

No Child Left Behind (NCLB) Program Tiered Monitoring

September
2014



- Welcome & Introductions

Tiered Monitoring Timeline

Task	2013-14	2014-15	2015-16
Desk Audit	Cohorts 1, 2 & 3	Cohorts 1, 2 & 3	Cohorts 1, 2 & 3
Desk Monitoring (Tiered Monitoring System)	Cohort 3	Cohort 1	Cohort 2
On-Site/ Telephone (Tiered Monitoring System)	Cohort 2	Cohort 3	Cohort 1
Clean-up		Cohort 2	Cohort 3

Cohort list
<http://dese.mo.gov/sites/default/files/qs-cohort-lists-2014.pdf>

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- Timeline of the Tiered Monitoring Process
- All LEA's receive a Desk audit each year.
- Desk audits consist of reviewing and approving required NCLB plans and budgets, Core Data checks, highly qualified teacher checks, checks to make sure LEA's are spending their required Parent Involvement set-aside for LEA's with allocations over \$500,000, etc.
- Desk Monitorings will be conducted on each LEA at least once every three years through the cohort cycle.
- Cohort 1 is scheduled for a desk monitoring during 2014-15.
- Cohort 1 will complete the self-assessment or Self Monitoring Checklist in the new Tiered Monitoring System and upload all required documents.
- We will review the self-assessment and uploaded documents.
- On-Site and telephone visits will be conducted to approximately 20 percent of districts in Cohort 3.
- On-site visits are based on a list of high risk indicators and findings from the Desk Monitorings of 2013-14.
- Clean-up – we will finish up any old issues and prepare for future monitorings.



- Amount of money received – Based on their Title I, Part A allocation.
- Reporting Requirements – If in any of the last three years there was a late submission of the application (after July 1), late self-monitoring reports (after deadline), late 9/30 reports (after deadline), final expenditure reports submitted late (after September 30), and comparability.
- Federal Programs Monitoring Findings – in any of the last three years previous monitoring findings, in any of the last three years Core Data was not in compliance by March 31, and in any of the last three years any auditing issues.
- Released Federal Funds (including REAP) - in any of the last three years funds were released.
- Maintenance of Effort – in any of the last three years LEA did not maintain effort.
- Financially Stressed – As defined by School Finance anytime in the last three years
- Other Concerns – unaccredited, key staff changes, federal or state investigation, and other reasons determined by DESE.
- Not all criteria need to apply to generate a site-visit.

Web Application Log-in

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- First we'll show you how to log-in to the web application.
- Most of you should be familiar with this already.

Web Application Log-in

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION.

DESE Secured Web Application Logon

IMPORTANT NOTICE:
Inactive Account - Received an email concerning your inactive account? If so, please click [HERE](#) for more information.

If you already have a User Name, enter it below. Click [LogIn]

User Name:

Password:

To view information available to the general public, Click [View Public Applications]

If you do not have a user name and password, Click [Register]

If you forgot your Username/Password, or to reset your password, Click [Forgot Username/Password?]

To have your account unlocked or to reset your password, please send your first and last name, user id (if known) and phone number to webappsloginassistance@state.mo.us

Still have questions about logging in to Web Applications? You may also send a message to webapphelp@desse.mo.gov providing your name, user id, school district name, phone number, and county-district code with your request or call 573-522-3207. Please speak slowly and distinctly, and spell your first and last name.

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- All users need a User ID & password.
- Each LEA should have a user manager that can give you access to web applications.
- User Manager must give access to the Tiered Monitoring System.
- Use the Internet Explorer as your browser.

User Applications Menu



- ▼ **User Applications**
 - ▼ **DESE Web Applications**
 - ▶ Annual Report of the County Clerk to the State Board of Education
 - ▶ ARRA
 - ▶ Compliance Plans (Federal and State)
 - ▶ Data Collection
 - ▶ Educator Certification System
 - ▶ Educator Qualifications
 - ▶ ePeGS
 - ▶ Migrant Education COE
 - ▶ Missouri Comprehensive Data System (MCDS)
 - ▶ Nonpublic Registration Form
 - ▶ School Finance
 - ▶ Special Education: Early Childhood
 - ▶ Tiered Monitoring
 - ▶ User Manager
 - ▼ **Report**
 - ▶ Report Menu -- All data and/or reports are now available through the Missouri Comprehensive Data System (MCDS) Portal.
 - ▼ **User Information**
 - ▶ Change Password
 - ▶ Edit User Profile
 - ▶ Edit Security Question/Answer
 - ▶ Logon/Logoff

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After logging in:

- You will see all programs you have permission to work with.
- You will choose Tiered Monitoring under Cross-Divisional Systems.

Tiered Monitoring – LEA Home User Security




Menu
DESE View Only
Thursday, September 11, 2014

Info
District: ADAIR CO. R-I
CDC: 001090
Logged in as: JULIA COWELL
User ID: JCOWELL1

Functions
Year: 2014-2016 (Change)

Navigation

- DESE Tiered Monitoring
- Web Application Menu
- Logon/Logoff

Tiered Monitoring - LEA Home

Desk Monitoring

Monitoring	Status	Due
No Child Left Behind Self-Monitoring Checklist October	In Progress	10/15/2014
No Child Left Behind Self-Monitoring Checklist October (Migrant and ELL)	In Progress	10/15/2014
No Child Left Behind Self-Monitoring Checklist December	In Progress	12/15/2014
No Child Left Behind Self-Monitoring Checklist February	In Progress	2/15/2015

Utilities

- Calendar view
- Global document repository (uploads)
- Maintain user security

Pending On-Site Monitorings

Listed below are the on-site monitorings that are scheduled for your agency. Please be aware that the DESE will be contacting your agency to conduct these monitorings via phone or an on-site visit. If they require and documentation from you, it will be listed below. After the On-Site Monitoring has completed, if any Corrective Action is necessary, a CAP will be generated and appear under the "Desk Monitoring" section.

- This is the Tiered Monitoring LEA Home screen
- Under “Utilities” on the right hand screen, the link “Maintain User Security” is where the Administrator can assign security levels to other users.
- All users must log on to the Tiered Monitoring system before the User Manager will be able to assign users access to the system.
- Then User Manager can assign “View”, “Data Entry”, or “Authorized Representative” security levels.

Navigating the Tiered Monitoring System

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- Next we will show you how to navigate through the Tiered Monitoring System.

Tiered Monitoring - LEA Home

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

DESE View Only

Tiered Monitoring - LEA Home

Menu

Info
 District: ADAIR CO. R-I
 CDC: 001090
 Logged in as: Kelly Kempker
 User ID: KKEMPKER2

Functions
 Year: 2014-2015 (Change)

Navigation

- DESE Tiered Monitoring
- Web Application Menu
- Logon/Logoff

Desk Monitoring

Monitoring	Status	Due
No Child Left Behind Self-Monitoring Checklist October	In Progress	10/15/2014
No Child Left Behind Self-Monitoring Checklist October (Migrant and ELL)	In Progress	10/15/2014
No Child Left Behind Self-Monitoring Checklist December	In Progress	12/15/2014
No Child Left Behind Self-Monitoring Checklist February	In Progress	2/15/2015
No Child Left Behind Self-Monitoring Checklist April	In Progress	4/15/2015

Utilities

- Calendar view
- Global document repository (uploads)

Pending On-Site Monitorings

Listed below are the on-site monitorings that are scheduled for your agency. Please be aware that the DESE will be contacting your agency to conduct these monitorings via phone or an on-site visit. If they require and documentation from you, it will be listed below. After the On-Site Monitoring has completed, if any Corrective Action is necessary, a CAP will be generated and appear under the "Desk Monitoring" section above.

There are no pending On-Site monitorings.

Financial Audit

Fiscal year 2013-2014 audit document is now due by December 31. Please upload.

