FY 14 Consolidated Monitoring Webinar – FAQs

1) Will there be a PowerPoint available for future references?
Yes, the PP is on the website. Please go to http://ok.gov/sde/federal-programs and click the "Consolidated Monitoring Training Document" link. The webinar will also be recorded.

2) When was the notification letter emailed?
November 5, 2013. The email came from Rose Carlson.

3) Instead of a flash-drive, can we email one pdf document?
No. A flash-drive with documents separated per program will be needed. Please DO NOT scan all the documents and put them all in one pdf document.

4) On the Private School section, do we have to complete the section if we have a private school, but it does not participate in any of the programs?
No. The Private School section is completed only if the district has participating private schools.

5) I REAP my Title II A funds, but there is no REAP section in the Documents Checklist. What REAP documents do I submit?
The Overarching section encompasses documents that are program specific (such as Inventory List for items purchased with funds from all monitored federal programs, time and effort for FY14 federally funded employees, list of all paraprofessionals, etc.). You will have to include these types of documents pertaining to all programs you are receiving funding for.

6) What date do we get the data from for questions like Total # of students? Do we use Oct. 1, 2013 count?
Yes. You will submit data from the October 1, 2013 count, which is based on the 2012-2013 data collection.

7) On page 7, how would I identify my intermediate school? It is grades 5-6.
It depends on the site code: the 100s are considered Elementary, the 500s and 600s will be considered Middle/Junior High.

8) Even though we may not apply for Title III funds, we still identify them [the students]. Do we complete that portion?
No. You will complete the TIIIA section only if you have an LEP or Immigrant program, and you are receiving funding for these programs.

9) Do we select a site to monitor or do we do all sites in our system?
If you are a site monitored district, the OSDE team will select the school sites to be visited. If you are a desk monitored district and you are referring to choosing a site to provide documentation for it, it is district's discretion of choosing that site.

10) We are site monitored this year. Will we be notified of which sites are being visited before your arrival? If so, how much notification?
We will make a determination in the next couple of weeks about which school sites will be visited, and we will let you know.

11) On the cover page, I can't enter a number on the Title I teachers. It is not yellow or in [ ] like the others.
The tool has a glitch. Our monitoring reviewers will collect this information from you after you submit the tool, and manually enter it.

12) Is there a particular format for required documentation submitted on the flash drive?
No, not all documents have to be in the same format. However, please DO NOT scan all the documents and put them all on one pdf document, but send separate documents in general formats (such as word, excel or pdf).

13) We are unable to open two of the e-mailed documents (was only able to open the pdf document)
You probably have an older version of Microsoft Word. Please go to http://www.microsoft.com/en-us/download/details.aspx?id=3 and download the free Microsoft Word Compatibility Pack that will open, edit, and save documents, workbooks, and presentations that were created in the newer versions of Word, Excel, and PowerPoint.

14) Our elementary and middle school are Title I sites. They are separate sites. We are being desk monitored. Do we include site plans, district plans, etc. for either sites or just one?
If your district has multiple sites, you will have to provide one sample of required documentation such as: one Schoolwide or Targeted Assistance plan, one District Plan, one A-F report card, one school-parent compact, etc.

15) What if it lists the team as the reviewer, who do we contact for questions? Jody Tell – Tulsa PS
You can contact Bo Merritt (Bo.Merritt@sde.ok.gov), Corina Ene (Corina.Ene@sde.ok.gov) or Dr. Gloria Bayouth (Gloria.Bayouth@sde.ok.gov).

16) Due to the flexibility rules, we transfer all of Title II A into Title I A. How do we complete?
You will complete the Overarching section and only those sections for programs that you have budgeted funds for. If you transferred Title II A funds to Title I A, you will complete only the Title I A section, not the Title II A section. If you REAPed Title II A funds, you will complete only the REAP section, not the Title II A section.

17) Could you please clarify the incentive info required to submit for Title II A- still could not hear her.
Teachers receiving any type of monetary incentives such as scholarships, signing bonuses, differential pay, tuition reimbursement or other financial incentives, will have to be listed and submitted as part of the Title II A supporting documentation.

18) Where is the list of district reviewers located?
Please go to http://ok.gov/sde/federal-programs and click the "Consolidated Monitoring District Assignments" link.

