



# CDE Federal Program Monitoring 2016-17

## Improving Teacher Quality (ITQ)

### I. Involvement

#### ITQ 01: Collaboration and Staff Development

1.0 Local educational agency (LEA) teachers, paraprofessionals, principals, other relevant personnel, and parents shall collaborate in the planning of staff development activities and preparation of the LEA plan. (20 U.S.C. § 6622 (b)(7))

1.1 The LEA shall involve staff in the assessment of needs to ensure Elementary and Secondary Education Act (ESEA)-compliant staffing. (20 U.S.C. § 6622 (c)(2))

### II. Governance and Administration

#### ITQ 02: Professional Development Coordination

2.0 The LEA shall coordinate professional development activities with other federal, state, and local professional development activities. (20 U.S.C. § 6622(b)(4))

2.1 The LEA shall coordinate the use of ESEA, Title II, Parts A and D, professional development funds to train teachers to integrate technology into curricula and instruction. (20 U.S.C. § 6622(b)(6))

### III. Funding

#### ITQ 03: Use of Funds

3.0 The LEA shall use funds for one or more of the following activities:

(a) Recruit and retain highly qualified staff. (20 U.S.C. § 6623 (a)(1))

(b) Recruit and retain highly qualified teachers who will be assigned to teaching positions in their field and where a shortage of highly qualified teachers exists. (20 U.S.C. § 6623 (a)(2))

(c) Provide professional development activities that improve the knowledge of teachers, principals, and paraprofessionals in core academic subjects and instructional strategies, methods, and skills. (20 U.S.C. § 6623 (a)(3))

(d) Promote retention of highly qualified teachers and principals, especially in schools with low-achieving students. (20 U.S.C. § 6623 (a)(4))

(e) Carry out programs designed to improve the quality of the teacher force. (20 U.S.C. § 6623 (a)(5))

(f) Carry out professional development activities to improve the quality of principals and superintendents, including teachers aspiring to management. (20 U.S.C. § 6623 (a)(6))

(g) Hire teachers that meet applicable state certification and licensure requirements to reduce class size. (20 U.S.C. § 6623 (a)(7))

(h) Promote the career development of teachers. (20 U.S.C. § 6623 (a)(8))

## 2016-17 ITQ Program Instrument (Continued)

(i) Carry out programs related to exemplary teachers. (20 U.S.C. § 6623 (a)(10))

(j) The LEA uses categorical funds only to supplement, and not supplant, state and local funds. (20 U.S.C. § 6623 (b))

(k) For participating private schools, the LEA provides equitable educational services and benefits to address the needs of eligible school students, their teachers, and their families. (20 U.S.C. §§ 6320 (a)(1), 7881 (a)(1))

(l) The LEA expends equal per-pupil amounts for educational services and other benefits for eligible private and public school students. (20 U.S.C. §§ 6320 (a)(4), 7881 (a)(4))

3.1 The LEA shall target funds to schools that have the lowest proportion of highly qualified teachers, that have the largest class size, or that are identified for program improvement. (20 U.S.C. § 6622 (b)(3))

### IV. Standards, Assessment, and Accountability

#### ITQ 04: Professional Development Needs Assessment

4.0 The LEA shall conduct an assessment of the need for professional development and hiring, as identified by the LEA and school staff. (20 U.S.C. § 6322 (c)(1), (2))

#### ITQ 05: Highly Qualified Teachers

5.0 An LEA receiving Title I, Part A funds shall hire only ESEA-compliant teachers to teach in core academic classes. (20 U.S.C. §§ 6314 (b)(1)(C), 6315 (c)(1)(E), 6319 (a))

(a) Low-income and minority students may not be taught at higher rates by unqualified, out-of-field, or inexperienced teachers as are other students. (20 U.S.C. § 6312 (c)(1)(L))

(b) Parents shall be notified of their right to request information on teacher qualifications. (20 U.S.C. § 6311(h)(6)(A))

### V. Staffing and Professional Development

#### ITQ 06: Staff Development and Student Achievement

6.0 The Title II staff development program shall have a substantial, measurable, and positive impact on student academic achievement and be used to eliminate the achievement gap that separates low-income and minority students from other students. (20 U.S.C. § 6322 (b)(2))

## 2016-17 ITQ Program Instrument (Continued)

### 2016-17 ITQ Evidence Requests

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#### General Ledger

GnLdgr

**Description:** Detailed General Ledger for the specific resource code(s) being reviewed. The General Ledger should include the date, description, vendor name, and total amount for each expenditure line item.

