

Question & Answer Session OSI Monitoring – Spring 2022

For CSI, TSI and ATSI

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Office of School Improvement

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION



VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated "C" or Higher

6



To review **the OSI monitoring process for the following:**

- Comprehensive Support and Improvement (CSI)
- Targeted Support and Improvement (TSI)
- Additional Targeted Support and Improvement (ATSI)

To provide context on **roles and responsibilities** of the **school district/school administration** for both **fiscal and programmatic of plan implementation**

The Office of School Improvement **Programmatic and Fiscal Monitoring** provides oversight of the **Title I – 1003 formula grant funds** to ensure compliance with:

- Federal and state laws
- Regulations
- Regulatory guidance

- The **LEA Monitoring Team** may consist of the Federal Programs Director, Business Manager, and other fiscal personnel (*bookkeepers, accountants, etc.*) and all should be available for the entire two-day (2) monitoring review.
- The review will begin with an entrance interview with all members of the **LEA Monitoring Team**. All program **staff involved in monitoring must be accessible during the monitoring review.**

The review will consist of documentation from the **2020-2021 school year.**

Monitoring may be implemented as a **two (2) day virtual review** of the following areas:

- Fiscal
- Programmatic

During the review, the MDE OSI team will review **evidence of implementation**, other **supporting program documents**, and **interview the LEA staff and other stakeholders**, as applicable.



LEA Financial Department

- Ensure **last** approved budget is in the LEA account system
- Collaborate on a regular basis to monitor drawdowns, allowable expenditures, and grant funded staff
- Ensure accuracy of grant funded fixed assets

Fixed Assets

- Ensure a complete asset check is current and available
- Ensure documentation of missing, stolen equipment is on file

Evidence of Fixed Assets

- Confirm the appropriate personnel are available and scheduled for the review/verification of equipment
- Provide OSI staff with a current, detailed equipment list (**tentative process**):
 - Assigned staff will perform a virtual tour of selected schools and or classrooms
 - Assigned staff will be required to see the actual fixed asset virtually in real time (*This may be done via iPad and/or a computer software programs such as TEAMS and/or ZOOM*)
- Each fixed asset will be verified by observing the following:
 - ✓ **device**
 - ✓ **equipment tags**

LEA Federal Programs Department Role:

- Review current monitoring document:
 - Fiscal and Program Monitoring Webinar – School Improvement
 - FY 22 OFP Section A: Crosscutting Indicators
 - FY 22 OSI Sections SS, TT, and UU: Programmatic Indicators

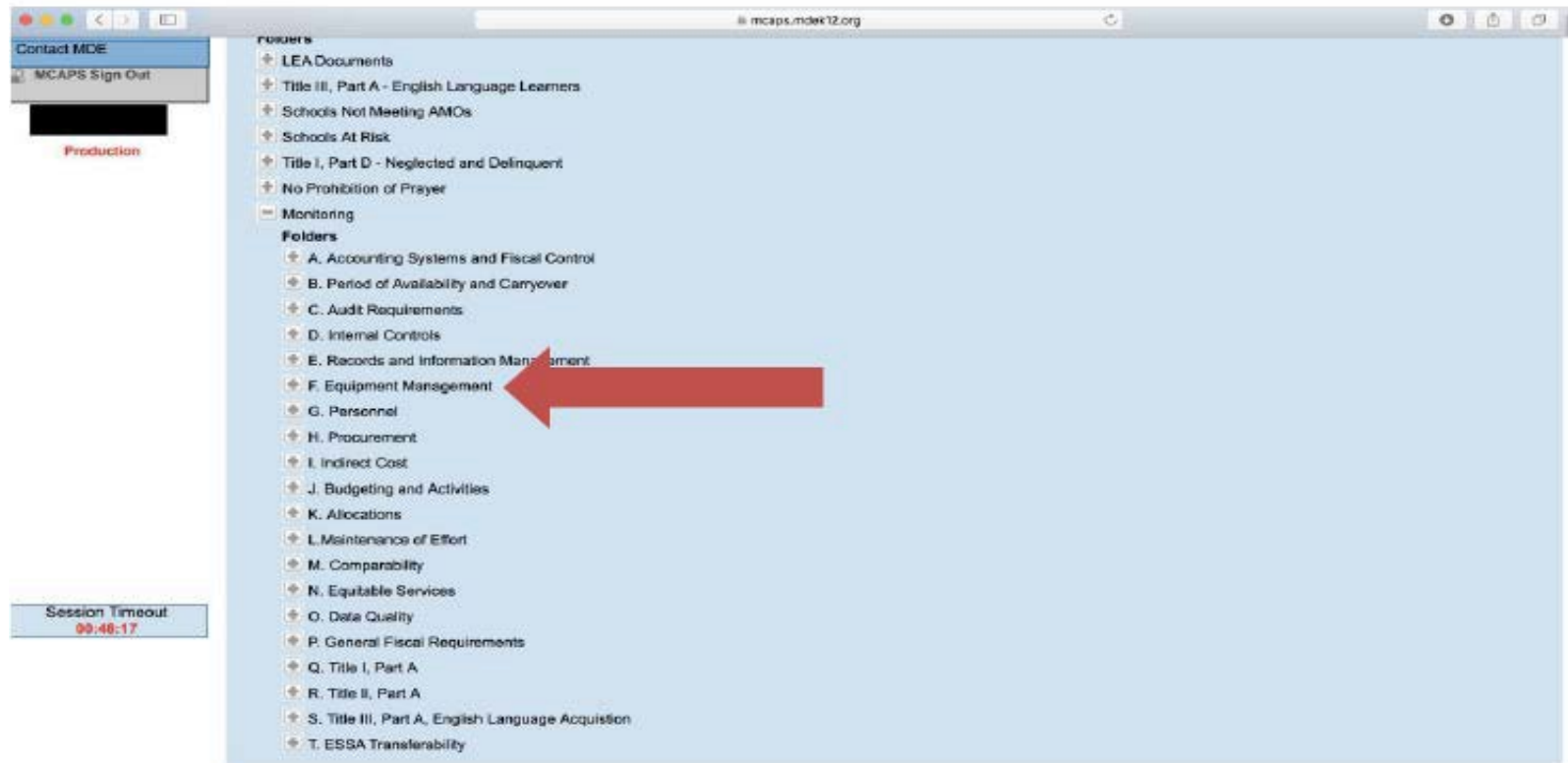
- Discuss **responsibilities** and **organization of monitoring process** with relevant district personnel

