



Bryan Duffie <bduffie@westsideschools.org>

Monitoring Visit

Brenda Tash <btash@westsideschools.org>

Fri, Dec 12, 2014 at 8:12 AM

To: Tromines <tromines@westsideschools.org>, ttrout@westsideschools.org, James Scott <jscott@westsideschools.org>, Pam Dooley <pdooley@westsideschools.org>, Christie Lewis <clewis@westsideschools.org>, Amanda Etter <aetter@westsideschools.org>, Sandy Johnston <sjohnston@westsideschools.org>, Dawn Passmore <dpassmore@westsideschools.org>, Karen Pate <kpate@westsideschools.org>, Connie Tolbert <ctolbert@westsideschools.org>
Cc: Bryan Duffie <bduffie@westsideschools.org>

Good Morning,

I had to rush out yesterday after the wellness meeting to go to the doctor but wanted to take a moment to share Mr. Novak's words from our monitoring yesterday.

He said, "You have no findings or recommendations. We found everything in order. All monitoring points are fully implemented. In 20 days you will receive an initial report with all fully implemented. Then, in 60 days you will receive a final report from ADE."

While this part was good the next part is why I am so honored to work here...the people I work with. Mr. Novak said, "All of the files were wonderful. The bookkeeper being present made this meeting easier. The organizational skills made us able to complete our audit by 10:30 when we have been closer to 1:00 the two previous days. The patrons, students and staff were well represented today. All of you are obviously doing a great job for kids."

He also made comments about how our administrators often don't hear thank you enough. The ADE team praised our administrators several times. He said it was obvious that we are concerned about students and student achievement. Mr. Novak spoke about the quality of teaching staff we must have in order to plan and implement programs to raise student achievement while the scores are already in the 80s. He praised the teachers and staff for their commitment to move all students.

I just have to tell you how that makes my heart swell with pride. Each of you worked very hard to pull this visit off successfully. Everyone has been open and willing to make little adjustments here and there to meet compliance requirements. But the greatest thing is each of you do so much more than that. You go far beyond minimum standards every day and to have someone from outside come in and recognize that in a few hours is testimony to your character and commitment to Westside Schools.

Please pass this along to those who worked behind the scenes to make this happen. Thank you for all of your hard work and dedication. So proud to be a Warrior!

Feeling blessed,
Brenda

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Brenda Tash, Ed.S.
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**ARKANSAS
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**ARKANSAS DEPARTMENT OF EDUCATION
PRELIMINARY MONITORING REPORT
UNDER THE RULES AND REGULATIONS GOVERNING
ESEA/A.C.A. §6-15-426**

SCHOOL DISTRICT: Westside Consolidated School District

DATE OF REVIEW: December 11, 2014

DATE FILED: December 15, 2014

ADE REVIEW TEAM: Johanna Henderson
Program Advisor
Federal and State Monitoring
Division of Public School Accountability

Barbara Means
Program Advisor
Federal and State Monitoring
Division of Public School Accountability

Charles Nowak
Program Advisor
Federal and State Monitoring
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Scope of Work:

A team from the Arkansas Department of Education's (ADE) Public School Accountability Division, Federal and State Monitoring Unit conducted an on-site visit and review of the **Westside Consolidated School District** on December 11, 2014.

Comprehensive Evaluation: Unless not applicable, the comprehensive review included the following sections:

- | | |
|--------------|--|
| Section I | Program Plan and Evaluation |
| Section II | Title I, Part A—Schoolwide Programs |
| Section III | Title I, Part A—Targeted Assistance Programs |
| Section IV | Title I, Part A—Family and Community Engagement |
| Section V | Title II, Part A—Faculty, Staff & Administration |
| Section VI | Title I, Part A—Equitable Services to Non-Public School Children |
| Section VII | Title I, Part D, Subpart 2—Programs for Local Neglected & At-Risk Youth |
| Section VIII | Title III—Language Instruction for Limited English Proficient Students |
| Section IX | Title X—Homeless Children and Youth Program |
| Section X | State Categorical Funding—National School Lunch Act (NSLA), Professional Development (PD), Alternative Learning Education (ALE), English Language Learners (ELL) |
| Section XI | Federal Entitlement Funding |

The review was conducted in accordance with guidelines established by the Arkansas Department of Education (ADE) Rules for Monitoring of the Arkansas Comprehensive School Improvement Plan (ACSIP), and A.C.A. §6-15-426.

