

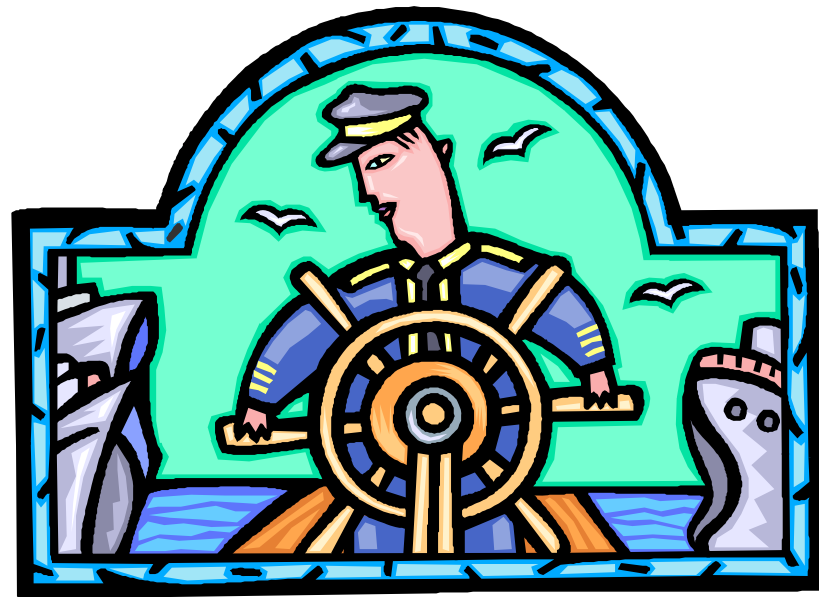


Exploring Comprehensive Monitoring

An Overview of Comprehensive Monitoring

Exploring Comprehensive Monitoring

- What?
- When?
- Who?
- How?



WHAT is Comprehensive Monitoring?

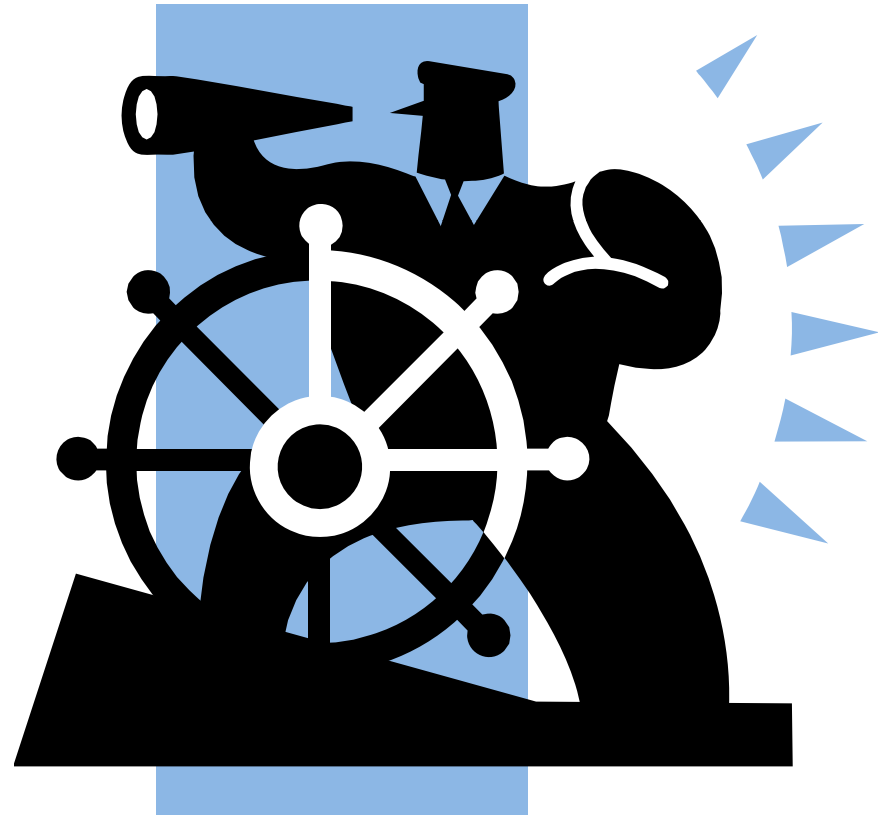
- Joint effort by LEA's & TDE to improve effectiveness of services to students
- Check evidence to ensure program implementation is in compliance with NCLB federal law
- Opportunity for technical assistance

WHEN is Comprehensive Monitoring?

- Self-Assessment annually in March
- On-site every 3 years
- FY '10 Monitoring October through March

WHO Are the Monitors?