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- Now back to the Tiered Monitoring LEA Home screen.
- On the Menu on left hand side:
 - The default year is 2014-2015
 - Navigate back to the Web Applications Menu
 - Log-in & Logoff

Tiered Monitoring – LEA Home


DESE View Only

Menu

Info
District: ADAIR CO. R.I
CDE: 001999
Logged in as: Kelly Kempker
User ID: KKEMPKER2

Functions
Year: 2014-2015 (Change)

Navigation

- DESE Tiered Monitoring
- Web Application Menu
- Logon/Logout

Tiered Monitoring - LEA Home

Desk Monitoring

Monitoring ¹⁶	Status	Due
No Child Left Behind Self-Monitoring Checklist October	In Progress	10/15/2014
No Child Left Behind Self-Monitoring Checklist October (Migrant and ELL)	In Progress	10/15/2014
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There are no pending On-Site monitorings.

Financial Audit

Fiscal year 2013-2014 audit document is now due by December 31. Please upload.

Utilities

- Calendar view
- Global document repository (uploads)

- Also on the Tiered Monitoring LEA Home screen on the right hand side under “Utilities”, you can view the calendar for due dates.
- Let’s click on “Calendar view”

Calendar View

Menu

Info
 District: ADAIR CO. R-I
 CDE: 901990
 Logged in as: Kelly Kampster
 User ID: KKEIMPDEIS2

Functions
 Year: 2014-2015 (Change)

Navigation

- DESE Tiered Monitoring
- Web Application Menu
- Login/Logout

Tiered Monitoring - LEA Home

DESE View Only

Calendar View

An icon on a date indicates a Monitoring, or a section of a Monitoring, is due on that date. Click the icon for details.

October 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- The calendar shows when each section is due.
- You should click on “LEA Home” to go back to home screen.
- The blue letters indicate links to another screen.

Tiered Monitoring – LEA Home


DESE View Only

Menu

Info
District: ADAIR CO. R.1
CDE: 00199
Logged in as: Kelly Kempker
User ID: KKEMPKER2

Functions
Year: 2014-2015 (Change)

Navigation

- DESE Tiered Monitoring
- Web Application Menu
- Logon/Logout

Tiered Monitoring - LEA Home

Desk Monitoring

Monitoring ¹⁶	Status	Due
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There are no pending On-Site monitorings.

Financial Audit

Fiscal year 2013-2014 audit document is now due by December 31. Please upload.

Utilities

- Calendar view
- Global document repository (uploads)

- Also on the Tiered Monitoring LEA Home screen under “Utilities”, you can view the “Global Document Repository”.
- We will talk more about the Global Repository later.

Tiered Monitoring - LEA Home

Missouri DEPARTMENT OF EDUCATION

DESE View Only

Tiered Monitoring - LEA Home

Desk Monitoring

Monitoring	Status	Due
No Child Left Behind Self-Monitoring Checklist October	In Progress	10/15/2014
No Child Left Behind Self-Monitoring Checklist October (Migrant and ELL)	In Progress	10/15/2014
No Child Left Behind Self-Monitoring Checklist December	In Progress	12/15/2014
No Child Left Behind Self-Monitoring Checklist February	In Progress	2/15/2015
No Child Left Behind Self-Monitoring Checklist April	In Progress	4/15/2015

Pending On-Site Monitorings

Listed below are the on-site monitorings that are scheduled for your agency. Please be aware that the DESE will be contacting your agency to conduct these monitorings via phone or an on-site visit. If they require and documentation from you, it will be listed below. After the On-Site Monitoring has completed, if any Corrective Action is necessary, a CAP will be generated and appear under the "Desk Monitoring" section above.

There are no pending On-Site monitorings.

Financial Audit

Fiscal year 2013-2014 audit document is now due by December 31. Please upload.

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- There are now 6 different Checklists: October, October Migrant & ELL, December, February, April, and April Curriculum.
- There are different due dates for each section with the first deadline being October 15th, then December 15th, February 15th and April 15th.
- The questions & documentation for each section should be submitted when the LEA has completed those requirements for the current year.
- For example, as Cohort 1 is uploading documentation for October, the requirement should have already been completed, and that is the documentation you should upload.
- Each section must be submitted adhering to the due dates. If sections are not submitted on time, NCLB payments could be held until completed.
- Let's choose the first section – NCLB October.

NCLB Self-Monitoring Checklist - October

Menu

Info
 District: ADAIR CO. R-I
 CDC: 001090
 Logged in as: Kelly Kempker
 User ID: KKEMPKERZ

Functions
 Year: 2014-2015 (Change)

Navigation

- DESE Tiered Monitoring
- Web Application Menu
- Logout/Logout

DESE View Only

Tiered Monitoring - LEA Home >

No Child Left Behind Self-Monitoring Checklist October

Document Status: **In Progress**

Next Due Date: **10/15/2014**

Last Action: n/a

DESE Reviewed Monitoring: n/a

Closed Monitoring: n/a

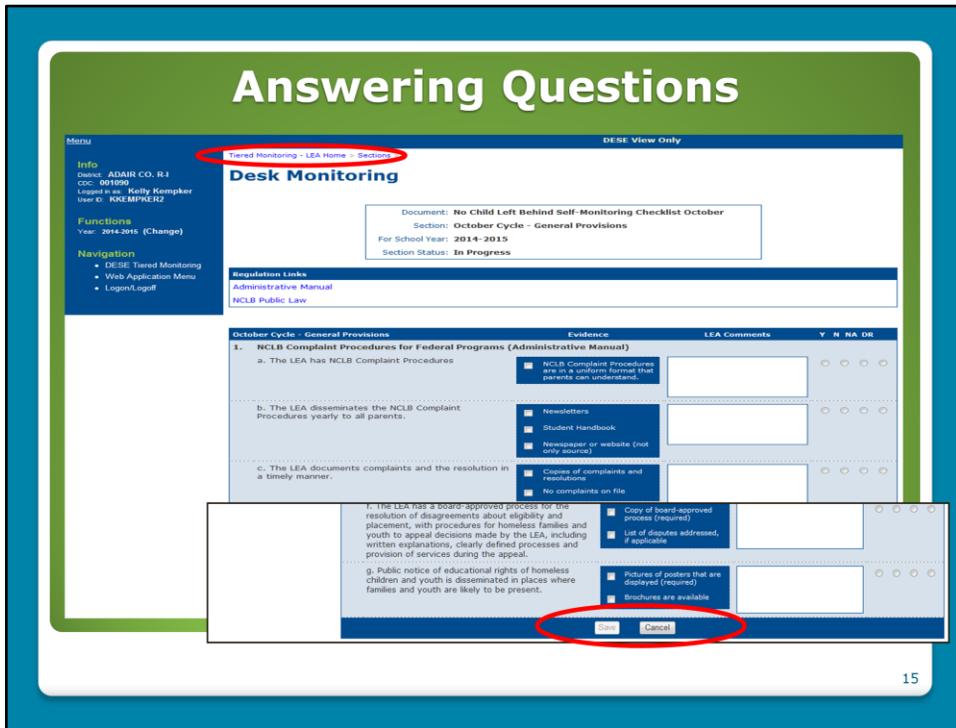
PDF Generation History: [Click here](#)

Name:
DESE Contact: Phone:
Email:

Please select the section you want to work on from these options (Note: **you must click the Save button at the bottom of each page to save your data** for that section and return to this page).

Section	Documents	Section Due	
October Cycle - General Provisions (12 unanswered questions)	Documents (16 required)	10/15/2014	<input type="button" value="Answer Remaining Questions"/>
October Cycle - Title I.A: Improving the Academic Achievement of the Disadvantaged (4 unanswered questions)	Documents (7 required)	10/15/2014	<input type="button" value="Answer Remaining Questions"/>
October Cycle - Title I.D: Neglected and Delinquent Institution (1 unanswered questions)	Documents (1 required)	10/15/2014	<input type="button" value="Answer Remaining Questions"/>

- October has 3 different program sections (General Provisions, Title I.A, & Title I.D).
- Let's choose "General Provisions".