Report: The Department shall report the conclusions of the evaluation team to the school district within twenty (20) business days.



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SUMMARY OF COMPREHENSIVE REVIEW:

On December 9, 2014, Johanna Henderson, Barbara Means, and Charles Nowak, conducted a comprehensive evaluation at the **Westside Consolidated School District** (hereafter, the District or LEA). Mr. Willie Morris, Director of Federal and State Monitoring, provided notice to the District of the scheduled evaluation.

The review was conducted following the **Financial and Programmatic Monitoring Guide** in order to ensure school district compliance with federal and state mandates. Compliance indicator items were selected from among federal entitlements and state categorical program requirements to ensure that the review covered all major aspects of the law. The LEA is responsible for operating their federal and state funded programs in compliance with all applicable Rules and Regulations under No Child Left Behind (NCLB) and A.C.A. §6-15-426.

RATINGS:

This report provides a rating for each compliance criterion. The ratings are:

- | | |
|--------------------------------------|---|
| I—Implemented (Compliance) | Program requirements have been implemented. |
| IP—Implementation in Progress | Used for criteria containing requirements for Scholastic Audit. |
| PI—Partially Implemented | Program requirements have been implemented in part, but not in total. |
| NI—Not Implemented (Finding) | Program requirements have not been implemented in accordance with legal requirements. |
| NA—Not Applicable | Does not apply. |



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SECTION I: PROGRAM PLAN AND EVALUATION

Indicator Number	Legal Requirement	Report Status
I-1 D	<p>The local education agency (LEA) has approved a comprehensive school improvement plan, which includes appropriate program goals, evaluations, budgets and assurances. The LEA ensures that all required parties are consulted in the planning, development, and implementation of the programs and activities as indicated in the ACSIP.</p> <p><i>§1112 (d) (1), Edgar 80.42 (a), §2122 (b)</i></p>	I
I-2 D	<p>The LEA coordinates and integrates federal comprehensive program funded services with other federally funded programs and state/local programs and initiatives (e.g., National School Lunch, vocational and technical education, dropout prevention, alternative learning, transition and early childhood, limited English programs, job training, counseling assistance, and drug and alcohol prevention).</p> <p><i>§1112 (b) (D-K), A.C.A. §6-15-426</i></p>	I
I-3 D	<p>The LEA has a process in place to regularly review both the LEA's and school's ACSIP and the provision of services as indicated in each plan.</p> <p><i>§1112 (a) (b) (d) (f) A.C.A. §6-15-426</i></p>	I



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SECTION II: SCHOOLWIDE (SW) PROGRAMS		
Indicator Number	Legal Requirement	Report Status
II-1 S	The Schoolwide Plan was developed with the involvement of teachers, parents, administrators, staff, students (secondary only) and other members of the community. <i>§1114 (b) (2) (A) (2) (B)</i>	I
II-2 S	The LEA ensures that all components are included in each Schoolwide Plan and that each component is implemented as required. <i>§1114 (b) (1); 34 CFR 200.25</i>	I
II-3 S	The LEA ensures that each Schoolwide Plan (ACSIP) is made available to parents and the public, and that the information contained in each plan is in an understandable and uniform format, and to the extent practicable, provided in a language that the parents can understand. <i>§1114 (b) (2) (A) (B) (iv)</i>	I
II-4 S	The LEA ensures the use of effective methods and instructional strategies that are supported by scientifically-based research designed to: A. Strengthen the core academic program; B. Increase the amount and quality of learning time extended day/year and before and after school/summer programs (e.g. enriched or accelerated programs); and C. Incorporate strategies for meeting the educational needs of historically underserved populations. <i>§1114 (1) (B) (ii)</i>	I
II-5 S	The LEA ensures that schoolwide programs are reviewed and evaluated annually and revised accordingly. <i>§1114 (B) (iii); CFR 200.26 (c) (1)</i>	I