- The on-site monitoring team is composed of **state consultants other than the NCLB consultant assigned to your system**



Tools You Will Need



Fiscal

- **Board Policies and Procedures**
 - Budgets and Amendments
 - Travel
 - Procurement
 - Equipment
- **Evidence**
- **Implementation Evidence**



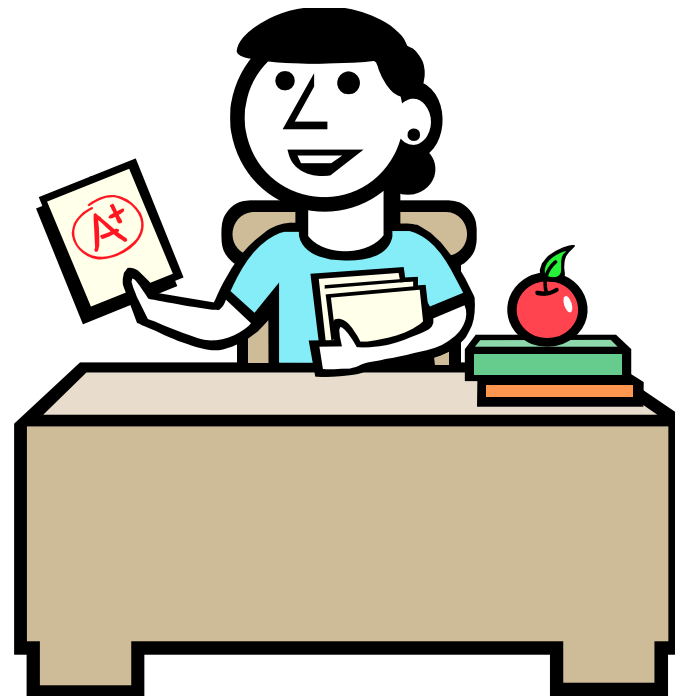
Budget Documents

- **FACTS Reports**
- **Purchase Orders and Invoices**
- **Contracts**
- **Approved Consolidated Application**
- **Comparability Reports**
- **Enrollment Data per School**
- **List of Teachers by Grade/Subject**



Documents Related to Personnel

- **Payroll Records**
- **Personnel Activity Reports (PARS)**
- **Certifications of Employment**



Equipment

- Inventory
- Identification Tags



OFFICE OF TENNESSEE

RECOVERY ACT MANAGEMENT

Using Recovery Act Funds to Drive
School Reform and Improvement



www.TNRecovery.gov

Parent Involvement

- Policy and Plans
- Agendas, Sign-In Sheets, Minutes
- Newsletters
- Letters
- Student Handbooks



Title I and Title I ARRA

- TSIP's & TCSP – Goals/activities linked to achievement & coordination w/other services
- HQ Lists and Website
- Meeting Notes/Agendas/Sign-In Sheets/Newsletters
- Letters
- Report Card Data
- List of Parapros & Teachers by School

Schoolwide Schools

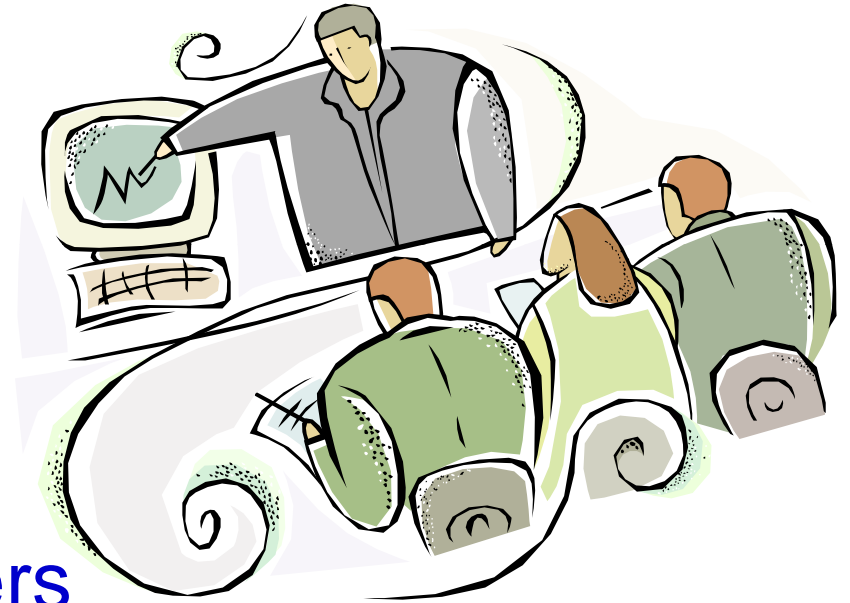
- Letters to Parents
- Documentation of Meetings
- Parent-Student Compacts
- TSIP 10 SW Components
- School PI Plan
- Schedules of Parapros & Teachers