- The first step in completing the October Cycle, is to answer all the October Cycle General Provision questions
- For each question:
 - Check the appropriate evidence sources in the dark blue boxes.
 - Add any LEA comments in the white box if you feel you need to explain the way you answered the question or need to explain the documentation uploaded.
 - Read the entire stem statement.
 - Answer each question by checking Y, N, N/A, or DR in the far right side column.
 - Y (Yes) – LEA is compliant
 - N (No) – LEA is not compliant
 - N/A (not applicable) – does not apply to LEA
 - DR (district resolving) – LEA is currently resolving the issue.
- If “DR” or “N” is checked, we expect to see a plan uploaded stating how and when your district plans to meet the requirement
- Do not check an evidence source if you don’t have it. Only check the evidence source for which you’ll be uploading documentation.
- Read the whole stem statement to make sure you are meeting all the requirements of the question being asked.
- Regarding policies: if using policies purchased from MSBA, MARE, or MCE, etc., the Board should review the policies to determine whether they meet all requirements.
- Use the “Save” button at bottom of page.
- Then use the “Sections” link to go back to previous screen.

Answering Questions

Menu
DESE View Only

Info
District: ADAIR CO. R.I
CC: 001090
Logged in as: Kelly Kempker
User ID: KKEMPKERZ

Functions
Year: 2014-2015 (Change)

Navigation

- DESE Tiered Monitoring
- Web Application Menu
- Login/Logout

Tiered Monitoring - LEA Home >

No Child Left Behind Self-Monitoring Checklist October

Document Status: **In Progress**

Next Due Date: **10/15/2014**

Last Action: n/a

DESE Reviewed Monitoring: n/a

Closed Monitoring: n/a

PDF Generation History: [Click here](#)

Name:

DESE Contact:

Phone:

Email:

Please select the section you want to work on from these options (Note: **you must click the Save button at the bottom of each page to save your data** for that section and return to this page).

Section	Documents	Section Due	
October Cycle - General Provisions (12 unanswered questions)	Documents (16 required)	10/15/2014	<input type="button" value="Answer Remaining Questions"/>
October Cycle - Title I.A: Improving the Academic Achievement of the Disadvantaged (4 unanswered questions)	Documents (7 required)	10/15/2014	<input type="button" value="Answer Remaining Questions"/>
October Cycle - Title I.D: Neglected and Delinquent Institution (1 unanswered questions)	Documents (1 required)	10/15/2014	<input type="button" value="Answer Remaining Questions"/>

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- Once you finish with the October Cycle General Provision questions, then continue to answer the questions in the October Cycle Title I.A and Title I.D sections.
- If Title I.D does not apply to you, you must still answer the questions.

NCLB Self-Monitoring Checklist

Menu
DESE View Only

Info

District: ADAIR CO. R-I
 CDC: 001090
 Logged in as: Kelly Kempker
 User ID: KKEMPKERZ

Functions

Year: 2014-2015 (Change)

Navigation

- DESE Tiered Monitoring
- Web Application Menu
- Logon/Logout

Tiered Monitoring - LEA Home >

No Child Left Behind Self-Monitoring Checklist October

Document Status: **In Progress**

Next Due Date: **10/15/2014** DESE Contact: **Name:**

Last Action: n/a **Phone:**

DESE Reviewed Monitoring: n/a **Email:**

Closed Monitoring: n/a

PDF Generation History: [Click here](#)

Please select the section you want to work on from these options (Note: **you must click the Save button at the bottom of each page to save your data** for that section and return to this page).

Section	Section Due
October Cycle - General Provisions (12 unanswered questions)	Documents (16 required) 10/15/2014 <input type="button" value="Answer Remaining Questions"/>
October Cycle - Title I.A: Improving the Academic Achievement of the Disadvantaged (4 unanswered questions)	Documents (7 required) 10/15/2014 <input type="button" value="Answer Remaining Questions"/>
October Cycle - Title I.D: Neglected and Delinquent Institution (1 unanswered questions)	Documents (1 required) 10/15/2014 <input type="button" value="Answer Remaining Questions"/>

- After all questions are answered, a draft of each section may be created by clicking on “Generate Overall Draft”.

NCLB Self-Monitoring Checklist

Print |
 Files to PDF

No Child Left Behind Self-Monitoring Checklist October 2014-2015

District: KANSAS CITY 33
Finalized:

Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION

205 Jefferson Street, P.O. Box 480 • Jefferson City, MO 65102-0480 • dese.mo.gov

October Cycle - General Provisions	Evidence	LEA Comments	Y	N	NA	DR
1.) NCLB Complaint Procedures for Federal Programs (Administrative Manual)						
a. The LEA has NCLB Complaint Procedures	<input checked="" type="checkbox"/> NCLB Complaint Procedures are in a uniform format that parents can understand. <input type="checkbox"/> Newsletters <input checked="" type="checkbox"/> Student Handbook <input checked="" type="checkbox"/> Newspaper or website (not only source)	Standard Complaint Resolution Procedures are handed out as a flyer at each school in August and September	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The LEA disseminates the NCLB Complaint Procedures yearly to all parents.	<input type="checkbox"/> Copies of complaints and resolutions <input checked="" type="checkbox"/> No complaints on file		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The LEA documents complaints and the resolution in a timely manner.			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.) Nonpublic (NCLB, 1120)						
a. The LEA conducts timely consultations (before the LEA officials make any decision that affects the opportunity for private school children to participate) with nonpublic school officials in the project planning stage for Titles I, A, II, A, and III.	<input checked="" type="checkbox"/> Completed Public/Private Design for Educational Service (required) <input checked="" type="checkbox"/> Completed Nonpublic Participation Forms for Title I, A, II, A & III (do not need to upload) <input checked="" type="checkbox"/> Documentation of meetings with nonpublic school officials		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Generated 9/11/2014 9:00:14 AM
Phone 573-751-4212 • <http://dese.mo.gov/contactus.html>
Page 1 of 6

- Here is an example of page 1 of the October Section.
- The document will show how you answered each question.
- We recommend printing this out before your start uploading documentation so that you know what evidence sources you checked.

Uploading Documents

Menu
DESE View Only

Info
District: ADAIR CO. R-I
CDC: 001090
Logged in as: Kelly Kempker
User ID: KKEMPKERZ

Functions
Year: 2014-2015 (Change)

Navigation

- DESE Tiered Monitoring
- Web Application Menu
- Logon/Logout

Tiered Monitoring - LEA Home >

No Child Left Behind Self-Monitoring Checklist October

Document Status: **In Progress**

Next Due Date: **10/15/2014**

Last Action: n/a

DESE Reviewed Monitoring: n/a

Closed Monitoring: n/a

PDF Generation History: [Click here](#)

DESE Contact: **Name:**

Phone:

Email:

Please select the section you want to work on from these options (Note: **you must click the Save button at the bottom of each page to save your data** for that section and return to this page).