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SECTION III: TARGETED ASSISTANCE (TA) PROGRAMS		
Indicator Number	Legal Requirement	Report Status
III-1 S	The LEA ensures that the targeted assistance program school has established and used multiple, educationally-related criteria to select students for services (except that children from preschool through grade 2 shall be selected on the basis of such criteria as teacher judgment, interviews with parents and developmentally appropriate measures). <i>§1115 (b)</i>	NA
III-2 S	The LEA ensures that targeted assistance programs are designed to provide for participating students served under Title I the opportunity to meet the State's academic achievement standards. <i>§1115 (c) (1) (A)</i>	NA
III-3 S	The LEA provides opportunities for student participation in appropriate extended learning time, such as extended school year and summer programs and activities. <i>§1115 (c) (1) (C)</i>	NA
III-4 S	The LEA ensures that the targeted assistance programs are reviewed and evaluated annually, and revised accordingly. <i>§1115 (c) (2) (B)</i>	NA



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SECTION IV: FAMILY AND COMMUNITY ENGAGEMENT		
Indicator Number	Legal Requirement	Report Status
IV-1 D	The written parental involvement policy establishes the LEA's expectation for parent involvement and describes how the LEA will provide coordination, technical assistance and support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance and that the plan has been implemented. <i>§1118 (a) (2)</i>	
IV-2 D	The LEA ensures that its written Parent Involvement Policy (Plan) has been implemented in accordance with provisions of ESEA. <i>§1118 (a) (2)</i>	
IV-3 D/S	The LEA ensures that each Title I participating school has developed a written Parent Involvement Plan/Policy jointly agreed upon with, and disseminated to parents of participating children. <i>§1118 (b) (D)</i>	
IV-4 D	The LEA ensures that each Title I school Parent Involvement Plan has been implemented and that each school has carried out the six requirements to build parents' capacity. <i>§1118 (b-d); §1118 (e) (1-5 & 14)</i>	
IV-5 D	At the beginning of each school year, the LEA notifies the parents of each student about their right to request information regarding the professional qualifications of the student's classroom teachers and paraprofessionals. <i>34 CFR 200.61 (a)</i>	
IV-6 D	The LEA ensures that an evaluation of the effectiveness of the parent involvement policy and activities has been completed for participating schools. <i>§1118</i>	



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SECTION V: FACULTY, STAFF AND ADMINISTRATION Teacher and Principal Training and Recruitment		
Indicator Number	Legal Requirement	Report Status
V-1 D	The LEA ensures that instruction is provided by highly qualified staff. <i>§1119 (a) (1) & (3); 34 CFR 200.57; §1119 (c-d); 34 CFR 200.58; §1119 (g); 34 CFR 200.59.2123 (a) (2) (B)</i>	I
V-2 D	The LEA implements various strategies to ensure that poor and minority students are not taught at higher rates than other students by inexperienced, unqualified, out-of-field teachers. <i>§1112 (c) (1) (L)</i>	I
V-3 D	The LEA ensures that individual action plans have been developed for core area teachers who have not met HQT requirements for two consecutive years. <i>§1119 (a) (2)</i>	I
V-4 D	The LEA ensures that all professional development activities reflect best practices that have a lasting impact on classroom instruction and are aligned with student academic content standards. <i>§1112, §2122 (b) (9) (A-D), §3115, §9101 A.C.A. 6-15-1004; 6-15-1603</i>	I
V-5 D	The LEA/school evaluates the overall effectiveness of the impact of the professional development activities on teacher/educator practices, organizational changes, and student improvement. <i>§1116, §2122 (B) (2)</i>	I
V-6 D	To the extent appropriate, professional development activities provide training for teachers, principals, and paraprofessionals in the use of technology so that technology and technology applications are effectively used in the classroom to improve teaching and learning in the curricula and core academic subjects in which the teachers teach. <i>§2122, §2414</i>	I



