



Revised November 2008

**Office of Curriculum and Instructional Support
NCLB Title II, Part B, Mathematics and Science Partnership Program
Monitoring Plan July 2007- June 2010**

Background

In July 2007, through a competitive process, the New York State Education Department awarded multi-year grants to Local Educational Agencies (LEAs) in partnership with higher education institutions under NCLB Title II, Part B, Mathematics and Science Partnerships. This competitive grant program is intended to increase academic achievement of students in mathematics, science, and technology by enhancing the content knowledge and teaching skills of classroom teachers. Partnerships between high-need school districts and the science, technology, engineering, and mathematics (STEM) faculty in institutions of higher education are at the core of these improvement efforts. The multi-year grant awards were made for the three-year period from 7/1/07 through 6/30/10.

Along with this funding, NYSED also has a multi-year contract for the statewide evaluation of the Mathematics and Science Partnership program.

Purpose of Monitoring

The Department shall perform monitoring activities of grants awarded to LEAs to provide reasonable assurance that the grant recipients administer federal awards in compliance with appropriate laws, regulations, and provisions of contracts or grant agreements, and that the performance goals are achieved. Monitoring will also document the implementation of the mathematics and science partnership program relative to the approved project proposal.

The following five purposes and/or results for the monitoring have been identified:

1. Fulfill the Department's responsibility under the single audit compliance supplement;
2. Assess and address grant recipient's compliance with law and regulation;
3. Ensure that the program implemented is aligned with the application proposal funded and is capable of supporting the proposed outcomes;
4. Identify the grant recipient's technical assistance needs; and
5. Identify statewide technical assistance needs, program policy implications, and where BOCES and SED's Regional Network Partners can provide technical assistance to LEAs.

Timeline

The monitoring activities will be completed as follows:

1. Desk audit completed between November 1 and January 31
2. Site visit(s) will be conducted at least once between February 1 and April 15
3. Additional site visits may be arranged, as needed
4. Conference calls will be conducted at pre-arranged times throughout each fiscal year

Lead Educational Agency Selection

Monitoring activities will be conducted for all grant recipients:

LEA Sub-Recipient / Higher Education Partner	Program Focus	2008-2009 Award
SYRACUSE CITY SD/ Syracuse University	Mathematics	\$800,000.00
ROCHESTER CITY SD/ SUNY Brockport	Mathematics	\$799,991.00
NYC CSD #30/ Hunter College	Mathematics	\$800,000.00
BUFFALO CITY SD/ Buffalo State College	Mathematics	\$800,000.00
NYC CSD # 6/ Brooklyn College	Mathematics	\$800,000.00
NYC CSD #19/ Queens College	Mathematics	\$579,825.00
NYC CSD #10/ City College of NY	Science	\$800,000.00
NYC CSD #30/ Brooklyn College	Science	\$800,000.00
NYC CSD #24 / Brooklyn College	Science	\$800,000.00
NYC CSD #12/ Queens College	Science	\$800,000.00
BUFFALO CITY SD/ Buffalo State College	Science	\$800,000.00
SYRACUSE CITY SD/ Syracuse University	Science	\$500,000.00
NYC CSD # 9 / NY Institute of Technology	STEM	\$800,000.00
MORRISTOWN CSD/ Clarkson University	STEM	\$799,221.00
NIAGARA FALLS CITY SD/ Niagara University	STEM	\$800,000.00
UTICA CITY SD/ SUNY Institute of Technology	STEM	\$500,000.00
NYC CSD #32 / Queens College	STEM	\$800,000.00
NYC CSD #24/ Queens College	STEM	\$799,183.00

Structure of Monitoring Plan

The monitoring plan consists of five major parts:

1. NYSED will forward a general letter of notification to the superintendent of the project's lead LEA, and the project coordinator outlining monitoring procedures.
2. NYSED will conduct a desk audit of each project, using:
 - a. The local project evaluator's reports on each project
 - b. The statewide evaluator's report
 - c. The project's annual federal report

3. NYSED will forward a pre-visit letter to the superintendent of each lead LEA and project coordinator confirming the arrangements for the site visit, including a copy of the state's Monitoring Review Form. These should also be emailed to the project's lead as an FYI.
4. NYSED will conduct an on-site review with key LEA and partnership personnel using set criteria/questions from the Monitoring Review Form.
 - a. Additional on-site visit(s) by NYSED for observation of staff development activities will be encouraged.
5. NYSED will forward a letter of findings to the superintendent of the project's lead LEA with a copy to the project coordinator.

