School Improvement Plan

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grant Compliance Signature: \_\_\_\_\_  
  
Principal Signature: \_\_\_\_\_