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SECTION VI: EQUITABLE SERVICES TO NON-PUBLIC SCHOOL CHILDREN		
Indicator Number	Legal Requirement	Report Status
VI-1 D	The LEA notifies each private school of the rights of private school students and teachers to benefit from federal funds. <i>§1120 (b), §1113 (b) (2), §9501</i>	I
VI-2 D	Consultation occurred between the LEA and non-public school officials regarding the planning, design, implementation, and evaluation of the comprehensive application. <i>§1120 (b), §1113, §35142 (a), §9501</i>	NA
VI-3 D	The LEA ensures that services are provided to private schools' students and teachers in an equitable manner based on educational needs. <i>§1120 (a) (3), §9501 (a) (3)</i>	NA
VI-4 D	The LEA ensures eligible private school students receive services even if the students attend a private school located in another LEA. <i>§1120 (a)</i>	NA
VI-5 D	The LEA ensures that services are provided by employees of the LEA or third party contract. <i>§1120 (a), §9501 (d)</i>	NA
VI-6 D	The LEA has taken appropriate steps to monitor the implementation of services to private schools students. <i>§1120 (d), §2122 (b), §9501</i>	NA
VI-7 D	The LEA ensures that academic services are assessed and that results of the assessment are used to improve services provided to the private school. <i>§1120 (b) (d), §9501</i>	NA



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SECTION VII: INSTRUCTIONAL SUPPORT		
Prevention and Intervention Programs for Local, Neglected and At-Risk Youth		
Indicator Number	Legal Requirement	Report Status
VII-1 D	The Institution annually completes and submits a survey of the October caseload of children and youth living in locally operated facilities or institutions for neglected children and youth. <i>Part D Subpart 2 §1425, §1426</i>	NA
VII-2 D	The LEA consulted institution officials in a timely manner during the design and development of the instructional services/program (ACSIP.) <i>Part D Subpart 2 §1423</i>	NA
VII-3 D	The LEA and/or agency regularly evaluate the facilities/institutions programs to determine their impact on student achievement. <i>Part D Subpart 2 §1425, §1426</i>	NA



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SECTION VIII: LANGUAGE INSTRUCTION FOR LIMITED ENGLISH PROFICIENT STUDENTS		
Indicator Number	Legal Requirement	Report Status
VIII-1 D	The LEA ensures that it has properly identified and assessed all language minority students, including immigrant students, to determine LEP/ELL status. <i>§1112 (g) (2), §3115 (a)</i>	NA
VIII-2 D	The LEA ensures the provision of high quality, on-going, and research-based professional development to teachers, administrators, and other school personnel. <i>§3115 (c) (2), §3116 (c), §3212 (a) (2) (A) (ii)</i>	NA
VIII-3 D	The LEA ensures that LEP/ELL students have the opportunity to meet the same challenging state content standards student performance that all children are expected to meet. <i>§3115 (e) (1), §3121 (a)</i>	NA
VIII-4 D	The LEA ensures assessment of LEP/ELL students to measure growth in acquiring the English language and to ensure their academic achievement is consistent with the state accountability system. <i>§3116 (b)</i>	NA
VIII-5 D	The LEA ensures the monitoring and evaluation of all LEP/ELL programs. <i>§3121 (a)</i>	NA
VIII-6 D	The LEA ensures no Title III funds are used for activities required under Title I or Title VI of the Civil Rights Act. <i>§3115</i>	NA



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SECTION IX: INSTRUCTIONAL SUPPORT – Homeless Children and Youth		
Indicator Number	Legal Requirement	Report Status
IX-1 D	The LEA ensures that schools implement procedures and guidelines for identifying and enrolling homeless children and youth. <i>§722 (g)</i>	I
IX-2 D	The LEA has developed and implemented policies and procedures to ensure programs and activities address the educational needs of homeless children and youth. <i>§722 (g) 6 (A), 722 (g) (1)</i>	I
IX-3 D	The LEA complies with providing comparable Title I, Part A services to homeless students attending Non-Title I Schools. <i>§722 (g)</i>	I



