



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

In an effort to support Wyoming Public Schools receiving Title I Part A funds, Grants Director, Asst. Supt, Finance Office, and others will annually conduct a series of visits to schools to monitor their implementation of strategies, including uses of Title I Part A funded programs (and other categorical programs), as described in their School Improvement Plans.

Prior to visiting the schools, the central 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 school begins and continue until all buildings have been visited once in September, followed by five additional visits (October – May) and culminating with a final visit in June. During the first visit the central staff members will:

- Introduce themselves to school administration and building staff, particularly those funded by Title I Part A or other grant programs.
- Offer technical assistance with any problems they may have implementing programs, removing barriers, job postings, etc.
- Inquire about any unfilled Title I Part A funded positions, section 31a funded positions, or other grant programs and offer to assist them in resolving any issues.
- Ensure that grant funded staff know how they are funded (grant name) and what they are doing is in compliance with program requirements.
- Ensure that grant funded staff are completing the required Time and Effort documentation properly as required for their assignment(s), PARs or Semi-Annual Staff Certification forms.
- Become familiar with the Title I programs, grant funded activities and staff in each school by conducting a building observation walkthrough and compare this to the consolidated application, School Improvement plan, and budget.
- Remind them to have sign in/out, minutes and evaluate their semester professional development activities.
- Inform them that a follow up visit(s) will occur as necessary with additional monitoring.

Upon returning to the office, the monitoring staff members will log their visit on the visitation/monitoring calendar. Visits will take until all buildings have been visited minimally once in the 1st semester, as schedules allow (September/October). During the second visit the monitoring staff members will:

- Verify that students eligible for services and/or receiving services under Title I, Title III, and Section 31a (At-Risk) funds are properly tagged in the CIMS student system.
- Verify that equipment purchased with federal funding is properly tagged and inventoried, located as noted, and being used properly as noted by all required documentation, according to the district procedures.
- Verify that any reduced/smaller size classrooms funded under Section 31a are operating within required parameters as determined by the legislation and use of funds guidelines published by the Michigan Department of Education.
- Offer technical assistance with any problems they may have implementing programs, removing barriers, evaluation, etc.
- Inform them that a follow up visit(s) will occur in the 2nd semester with additional monitoring.

- Ensure that School Improvement Teams have started to review student achievement data, school process data, demographic data, and stakeholder input data to prepare for program evaluations, needs analysis, adjustments, and planning for the next year's school improvement cycle.
- Collect data about program implementation and look for any potential compliance issues using a checklist to document observations.
- Evaluator/monitor verifies building profile, SIP, and building-level program evaluations are being completed. Technical assistance will be offered if needed.

Upon returning to the office after each visit, the grants office/monitors members will log their visit on the visitation/monitoring calendar and with findings/recommendations.

The next stage of visits will take place in late 1st semester/early 2nd semester (February/March).

During these visits the monitoring staff will:

- Ensure that funds are being spent properly by randomly selecting some items from the school's Title I Part A budget and determining if those items have been purchased or ordered, are in place and used as intended (along with proper paperwork and/or other with the finance office).
- Offer technical assistance with any problems they may have implementing programs, removing barriers, evaluation, etc.
- Ensure that grant funded staff know how they are funded and what they are doing remains in compliance with program requirements/job posting.
- Ensure that grant funded staff are completing the required Time and Effort documentation as required for their assignment(s), PARs or Semi-Annual Staff Certification forms.
- Ensure and review documentation that school has conducted (or has scheduled) an annual Title I Parent meeting.
- Ensure that School Improvement Teams have continued to review student achievement data, school process data, demographic data, and stakeholder input data to prepare for program evaluations, needs analysis, and planning/writing for the next year's school improvement cycle/plan.
- Collect data about program implementation and look for any potential compliance issues using a checklist to document observations.
- Monitor staff verifies building profile, SIP, and building-level program evaluations are being completed. Technical assistance will be offered if needed.

Upon returning to the office, the grants office/monitors will log their visit on the visitation/monitoring calendar. Attached a copy of the building monitoring form and visitation calendar used for the year.