Section	Documents	Section Due	
October Cycle - General Provisions (12 unanswered questions)	Documents (16 required)	10/15/2014	<input type="button" value="Answer Remaining Questions"/>
October Cycle - Title I.A: Improving the Academic Achievement of the Disadvantaged (4 unanswered questions)	Documents (7 required)	10/15/2014	<input type="button" value="Answer Remaining Questions"/>
October Cycle - Title I.D: Neglected and Delinquent Institution (1 unanswered questions)	Documents (1 required)	10/15/2014	<input type="button" value="Answer Remaining Questions"/>

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- Next, we will show you how to upload a document.
- First, click “Documents”

Uploading Documents

MenuDESE View Only

Info
District: ADMIR CO, R-I
CDS: 001500
Logged in as: Kelly Kempker
User ID: RKEMPKER2

Functions
Year: 2014-2015 (Change)

Navigation

- DESE Tiered Monitoring
- Web Application Menu
- Login/Logout

Tiered Monitoring - LEA Home - Sections

Upload Files for Section

Document: **No Child Left Behind Self-Monitoring Checklist October**
Section: **October Cycle - General Provisions**
For School Year: **2014-2015**
Section Status: **In Progress**

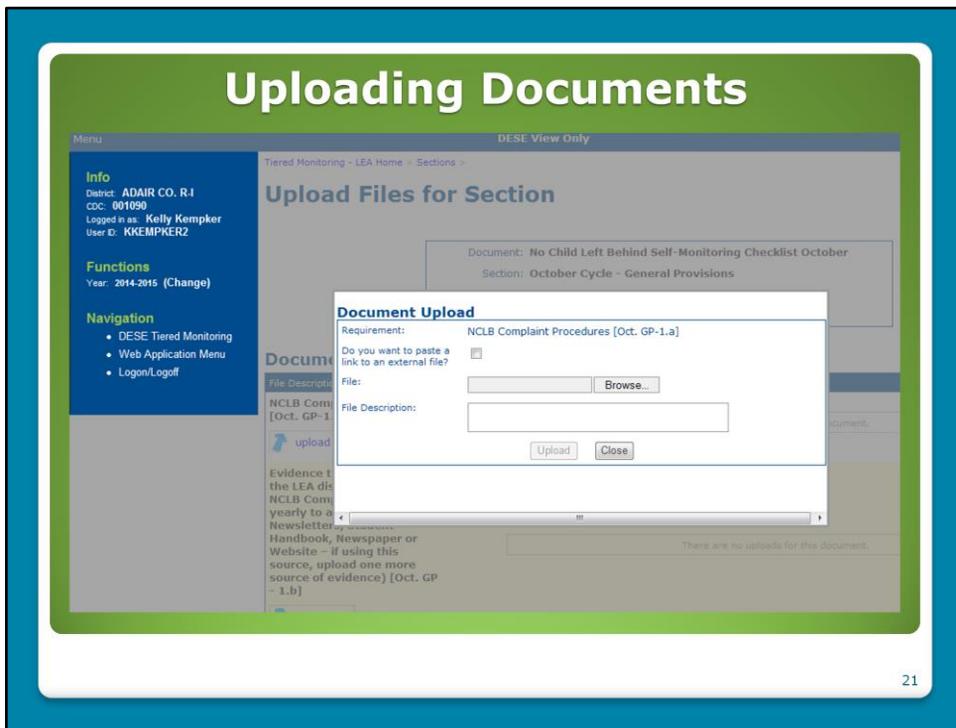
Documents:

File Description	Required	Files
NCLB Complaint Procedures [Oct. GP - 1-b]	Y	There are no uploads for this document.
upload file		
Evidence that demonstrates the LEA disseminates the NCLB Complaint Procedures yearly to all parents. (i.e. Newsletters, Student Handbook, Newspaper or Website - if using this source, upload one more source of evidence) [Oct. GP - 1-b]	Y	There are no uploads for this document.
upload file		
Evidence that demonstrates the LEA documents complaints and the resolution in a timely manner. (i.e. Copies of complaints and resolutions, no complaints on file) [Oct. GP - 1-c]	Y	There are no uploads for this document.
upload file		
LEA conducts timely consultations with nonpublic school officials in the project planning phase for Titles I, A	Y	

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- Next, click "Upload File" button.

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- You will have the option to:
 - Paste a link to an external web link (not a link to your server) or;
 - Browse for a file to upload
- You do not have the option to change the document name here, so before you start uploading documentation, we ask that you give your Word or PDF documents very specific names such as naming the document exactly what it is and/or adding the question number to the file name.
- Also, if you're uploading a big document such as a student handbook and we need to see just the NCLB Complaint Procedures, it is helpful for you to highlight the section we need to look at or use the comment box to tell us what page the NCLB Complaint Procedures are on.
- If you've uploaded a document once and need it again for another section, you don't need to upload again. Please make a comment in the LEA comment box to tell us where we can find it.
- You can also add a file description on this screen.
- Click on "Close" to go back to close pop-up box.
- If you need to upload additional documents for a question, you can click on the "Upload" button again.

Uploading Documents

Menu
DESE View Only

Info

District: ADMIR CO, R-I
 CDS: 001500
 Logged in as: Kelly Kempker
 User ID: RKEMPKER2

Functions

Year: 2014-2015 (Change)

Navigation

- DESE Tiered Monitoring
- Web Application Menu
- Logon/Logout

Tiered Monitoring - LEA Home - Sections

Upload Files for Section

Document: **No Child Left Behind Self-Monitoring Checklist October**
 Section: **October Cycle - General Provisions**
 For School Year: **2014-2015**
 Section Status: **In Progress**

Documents:

File Description	Required	Files
NCLB Complaint Procedures [Oct. GP - 1.a]	Y	There are no uploads for this document.
Evidence that demonstrates the LEA disseminates the NCLB Complaint Procedures yearly to all parents, (i.e. Newsletters, Student Handbook, Newspaper or Website - if using this source, upload one more source of evidence) [Oct. GP - 1.b]	Y	There are no uploads for this document.
Evidence that demonstrates the LEA disseminates complaints in a timely and enrolled upload MOSIS Report) [Oct. GP - 3.b]	Y	There are no uploads for this document.
LEA conducts consultation with school officials and		There are no other uploads for this section.

Other documents: [upload file](#)

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- You also have the option to upload additional documentation by using the “Other Documents” button at the bottom of the screen.
- However, you cannot link the document to a question.
- We prefer that you do not upload here and that you upload in the section or global repository, which we’ll talk about next.
- Use “Sections” link to go back to previous screen

Tiered Monitoring – LEA Home


DESE View Only

Menu

Info
District: ADAIR CO. R.1
CDE: 001999
Logged in as: Kelly Kempker
User ID: KKEMPKER2

Functions
Year: 2014-2015 (Change)

Navigation

- DESE Tiered Monitoring
- Web Application Menu
- Logon/Logout

Tiered Monitoring - LEA Home

Desk Monitoring

Monitoring ¹⁶	Status	Due
No Child Left Behind Self-Monitoring Checklist October	In Progress	10/15/2014
No Child Left Behind Self-Monitoring Checklist October (Migrant and ELL)	In Progress	10/15/2014
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No Child Left Behind Self-Monitoring Checklist April	In Progress	4/15/2015

Pending On-Site Monitorings

Listed below are the on-site monitorings that are scheduled for your agency. Please be aware that the DESE will be contacting your agency to conduct these monitorings via phone or an on-site visit. If they require and documentation from you, it will be listed below. After the On-Site Monitoring has completed, if any Corrective Action is necessary, a CAP will be generated and appear under the "Desk Monitoring" section above.

There are no pending On-Site monitorings.

Financial Audit

Fiscal year 2013-2014 audit document is now due by December 31. Please upload.

Utilities

- Calendar view
- Global document repository (uploads)

- Now, let's go back to the LEA Home page to the "Global Repository" which we mentioned earlier.
- Let's click on "Global Document Repository".