Monitoring Staff

NYSED professional staff in the Office of Curriculum, Instruction & Instructional Technology (CI&IT), or designee will conduct the monitoring activities.

Guidance/Training for Monitoring Staff

The monitoring process will be explained and discussed with the Department professional staff from CI&IT, either through group training or individually. Each staff member will be given written information outlining all the steps in the monitoring process. In addition, the following materials will be reviewed and discussed:

1. The notification to the superintendent of the grant recipient project lead LEA on the monitoring process;
2. The Title II, Part B statute;
3. The United States Department of Education Guidance document on Title II, Part B.
4. Copies of all the materials to be used in conducting the on-site visits, including:
 - a. A sample introductory letter to the superintendent
 - b. A sample pre-visit letter
 - c. The desk audit forms
 - d. The criteria/questions on the Title II, Part B Monitoring Review Form
 - e. A sample letter of findings

Notification to Lead LEA

1. The superintendent of the grant recipient project lead LEA school districts will be notified of the monitoring process.
2. The NYSED professional staff assigned to each project will arrange with the project coordinator a mutually agreed upon date, time and place for monitoring visit.
3. The NYSED Assistant Director will send the superintendent of the project lead LEA and project coordinator a letter confirming the telephone conversation meeting agreement, including:
 - The date of the monitoring visit
 - The district personnel to be in attendance during the monitoring visit
 - Materials to be available for viewing during the visit

On-site Visit

1. The on-site visit will consist of NYSED professional staff first providing background and explanatory information on the monitoring process.
2. District personnel will make requested material available for monitoring visit.
3. NYSED professional staff will present and review the findings resulting from the desk audit and
4. NYSED professional staff will seek responses regarding criteria/questions from the state's Monitoring Review Form.
5. The monitoring visit will conclude with the NYSED professional staff explaining the follow-up process.
6. When possible, NYSED professional staff site visit will include observations of professional development activities.

Follow-up

NYSED, under the Assistant Director's signature, will forward to the superintendent of the lead project LEA a letter of findings within 30 calendar days of the monitoring visit. The letter will indicate:

1. the date of the visit,
2. the personnel that participated in the visit,
3. feedback to the district on its implementation of the activities proposed in the application,
4. whether or not the district is in compliance with Title II Part B,
5. any items of noncompliance, if applicable, and the following two options:
 - a. Within 30 calendar days of the issuance of the letter, the district can agree to accept the letter of findings and/or present a written plan to remedy the findings, or
 - b. The district can challenge the content of the letter by sending written comments to NYSED within 30 calendar days of the district's receipt of the letter. The district's comments will be reviewed and analyzed by Department personnel and if warranted, the letter will be revised and re-issued.

The letter of findings will also explain the potential consequences of not taking appropriate corrective action.

Documentation

Both electronic and paper files will be set up for each district monitored. The electronic files will contain:

1. A copy of the pre-visit letter
2. Notes taken during the on-site visit
3. The letter of findings
4. Completed desk audit forms
5. Completed Title IIB Monitoring Review Form
6. Any material collected during the site visit

Technical Assistance and Process Improvements

The monitoring strategy also includes:

1. Periodic debriefing to identify necessary revisions to forms and procedures and
2. Periodic debriefing to identify technical assistance needs
3. Conference calls involving the district project coordinator, higher education partner, local project evaluator, COMPASS Consulting Inc., and NYSED professional staff will be conducted on a regular basis throughout the fiscal year