- **Gather and organize documents** for upload and prepare on-site document folders, as applicable



The LEA will use MCAPS to upload monitoring documents in appropriate FY folders

- Select appropriate folder to upload document



➤ Complete the Indicator Document Template

District Name _____

The information in the folders for **Equipment Management** include:

| Indicator # | Items Uploaded | Comment |
|-------------|---|---------|
| A1 | <ul style="list-style-type: none">• Purchasing Procedures (see page 5)• See Folder B | |
| | | |
| | | |
| | | |
| | | |

Add Indicator #

- Name of document for corresponding indicator (include specific reference if applicable)
- Include a link to the LEA's policies/procedures online if applicable

- A. Accounting Systems and Fiscal Controls
- B. Period of Availability
- C. Audit Requirements
- D. Internal Controls
- E. Records and Information Management
- F. Equipment Management
- G. Personnel
- H. Procurement

- I. Indirect Cost
- J. Budget and Activities
- K. Allocations
- L. Maintenance of Effort (*N/A for School Improvement*)
- M. Comparability (*N/A for School Improvement*)
- N. Equitable Services (*N/A for School Improvement*)
- O. Data Quality



Remember.....

- **“The more you give, the more we know.”**
- **Upload documents specific to indicator**
- **Upload LEA’s policy and/or LEA’s procedure**
- **Highlights and reference notes are acceptable**



Districts to be Monitored

| Date | LEA | School |
|--------------------------|--|---|
| March 22-23, 2022 | Lee County School District | Guntown Middle Mooreville Middle Plantersville Middle Saltillo Elementary Saltillo High Shannon High |
| March 28-29, 2022 | Wilkinson County School District | William Winans Middle |
| April 4-5, 2022 | West Tallahatchie School District | R H Bearden Elementary |
| April 6-7, 2022 | East Tallahatchie School District | Charleston Middle |
| April 6-7, 2022 | Noxubee County School District (Equipment Only) | B F Liddell Middle Earl Nash Elementary |

| Date | LEA | School |
|--------------------------|--|---|
| April 20-21, 2022 | Hinds County School District | Bolton-Edwards Elementary Byram Middle Gary Road Intermediate Raymond High Utica Elementary Gary Road Elementary |
| May 4-5, 2022 | South Delta School District | South Delta Middle |
| May 24-25, 2022 | Holmes County School District | S V Marshall Elementary William Dean Elementary |
| June 28, 2022 | Mississippi Achievement School District | Ida Greene Elementary O M McNair Middle |
| June 16, 2022 | Columbia School District | Jefferson Middle |

- Lack of written policies and/or procedures
 - May not be a simple restatement of law
- Lack of implementation of written policies and/or procedures (LEAs not following their own written policies and/or procedures)
 - Insufficient evidence of implementation
- Incomplete procurement packets
- Lack of competitive processes (e.g., 2nd quotes, competitive bids)
- Excessive use of Sole Source letter
- Lack of segregation of duties

- Improper documentation of lost/stolen equipment
- Expenditures exceed approved budget (overbudget)
- Did not submit policy and/or procedure
- The submitted policy and/or procedure lacked required elements
- Did not implement policy and/or procedure as written
- Did not submit policy and/or procedure
- The submitted policy and/or procedure lacked required elements
- Did not implement policy and/or procedure as written



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