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Global Document Repository

Menu

Info
 District: ADAIR CO. R.I
 CDE: 001099
 Logged in as: Kelly Kempker
 User ID: KREMPKER2

Functions
 Year: 2014-2015. (Change)

Navigation

- DESE Tiered Monitoring
- Web Application Menu
- Login/Logout

DESE View Only

Tiered Monitoring - LEA Home >

Global Document Repository

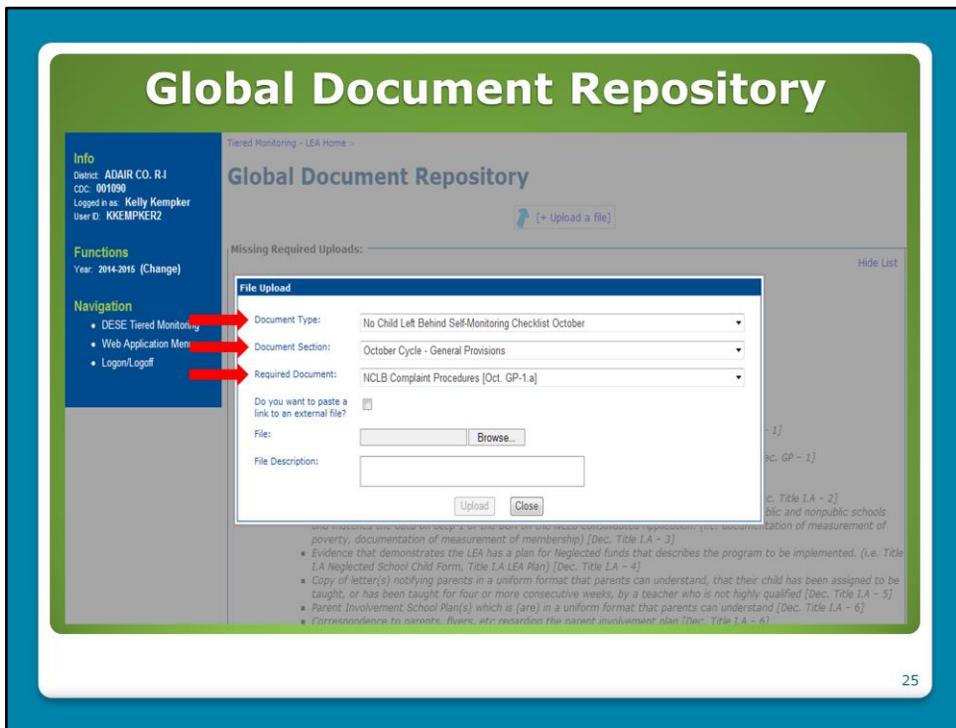

[+ Upload a file]

Missing Required Uploads: Hide List

- **Audit Documents**
- **No Child Left Behind Self-Monitoring Checklist December**
- **December Cycle - General Provisions**
 - Nonpublic Compliant Procedures [Dec. GP - 1]
 - Nonpublic students' low income verification [Dec. GP - 1]
 - Nonpublic student academic eligibility criteria and ranking lists [Dec. GP - 1]
 - Nonpublic parental involvement activities, trainings, materials [Dec. GP - 1]
 - Nonpublic School Parent Compacts [Dec. GP - 1]
 - Documentation of nonpublic activities and financial records showing equitable services [Dec. GP - 1]
 - Nonpublic Title I teacher certification/licensure; HQT documentation [Dec. GP - 1]
- **December Cycle - Title IA: Improving the Academic Achievement of the Disadvantaged**
 - Professional development for Nonpublic Title I teachers (if provided, documentation required) [Dec. GP - 1]
 - Title IA LEA Plan meeting agendas, sign-in sheets, and minutes of meetings [Dec. Title IA - 1]
 - Schoolwide Plan annual evaluation/review with agenda, sign-in sheets, and recommendations [Dec. Title IA - 2]
 - Evidence that demonstrates low-income and membership documentation is available for both public and nonpublic schools and matches the data on Step 1 of the BOA on the NCLB Consolidated Application. (i.e. documentation of measurement of poverty, documentation of measurement of membership) [Dec. Title IA - 3]
 - Evidence that demonstrates the LEA has a plan for Neglected funds that describes the program to be implemented. (i.e. Title IA Neglected School Child Form, Title IA LEA Plan) [Dec. Title IA - 4]
 - Copy of letter(s) notifying parents in a uniform format that parents can understand, that their child has been assigned to be taught, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified [Dec. Title IA - 5]
 - Parent Involvement School Plan(s) which is (are) in a uniform format that parents can understand [Dec. Title IA - 6]
 - Correspondence to parents, flyers, etc regarding the parent involvement plan [Dec. Title IA - 6]
 - School Building Plan meeting agendas, sign-in sheets, and minutes of meetings [Dec. Title IA - 6]
 - One signed School Parent Compact from each Title I served building [Dec. Title IA - 7]
 - Signed and dated statement certifying all teachers teaching core subjects and instruction paraprofessionals are highly qualified with a list of exceptions, if applicable [Dec. Title IA - 9]
 - Title I Targeted paraprofessionals have a min. of 60 semester hours of college credit with a certified transcript on file, or have taken and passed the ParaPro Assessment or Paraprofessional Assessment. (i.e. copy of transcript, copy of ParaPro Assessment results, copy of Paraprofessional Assessment, List of Title I Funded Paraprofessionals) [Dec. Title IA - 10.a]
 - Title I Schoolwide Program, paraprofessionals have a min. of 60 semester hours of college credit with a certified transcript on file, or have taken and passed the ParaPro Assessment or Paraprofessional Assessment. (i.e. copy of transcript, copy of ParaPro Assessment results, copy of Paraprofessional Assessment, List of Title I Funded Paraprofessionals) [Dec. Title IA - 10.b]
- **December Cycle - Title II.A: Teacher and Principal Training and Recruiting**
 - Evidence that demonstrates a needs assessment for professional development has been conducted within the last three years with input from public and nonpublic staff, including Title I - funded teachers. (i.e. PD Needs Assessment, Educator surveys that indicate needs assessments based on student achievement indicating barriers to student success, teacher retention, and teacher performance) [Dec. Title II.A - 1]
- **No Child Left Behind Self-Monitoring Checklist February**
- **February Cycle - General Provisions**

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- There is an option to upload documentation here.
- Click on "Upload a file."



- You have the same options as before to:
 - Paste a link to an external web link (not a link to your server), or;
 - Browse for a file to upload
- However, when uploading in the “Global Repository”, you must match the document you are uploading to the:
 - Document type (i.e. NCLB October, NCLB December)
 - Document Section (i.e October Cycle-General Provisions, October Cycle-Title I.A)
 - Required Document (i.e. NCLB Complaint Procedures)
- Once you upload a required document, it is removed from the list of “Missing Required Uploads”.

Submitting each section

No Child Left Behind (NCLB) Self-Monitoring Checklist

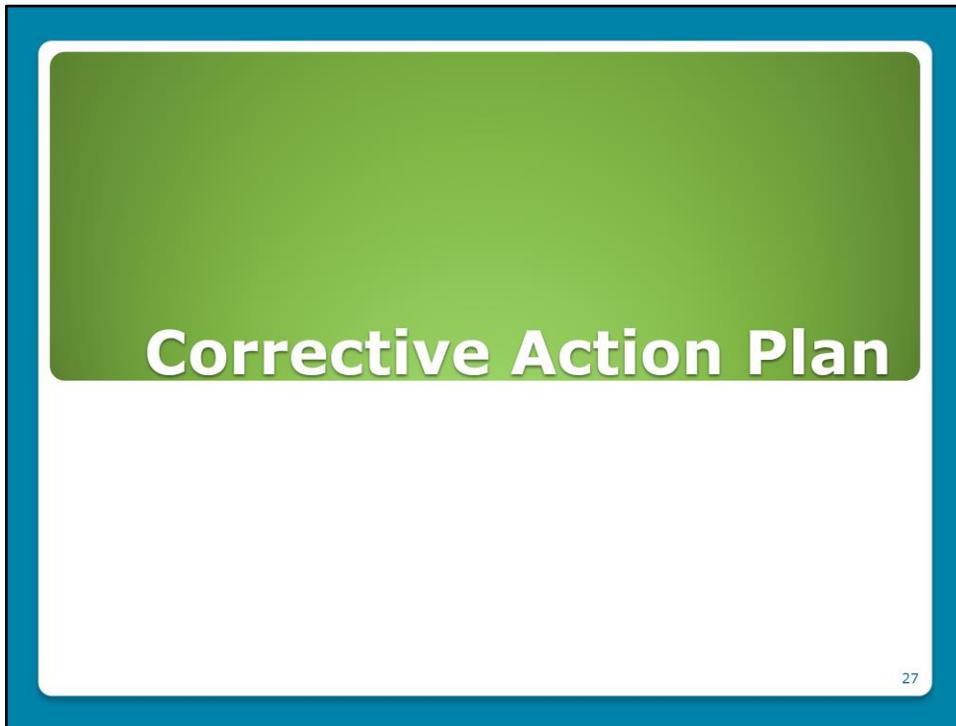
Document Status: **Submitted to DESE** Name: **Lisa Latall**
 Next Due Date: **12/16/2013** DESE Contact:
 Last Action: **12/19/2013**
 DESE Reviewed Monitoring: **n/a**
 Closed Monitoring: **n/a**
 PDF Generation History: [Click here](#)

Please select the section you want to work on from these options (Note: **you must click the Save button at the bottom of each page to save your data** for that section and return to this page).