**Item Instructions:**

**Related Items:** CE 12, CTE 05, FM 01, FM 02, FM 03, FM 04, FM 05, FM 06, AE 03, ME 07, ITQ 03, ITQ 04

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#### Invoices

Invcs

**Description:** Vendor invoices, detailed receipts or documentation to substantiate how costs benefited programs.

**Item Instructions:** ITQ 03: Once the general ledger is uploaded, the reviewer will select a sample of invoices for review.  
ITQ 04: Once the general ledger is uploaded, the reviewer will select a sample of invoices for review.

**Related Items:** FM 02, FM 03, ITQ 03, ITQ 04

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#### ITQ hiring needs assessment

ITQHrngNdsAsmnt

**Description:** Evidence that all staff and relevant parties participated in the identification of hiring needs.

**Item Instructions:**

**Related Items:** ITQ 04

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## 2016-17 ITQ Program Instrument (Continued)

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### ITQ professional development needs assessment

ITQPrfDvlpmntNdsAsmnt

**Description:** Evidence that all staff and relevant parties collaborated regarding the identification of professional development needs.

**Item Instructions:**

**Related Items:** ITQ 01, ITQ 02, ITQ 04, ITQ 06

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### ITQ professional development planning documents

ITQPrfDvlpmntPlngDcmnts

**Description:** Professional development calendar and planning documents.

**Item Instructions:**

**Related Items:** ITQ 02, ITQ 06

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### ITQ professional development records

ITQPrfDvlpmntRcrds

**Description:** Agendas, sign in sheets, syllabi for professional development activities.

**Item Instructions:**

**Related Items:** ITQ 02, ITQ 06

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### LEA Plan

LEAPln

**Description:** Copy of the current approved Plan and include page references for each instrument item using the description.

**Item Instructions:**

**Related Items:** CE 04, CE 05, CE 06, CE 11, ITQ 01, ITQ 02, ITQ 03, ITQ 04

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## 2016-17 ITQ Program Instrument (Continued)

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### Approved Level C MOU and Budget Agreement (if Level C)

LvICMOU&BdgtAgrmnt

**Description:** Approved Memorandum of Understanding (MOU) and Budget Agreement for the current review year if LEA is Compliance Monitoring, Intervention, and Sanctions (CMIS) Level C as referenced at the CMIS Web page:  
<http://www.cde.ca.gov/nclb/sr/tq/tiicmis.asp>.

**Item Instructions:**

**Related Items:** ITQ 03

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### Non-compliant Teacher Action Plan (Level B and Level C)

NCmplntTchrActnPln(LvIB&C)

**Description:** List of teachers who are identified as non-Highly Qualified Teacher (HQT) and are working toward becoming HQT. Approved template is available at the CMIS Web page at <http://www.cde.ca.gov/nclb/sr/tq/tiicmis.asp>.

**Item Instructions:**

**Related Items:** ITQ 03, ITQ 05

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### Purchase Orders

PrchsOrdrs

**Description:** The reviewer will request samples.

**Item Instructions:**

**Related Items:** ITQ 03, ITQ 04

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## 2016-17 ITQ Program Instrument (Continued)

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### Parents' right to request information on teacher qualifications

PrntRghtRqstInfoTchrQlfctn

**Description:** Notification to parents regarding their right to request information on teacher qualifications.

**Item Instructions:**

**Related Items:** ITQ 05

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### Dated notice of ESEA eligibility to private schools in LEA and adjacent LEAs

PrvtSchlNtcESEAElg

**Description:** Dated communication to private schools regarding eligibility for Title II services.

**Item Instructions:**

**Related Items:** ITQ 03

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### Private School Affirmation

PvtSchlAfmtn

**Description:** Documents which demonstrates outreach efforts for private school consultation. Must be signed and dated by the Authorized representative.

**Item Instructions:** ITQ 03: Private school correspondence and signed affirmation documents regarding consultation for Title II equitable services.

**Related Items:** CE 03, ME 02, BASP 02, ITQ 03

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### Private School consultation agendas and minutes

RcrdPrvtSchlCnslt

**Description:** Three samples of Private School consultation agendas and minutes

**Item Instructions:**

**Related Items:** ITQ 03

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## 2016-17 ITQ Program Instrument (Continued)

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### Recruitment records

RcrtmntRcrds

**Description:** Sample of recruitment activities with expenditure reports.

**Item Instructions:**

**Related Items:** ITQ 03

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### School Accountability Report Card (SARC)

SARC

**Description:** The most recent SARC or current Uniform Resource Locator (URL)(s) to the LEA's Web page(s) where each school's SARC may be viewed.

**Item Instructions:**

**Related Items:** CE 17, HE 11, ITQ 06

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