

FLORIDA DEPARTMENT OF EDUCATION



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MEMORANDUM

TO: District School Superintendents

FROM: Pam Stewart

DATE: October 5, 2012

SUBJECT: **2012-2013 No Child Left Behind (NCLB) Monitoring Cycle**

Contact Information

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DPS: 2012-144

Education Department General Administrative Regulations (EDGAR) at 34 C.F.R. 80.40(a) requires the Florida Department of Education (FDOE) to monitor sub-grant activities, “to assure compliance with applicable Federal requirements and that performance goals are being achieved.” Section 1008.32, Florida Statutes, addresses the responsibility of the State Board of Education for oversight and enforcement relative to compliance.

Local Educational Agencies (LEAs) receiving entitlement funds in 2012-2013 from the following NCLB programs will be monitored in one or a combination of the following ways: desktop, onsite, enhanced self-monitoring, or self-monitoring. Definitions for each of the monitoring methods are available in Appendix A of the Monitoring Frequently Asked Questions (FAQs), posted on the monitoring website: http://www.fldoe.org/NCLB/nclb_monitoring.asp.

The following federal programs will be monitored during the 2012-2013 monitoring reviews.

1. Title I, Part A: Improving the Academic Achievement of the Disadvantaged and Supplemental Educational Services
2. Title I, Part C: Education of Migratory Children
3. Title I, Part D, Subpart 1: State Programs for Neglected and Delinquent
4. Title I, Part D, Subpart 2: Local Programs for Neglected and Delinquent
5. Title II, Part A: Teacher and Principal Training and Recruiting
6. Title III, Part A: Language Instruction for Limited English Proficient and Immigrant Students
7. Title VI, Part B: Rural and Low Income School Program
8. Title X, Part C: Education for Homeless Children and Youth (*for all funded and non-funded LEAs*)

Please see the attached table to determine which programs are being monitored by each method. All LEAs should access the NCLB Online Monitoring System, located at: http://www.fldoe.org/NCLB/nclb_monitoring.asp, to complete the work papers for each applicable program by November 2, 2012. Passwords will be disseminated to an LEA liaison specified by the Superintendent. This person is expected to share the password with other appropriate LEA staff and relay information to all LEA staff involved with

monitoring. Each Superintendent should send the LEA liaison's contact information (name, title, phone number, and email address) to ofp@fldoe.org as soon as possible but no later than October 12, 2012.

Enhanced self-monitoring and self-monitoring programs do not need to provide answers to the *Review Questions*, but are required to upload *Documents to Support Compliance* for certain indicators in the monitoring system for the following programs: Title I, Part A (DIA-1, DIA-3, DIA-8, MIA-1, and MIA-2); Title I, Part C (IIC-1); and Title VI, Part B (AVIB-1 and BVIB-1). Please refer to the work papers for more details. In addition, enhanced self-monitoring programs will have additional program specific submission requirements. Further communication regarding these requirements will be disseminated to the LEA liaison following the release of this memo. If self-monitoring LEAs find that further action is needed for any compliance items, System Improvement Plans (SIPs) must be developed in the online system by November 2, 2012.

All LEAs are required to submit a Self-Evaluation Certification, an assurance signed by the Superintendent certifying that all submissions are accurate. The system automatically generates a Self-Evaluation Certification upon completion of the online monitoring work papers. Please print and sign the certification form and send it electronically to ofp@fldoe.org by November 2, 2012; or mail a hard copy of the Self-Evaluation Certification to:

Office of Federal Programs
Florida Department of Education
325 West Gaines Street, Room 644
Tallahassee, Florida 32399-0400

The LEAs with programs chosen for desktop and onsite monitoring should answer all *Review Questions* and upload *Documents to Support Compliance* for each applicable criterion item for the applicable programs. In areas where further action is required, LEAs will complete SIPs within ten days of receipt of the preliminary monitoring report.

The scheduling of desktop and onsite reviews will be orchestrated by the Office of Federal Programs (OFP). The OFP will work with the LEA liaison to schedule interviews and ensure all deadlines are met in accordance with this memo and the FAQs.

Work papers, the Self-Evaluation Certification, and documentation (where required) must be received by the FDOE by November 2, 2012. Please bookmark the NCLB website (http://www.fldoe.org/NCLB/nclb_monitoring.asp) to access the online monitoring work papers, FAQs document, and resources to assist LEAs throughout the process.

Evidence showing implementation of SIPs from the 2011-2012 Monitoring Cycle, if not already submitted, is also due by November 2, 2012. All evidence should be uploaded into the online monitoring system. If a SIP has an approved Anticipated Date of Completion after the October deadline, LEAs should submit evidence following the Anticipated Date of Completion.

Note: The FDOE reserves the right to monitor any LEA as frequently as necessary to ensure compliance with federal and state law. Should an LEA be selected to receive follow-up desktop and/or onsite monitoring, it will be notified in December 2012. These LEAs will be reviewed by FDOE program staff during the months of February and March 2013.

Please refer questions about this year's monitoring season to the Office of Federal Programs, via email at ofp@fldoe.org or by telephone at (850) 245-0657.

PS/sd

Attachment: 2012-2013 NCLB Monitoring Designations