Section	Documents	Section Due	Status
October Cycle - General Provisions (0 unanswered questions)	Documents (26 required)	10/15/2013	Submitted
October Cycle - Title I.A: Improving the Academic Achievement of the Disadvantaged (0 unanswered questions)	Documents (5 required)	10/15/2013	Submitted
October Cycle - Title I.D: Neglected and Delinquent Institution (0 unanswered questions)	Documents (1 required)	10/15/2013	Submitted
December Cycle - General Provisions (0 unanswered questions)	Documents (8 required)	12/16/2013	Submitted
December Cycle - Title I.A: Improving the Academic Achievement of the Disadvantaged (0 unanswered questions)	Documents (14 required)	12/16/2013	Submit
December Cycle - Title II.A: Teacher and Principal Training and Recruiting (0 unanswered questions)	Documents (0 required)	12/16/2013	Submitted
February Cycle - General Provisions (0 unanswered questions)	Documents (1 required)	2/17/2014	Submitted

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- Next, each section will need to be submitted after all questions and documentation are uploaded.
- You'll click on the "Submit" button to the right of the screen.
- Then, you'll see what sections have been submitted or not submitted.
- We cannot view the answers to your questions until the sections have been submitted.
- If we find the questions are not complete or documentation is not uploaded or documentation uploaded is not what is required, we will return the section to the LEA with a Corrective Action Plan (CAP).



- After we have reviewed all questions and documentation, we will send out a Corrective Action Plan (CAP) if needed.
- If no CAP is needed, then we'll send notification of completion of our review to the LEA.

Corrective Action Plan



Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION

No Child Left Behind (NCLB) Self-Monitoring Checklist
District: MIDWAY R-1
Finalized:

205 Jefferson Street, P.O. Box 480 • Jefferson, MO 64501 • 0480 • dese.mo.gov

Section: October Cycle - General Provisions

1. Compliant Procedures for Federal Programs (Administrative Manual)

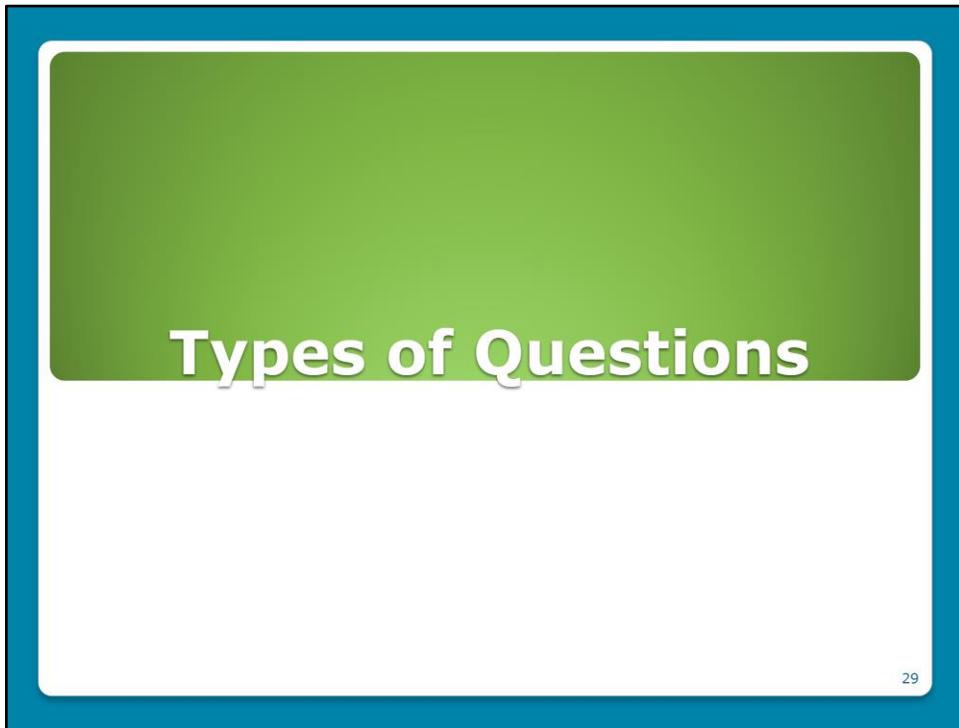
<p>Corrective Action: 1-29-14: The complaint procedures uploaded are not NCLB Complaint Resolution Procedures.</p> <p>LEA Response:</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>CA Due:</td><td>2/26/2014</td></tr> <tr><td>Ext. Date:</td><td></td></tr> <tr><td>Closed:</td><td></td></tr> <tr><td>CA Not Required:</td><td><input type="checkbox"/></td></tr> <tr><td>School Official Comments:</td><td></td></tr> </table>	CA Due:	2/26/2014	Ext. Date:		Closed:		CA Not Required:	<input type="checkbox"/>	School Official Comments:	
CA Due:	2/26/2014										
Ext. Date:											
Closed:											
CA Not Required:	<input type="checkbox"/>										
School Official Comments:											

1. Compliant Procedures for Federal Programs (Administrative Manual)

<p>Corrective Action: 1-29-14: The NCLB Complaint Procedures must be distributed to parents.</p> <p>LEA Response:</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>CA Due:</td><td>2/26/2014</td></tr> <tr><td>Ext. Date:</td><td></td></tr> <tr><td>Closed:</td><td></td></tr> <tr><td>CA Not Required:</td><td><input type="checkbox"/></td></tr> <tr><td>School Official Comments:</td><td></td></tr> </table>	CA Due:	2/26/2014	Ext. Date:		Closed:		CA Not Required:	<input type="checkbox"/>	School Official Comments:	
CA Due:	2/26/2014										
Ext. Date:											
Closed:											
CA Not Required:	<input type="checkbox"/>										
School Official Comments:											

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- This is an example of a CAP.
- The CAP relates exactly what needs to be done and provides a due date.
- If you need additional time to complete the CAP, you may contact your Supervisor.
- After you have uploaded the correct documentation, you will need to resubmit the section again.



- Next, we will show you some different types of questions on the Self-Monitoring Checklist.

Types of Questions

December Cycle - General Provisions	Evidence	LEA Comments	Y	N	NA	DR
<p>1. Nonpublic (NCLB, 1120)</p> <p>- Nonpublic students, teachers, and parents are provided the opportunity to participate equitably in activities. For the Title I program, only private school teachers of Title I participants receive professional development activities paid with Title I funds.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Nonpublic Complaint Procedures (required) → <input type="checkbox"/> Nonpublic students' low income verification (required) → <input type="checkbox"/> Nonpublic student academic eligibility criteria and ranking lists (required) → <input type="checkbox"/> Nonpublic parental involvement activities, trainings, materials <input type="checkbox"/> Nonpublic School Parent Compacts (required) → <input type="checkbox"/> Documentation of nonpublic activities and financial records showing equitable services (required) → <input type="checkbox"/> Nonpublic Title I teacher certification/licensure; HQT documentation (required) → <input type="checkbox"/> Professional development for Nonpublic Title I teachers (if provided, documentation required) → 	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	○	○	○	○

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- Here is a question from the December -- General Provisions Cycle.
- In this particular question, you'll see evidence sources marked with "required" after them.
- This means that you cannot be compliant with this requirement unless you have the evidence source listed.
- If you find that you are not compliant for this question, or any question marked as "not compliant", you will have to upload a word document telling us you are not compliant and how you are planning to resolve the requirement.