*Similar for TA Schools

Title IIA, TII D & Title IID ARRA

- Link [TCSPP & PD Records](#)
- Examples of Lesson Plans
- List of [CSR Teachers & Other Funded Teachers](#)
- HQ Assurance Pages
- [PD Schedule](#)
- Sign-In Sheets

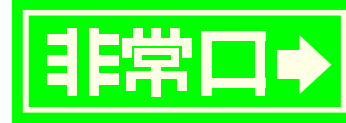


English Language Acquisition

- Home Language Surveys
- Screening Instruments
- Lists of Active LEP, T-1, T-2, and NELB
- List of Immigrants from EIS
- Letters/Phone Notes, Agendas, Minutes
- ELDA Data
- ESL Teacher Endorsement & Schedule
- Schedules for Monitoring of T-1 and T-2

Title IV

- Minutes/Agendas and Sign-in Sheets
- TCSPP
- Board Policies
- Student Handbooks
- Code of Conduct
- Crisis Management Plan
- Comprehensive School Safety Plan
- Signage
- Letters



Other Documentation

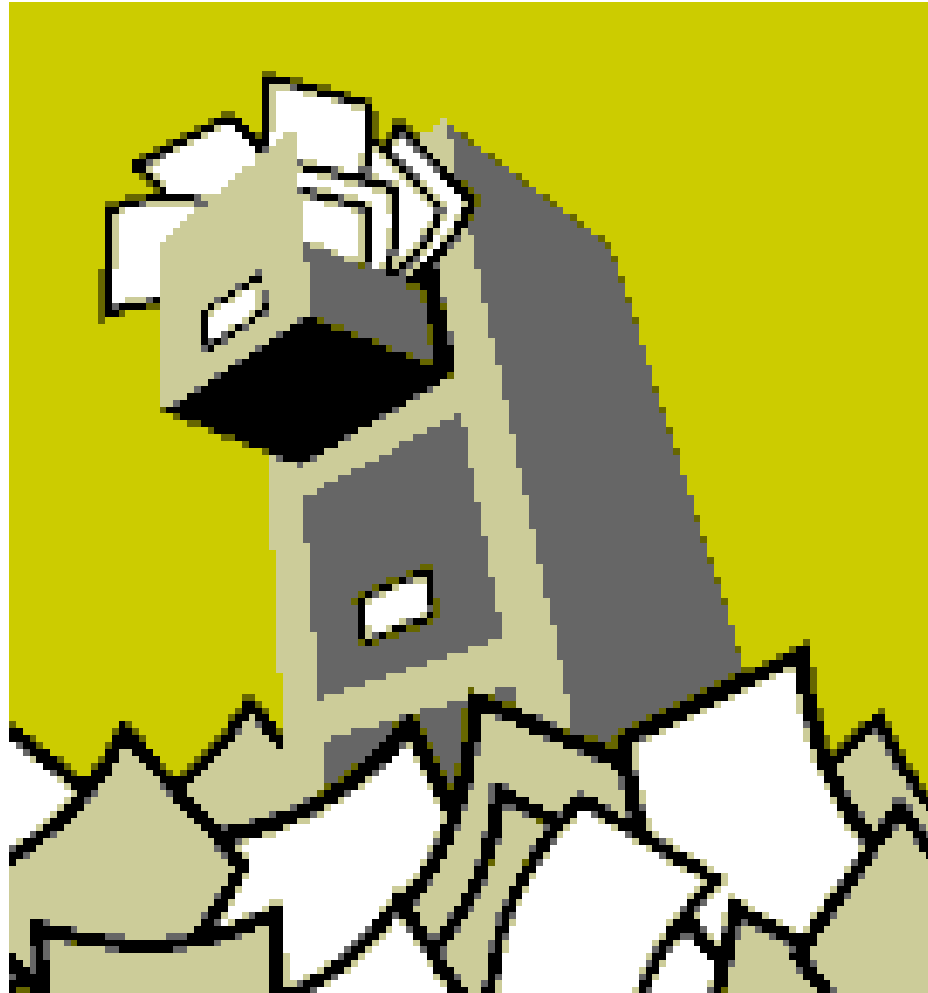
Homeless: Policies/Procedures,
Meeting Minutes/Sign-In Sheets,
Enrollment Records

Private Schools: Participation Forms,
Consultation Documentation,
Budgets, Equitable Services
Worksheet

High Priority Monitoring

- **Parent Notifications**, Implementation Blueprint, Budget Documents, Meeting Agendas/Sign-In Sheets, Newsletters/Website
- **TSIP – Components, Mentoring Plan, Peer Review Process Evidence**
- **Eligible Students**, Records of Services,
- **PD Records**

Tip: Organize Your Documentation



Folders by Section or Indicator



Call your NCLB
Consultant
to assist in
preparation for
On-Site
Comprehensive
Monitoring