19) I have enabled editing, saved the tool on my desktop and am still not able to work on it. It asks for a password when I try to try to open the remove protect. Please advise.
If you are prompted to enter a password, then you are in the wrong section of the tool. You should type only in the "District Narrative Statements" column, in the yellow brackets. All the light purple sections are password protected, and they are for SDE use only.

20) What does Procurement Policy mean?
Procurement Policy is an internal written document describing LEA's procedures for procuring items or services from outside vendors. This would address how the LEA chooses the vendors, how it bids out contracts, how it awards these contracts, the payment cycle, etc.

21) What is Internal Control Fiscal Policy?
Each LEA should have rules and internal controls regarding claims, reports, who handles purchases and maintaining expenditure documentation.

22) What are "Comparability Procedures"?
LEAs with fewer than 1000 students or one school per grade span are exempt from the comparability requirements.
An LEA must develop procedures for complying with the comparability requirements.[Section 1120A(c)(3)] These procedures should be in writing and should, at a minimum, include the LEA's timeline for demonstrating comparability, identification of the office responsible for making comparability calculations, the measure and process used to determine whether schools are comparable, and how and when the LEA makes adjustments in schools that are not comparable. While an LEA is only required to document compliance with the comparability requirement biennially (once every two years), it must perform the calculations necessary every year to demonstrate that all of its Title I schools are in fact comparable and make adjustments if any are not.

23) What are "Federal Programs Complaint Procedures"?
Each LEA must have developed and have in place procedures for addressing, resolving or appealing complaints regarding Federal Programs, coming from staff, parents, or students. These complaints may be in regards to fiscal, programmatic, budget issues, Title I student services, etc.

24) What is "Final Single Audit Report"?
Please go to http://ok.gov/sde/federal-programs, click the "Federal Programs Monitoring Resource Toolkit" link and look for the "Single Audit Basics".

25) If my LEA does not receive Title III Part A funds, do I need complete the documentation?
No. You will complete the TIIIA section only if you have an LEP or Immigrant program, and you are receiving funding for these programs.

However, there are LEAs that are part of a Co-op (or Consortium) who designate another LEA (called the lead district) to act as the fiscal agent for their Title III A funds. This lead district is handling only the financial part, but the participating districts in the consortium are responsible for maintaining and submitting to OSDE all the required documentation and policies.

26) This Monitoring is FY 14 or FY 13?
This is FY14 Consolidated Monitoring. You will have to submit supportive documentation for the current fiscal year (such as Time and Effort for FY14 personnel, FY14 inventory, FY14 Parent Meeting documents, FY14 Private School Services, etc.) However, there are exceptions, such as the Title I District plan (created every 5 years, last due date was October 2010).

27) Do I need a list of ALL paraprofessionals, or just those paid for with federal funds?

You will need to list ALL paraprofessionals funded by monitored federal programs, and the methods used to classify them as Highly Qualified.

28) Is there a document on the state web-site for Title I Site plan?
No. Title I Schoolwide plan and Targeted Assistance plan templates have been created in the WISE online planning tool starting last year, so there is no other document on the SDE website that districts can use to create a new Schoolwide plan. However, a checklist for the Schoolwide Plan and for the Targeted Assistance Plan is provided in the "Federal Programs Monitoring Resource Toolkit" located at http://ok.gov/sde/federal-programs.
If you are not applying to become a Schoolwide site this year, and you just try to update the Schoolwide plan, an old format of the Schoolwide Template can be emailed to you if you submit your request to the assigned Program Specialist at OSDE.

29) We lost the copy of the schoolwide plan. Are we allowed to submit the SWP policy instead with our notes?
No. A Schoolwide Plan must address all the ten components required by the law, and it must be updated every year. A schoolwide policy does not suffice for the schoolwide plan.

30) Our district has many teachers that serve more than one site. We have a severe and profound teacher that serves the district needs. Where do I count these people?
This person will be coded to the site that he/she has teaching assignments in the HQT system.

31) We have two private school children this year that we have yet to provide for due to the process. We had none for the 12-13 school year but had private school children during 11-12. How do I answer the private school question?
The monitoring is for FY14, so you have to provide narrative statements and supportive documentation for the current school year. Due to the fact that you have 2 participating students for the school year 2013-2014, you will have to complete the Private School subsection in the Overarching section of the monitoring tool.