Types of Questions

3. LEA Parent Involvement Policy (NCLB, 1118 (a))

- The LEA has a parent involvement policy, which is reviewed annually with input from parents and distributed to parents and provides for full opportunities for the participation of parents with Limited English Proficiency, parents with disabilities and parents of migratory children. Parent Involvement activities are conducted consistent with the policy.

- LEA Parent Involvement Policy in a uniform format that parents can understand. (required)
- Meeting agendas, sign-in sheets, and minutes of meetings (required)
- List distribution methods (required) ←

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- In this question for October – Title I.A Cycle, you’ll see the evidence source “List distribution methods”.
- This is where it would be appropriate to list how you distributed the LEA Parent Involvement Policy in the comment box.
- Even though you’ve distributed the item, you’ll still need to upload the document for us to view.
- Again, read the whole stem statement to make sure you are meeting all the requirements of the question being asked.
- In this case, we need the Parent Involvement Policy, but the policy has certain requirements as well.

Types of Questions

3. Breakdown of Allocations (BOA) (NCLB, 1112)

- Low-income and membership documentation is available for both public and nonpublic schools and matches the data on Step 1 of the BOA on the NCLB Consolidated Application. The LEA uses the same measurement of poverty and enrollment for all attendance areas taken at the same point in time.

- Documentation of measurement of poverty (ex: Feb. Cycle Core Data Screen 15) (do not need to upload)
- Documentation of measurement of membership (ex: Feb. Cycle Core Data Screen 16) (do not need to upload)

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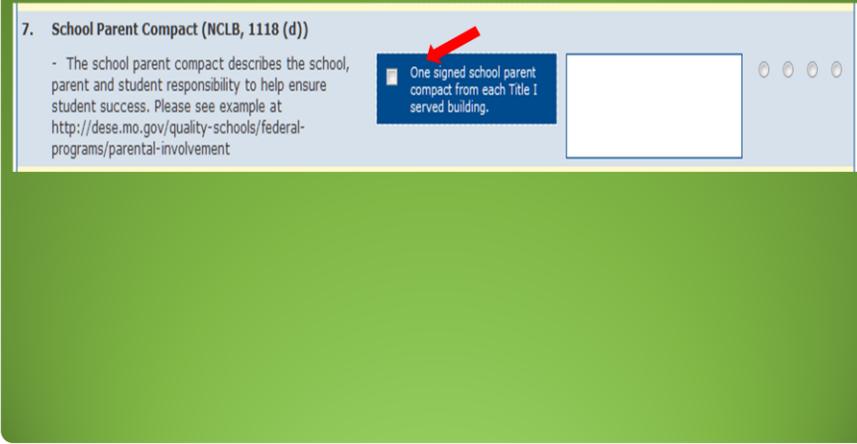
- In this question from the December – Title I.A Cycle, you’ll see the evidence source with “do not need to upload” after them.
- For this question, you do not need to upload documentation as we are able to pull the information from Core Data.

Types of Questions

7. School Parent Compact (NCLB, 1118 (d))

- The school parent compact describes the school, parent and student responsibility to help ensure student success. Please see example at <http://dese.mo.gov/quality-schools/federal-programs/parental-involvement>

One signed school parent compact from each Title I served building.

A screenshot of a question interface. The question is titled "7. School Parent Compact (NCLB, 1118 (d))" and includes a descriptive paragraph and a URL. Below the text is a checkbox with the label "One signed school parent compact from each Title I served building." A red arrow points to the checkbox. To the right of the checkbox is a white rectangular input field and three small circular icons. The entire interface is set against a green background with a blue border.

- Here is another question from the December – Title I.A Cycle.
- On this question we are only asking for one signed school parent compact from each Title I-served building.



- Now let's look at the requirements that we often find LEA's out of compliance.

Top Findings

1. NCLB Complaint Procedures for Federal Programs (Administrative Manual)

a. The LEA has NCLB Complaint Procedures	<ul style="list-style-type: none"> <input type="checkbox"/> NCLB Complaint Procedures are in a uniform format that parents can understand.
b. The LEA disseminates the NCLB Complaint Procedures yearly to all parents.	<ul style="list-style-type: none"> <input type="checkbox"/> Newsletters <input type="checkbox"/> Student Handbook <input type="checkbox"/> Newspaper or website (not only source)
c. The LEA documents complaints and the resolution in a timely manner.	<ul style="list-style-type: none"> <input type="checkbox"/> Copies of complaints and resolutions <input type="checkbox"/> No complaints on file

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NCLB Complaint Procedures (October Cycle – General Provisions)

- We often find that LEA’s are distributing district complaint procedures only.
- Another problem we find is that the LEA only places the Complaint Procedures on their website or in their local newspaper. This cannot be the only source of dissemination.
- We cannot assume that all parents have access to a computer or receive the local newspaper, so the procedures should be distributed in another way.
- You can find a link to the 2001 NCLB Complaint Procedures on our website.
- LEA’s should make sure procedures include all requirement components.

Top Findings

e. The local homeless coordinator is familiar with the definition of a homeless child and duties related to the homeless federal statute and other school personnel have been notified that the local homeless coordinator is responsible for these duties.

- Job description specifying the duties of the homeless coordinator (required)
- Meeting agendas, sign-in sheets, and minutes of meetings that include staff trainings and attendance, P.D., or other forms of communication notifying school personnel of the duties of the local liaison and needs/rights of homeless students (required).

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Local Homeless Coordinator (October Cycle – General Provisions)

- **We typically find that LEA’s do have a job description which is required but cannot usually show that the Homeless Coordinator is aware of their responsibilities.**
- **If an LEA can show evidence of a meeting with an agenda, sign-in sheet and the minutes of a meeting of where the Homeless Coordinator is informing the school personnel of what it means to be homeless and the LEA’s process for identifying homeless students, we would consider the Homeless coordinator being aware of their responsibilities.**
- **OR if the Homeless Coordinator sends an email message to all staff relating the definition of homelessness and the process for identifying homeless students, we would consider this as professional development for the staff.**

Top Findings

4. Annual Meeting (NCLB, 1118 (c))

- At the beginning of the school year an annual meeting is convened to inform parents of their school's participation in Title I and to explain Title I requirements and the right of parents to be involved.

- Meeting agendas, sign-in sheets, and minutes of meetings (required)
- Newsletters or other announcements (including website, newspaper, and school bulletins)

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Annual Meeting (October Cycle – Title I.A)

- The Annual Meeting at the beginning of the year is often overlooked.
- It is a requirement to have the annual meeting at the beginning of the year to inform parents of the schools' participation in Title I and to explain the requirements of Title I and the rights of the parents to be involved.
- Meeting agendas, sign-in sheets, and meeting minutes are often not kept.

Top Findings

7. School Parent Compact (NCLB, 1118 (d))

- The school parent compact describes the school, parent and student responsibility to help ensure student success. Please see example at <http://dese.mo.gov/quality-schools/federal-programs/parental-involvement>

One signed school parent compact from each Title I served building.

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School Parent Compact (December Cycle – Title I.A)

- We often tell LEA's to read the whole stem statement to make sure you have all of the requirements.
- While many LEA's can produce a School Parent Compact, many of the requirements are not included in the compact.
- If you read through this stem statement there are more things we are looking for, not just that it is signed.

Top Findings

8. Highly Qualified (NCLB, 1119)

a. The LEA (whether Title I-funded or not) provides documentation that all teachers teaching core subjects are Highly Qualified for the content area and grade level. Staff assignment report (do not need to upload)

b. Does the LEA have less than 100% of core content courses taught by teachers who are highly qualified? If yes, the LEA has set aside 5% of Title I funds to help teachers become highly qualified. If no, not applicable. In the comments, explain why a total of 5% is not needed to meet the highly qualified requirement.

c. All federally funded Title I teacher's (including after school tutoring) are highly qualified at the time of hire for the length of the teachers contract. Staff assignment report (do not need to upload)

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Highly Qualified (December Cycle – Title I.A)

- We still find many LEA's out of compliance with the Highly Qualified Teacher requirement.
 1. Have a 4 year degree;
 2. Have full state certification in the content area and grade level that he or she is teaching; and,
 3. Be able to document content expertise in the content area that he or she is teaching. This is typically done with a passing score on the appropriate Praxis II exam, or if appropriately certified could possibly be documented by using a High Objective Uniform State Standard of Evaluation (HOUSSE) or HOUSSE form.
- When evaluating for highly qualified teacher statues we look at all core content teachers and teachers funded with Federal funds.
- Core Content subjects are; English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, art, music, history and geography.

Top Findings

10. Paraprofessionals (NCLB, 1119 (c))

<p>a. Title I Targeted Program, paraprofessionals have a minimum of 60 semester hours of college credit with a certified transcript on file, or have taken and passed the ParaPro Assessment or Paraprofessional Assessment.</p>	<ul style="list-style-type: none"> ■ Copy of transcript ■ Copy of ParaPro Assessment results ■ Copy of Paraprofessional Assessment ■ List of Title I Funded Paraprofessionals (required)
<p>b. Title I Schoolwide Program, all instructional paraprofessionals have a minimum of 60 semester hours of college credit with a certified transcript on file, or have taken and passed the ParaPro Assessment or Paraprofessional Assessment.</p>	<ul style="list-style-type: none"> ■ Copy of transcript ■ Copy of ParaPro Assessment results ■ Copy of Paraprofessional Assessment ■ List of Title I Funded Paraprofessionals (required)
<p>c. The LEA ensures instructional paraprofessionals are under the direct supervision of a highly qualified teacher.</p>	<ul style="list-style-type: none"> ■ Staff assignment report (do not need to upload)

40

Paraprofessionals (December Cycle – Title I.A)

- Title I Paraprofessionals and all Instructional Paraprofessionals in a Schoolwide setting are required to have 60 college hours or have passed the ParaPro Assessment.
- When you have Title I paraprofessionals in your buildings, they must be under the direct supervision of a highly qualified teacher.
- We look for the documentation to support this in your MOSIS/Core Data files in the comment field for the Para telling who the teacher is he or she is working with, and we should be able to then go to the teacher's page in the MOSIS/Core Data files and see the Para tied to the teacher in the teacher's comment box.

Top Findings

9. Building Principal's Verification of Compliance with Highly Qualified Teachers (NCLB)

- The building principal of each Title I school annually attests in writing, whether such school is in compliance with meeting the highly qualified teacher and instructional paraprofessional requirements.

- Signed and dated statement certifying all teachers teaching core subjects and instructional paraprofessionals are highly qualified with a list of exceptions, if applicable.

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Building Principal's Verification of Compliance with Highly Qualified Teachers and Paraprofessionals (December Cycle – Title I.A)

- The building principal's attestation is often a finding as well.
- Each Title I school building principal must annually attest that all of his or her teachers are highly qualified with the exception of... and then list the teachers that do not meet the HQT requirements.
- Often this is not done at all and other times it just states that all teachers are highly qualified.
- In the Educator Qualification system in our DESE Web Apps it is easy for LEA's to see which teachers and Paras are or are not highly qualified.
- We would encourage you to check this system when completing the attestation.
- **If your list pulls teachers that are not highly qualified and you do not have a coding issue, those teachers should be listed on your attestation as not meeting the highly qualified teacher requirements.**

Top Findings

1. Coordination and Integration (NCLB, 1112)

- The LEA provides documentation services are coordinated and integrated with other educational services such as: regular classroom instruction, services for students with Limited English Proficiency, students with disabilities, migratory, neglected or delinquent students, homeless students and Head Start students, etc.

- Joint planning time
- Shared instructional objectives
- Data team meetings
- Individual students plans
- School-wide Plan (do not need to upload)
- Shared lesson plans
- Quarterly objective sheets
- CSIP (do not need to upload)
- Meeting agendas, sign-in sheets, and minutes of meetings

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Coordination and Integration (February Cycle – Title I.A)

- Often times LEA's can talk about how they meet this task, but often there is not documentation to support it.
- We may be told it is done informally in the halls, at the lunch table or before or after school.
- You must be able to document that this coordination and integration between programs/services is happening, so as you are having these informal meetings, someone needs to come back and document what was discussed and with whom.

Top Findings

1. Annual Evaluation Process (NCLB, 1116)

- The LEA conducts an annual review of Title I activities.

- Meeting agendas (required)
- Sign in sheet which shows appropriate representation of school personnel and parents (required)
- Minutes of Meetings which reflects: Review of student achievement data, Review of parents' evaluations, Review of program strengths and weaknesses (needs assessment), Review school-parent compact, Documentation of recommendations and revisions (required)

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Annual Evaluation Process (April Cycle – Title I.A)

- This is probably our number 1 finding across the state.
- If you look at the evidence sources, all sources are required for the LEA to be in compliance with this requirement.
- Often times pieces are missing from the required components.

Top Findings



Meeting agendas, sign-in sheets, and minutes of meetings (required)

- October Cycle General Provisions
 - #5.a & e McKinney Vento
- October Cycle Title I
 - #2 School Parent Compact
 - #3 LEA Parent Involvement Policy
 - #4 Annual Meeting
- December Cycle Title I
 - #1 LEA Plan
 - #2 Schoolwide Program
 - #6 School Plan
- February Cycle Title I
 - #1 Coordination and Integration
- February Cycle Title I.D
 - #1 Coordination
- April Cycle General Provisions
 - #1 Nonpublic Evaluation
- April Cycle Title I
 - #1 Annual Evaluation Process

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- Our second biggest is probably when we ask for meeting agendas, sign in sheets, and minutes of meetings.
- Often these pieces are missing, so we have listed every question in the Self Assessment that requires agendas, sign in sheets and minutes of meetings.
- As you are having meetings, make sure you collect these as you go through the year.

Reminders

- Use Internet Explorer as your browser.
- Only upload documents marked as an evidence source.
- Use the comment boxes to explain how you answered a question and if necessary explain where document is located.
- Read the whole stem statement to make sure you are meeting all the requirements of the question being asked.
- Give documents a specific name relevant to the question and/or add the question number to the document name.
- Only upload document once if several questions need the same document.
- If documents are large, highlight section needed or tell us what page to find the section on.
- If you marked "not compliant" or "district resolving", upload a plan stating how and when your district plans to meet the requirement.
- Make sure your policies are up-to-date and include all required items.
- Submit Self-Monitoring Sections on time.

Federal Programs 573-751-3468

Supervisor	Regions	Telephone
Marsha Ruettgers	Region A	573-751-9124
Cheryl Kosmatka	Region B	573-522-6182
Janet McLelland	Region C	573-751-6762
Theresa Villmer	Region D	573-751-4888
Kyle Heislen	Region E	573-526-2582
Kelly Kempker	Region F	573-751-5386
Rebecca Taylor	Region G	573-751-4192
De Frink-Hedglin	Region H	573-522-5811
Lora Boessen	Region I	573-522-6268
Donna Cash	Charter Schools	573-522-8763

- These are the supervisors who will be conducting your desk audits, reviewing your self assessments (desk monitoring) and coming on-site for the on-site reviews.
- If you have questions about a particular question in the self assessment this is the best person to go to because they can tell you exactly what they are looking for while reviewing the documentation.

Questions?



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