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SECTION X: STATE CATEGORICAL PROGRAMS		
Indicator Number	Legal Requirement	Report Status
X-1 D	The LEA ensures it has targeted the use of Alternative Learning Environment (ALE) funds for eligible programs and activities as identified in the Arkansas Department of Education Rules Governing Student Special Needs Funding and the Determination of Allowable Expenditures of those Funds. <i>A.C.A. §6-11-105 & §6-20-2305 (b) (4) (c) (ii)</i>	I
X-2 D	The LEA ensures it has targeted the use of ELL funds for eligible programs and activities as identified in the Arkansas Department of Education Rules Governing Student Special Needs Funding and the Determination of Allowable Expenditures of those funds. <i>A.C.A. §6-20-2305 (b) (4) (c) (ii)</i>	I
X-3 D	All NSLA resources are expended for eligible programs and activities and are not used to meet the minimum salary schedule or mandatory requirements of the Arkansas Standards for Accreditation required by ACA § 6-15- 201 and the Arkansas Minimum Teacher Salaries required by A.C.A. <i>§6-17-2403; A.C.A. §6-20-2305 (b) (4) (c) (ii)</i>	I
X-4 D	Professional development activities funded with categorical funds reflect best practices and are aligned with the ACSIP. <i>A.C.A. §6-20-2305 (b) (4) (c) (ii)</i>	I
X-5 D	The LEA ensures that the programs and teaching strategies employed at the school are driven by researched-based instruction. <i>A.C.A. §6-20-2305 (b) (4) (c) (ii)</i>	I



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SECTION X: STATE CATEGORICAL PROGRAMS (CON'T)		
Indicator Number	Legal Requirement	Report Status
X-6 D	The LEA has established procedures for the instructional facilitator, specialist or coach to provide instructional support and facilitate continuous improvement in classroom instruction. <i>A.C.A. §6-15-426</i>	I
X-7 D	By June 30, 2012, and by June 30 of each year thereafter, a school district shall expend a minimum of eighty-five percent (85%) of the school district's current year national school lunch state categorical funding allocation in accordance with a manner permitted in the Rules and the total aggregate balance of all state categorical fund sources shall not exceed twenty percent (20%) of the total aggregate annual state categorical fund allocations for the current school year. <i>A.C.A. §6-20-2305 (b) (4) (c) (ix) (b) (1) amended</i>	NA



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SECTION XI: FISCAL REQUIREMENTS

Indicator Number	Legal Requirement	Report Status
XI-1 D	<p>The LEA ensures that funds for administrative costs are reasonable and necessary.</p> <p><i>§1120A (a), CFR 200.77 OMB Circular A-87</i></p>	I
XI-2 D	<p>The LEA maintains time and effort records for all federally paid staff to document the time actually spent by staff on federal activities.</p> <p><i>EDGAR: OMB Circular A-87</i></p>	I
XI-3 D	<p>The LEA is able to demonstrate that it uses funds to supplement and not supplant state, local or other federal funds that would otherwise be used for the activities.</p> <p><i>§1114 (a) (2) (B), §1115 (a), §1120A (b) (1), §2123 (b), §3115 (g)</i></p>	I
XI-4 D	<p>The LEA ensures that appropriate reservations (set asides) have been made in accordance with applicable requirements.</p> <p><i>CFR 200.77</i></p>	I
XI-5 D	<p>The LEA ensures compliance with the procedures for reallocation and carryover.</p> <p><i>§1126 (c), §1127</i></p>	I
XI-6 D	<p>LEAs that are required to complete a Title I comparability analysis do so annually.</p> <p><i>§1120 (A)</i></p>	NA
XI-7 D	<p>The LEA has transferred federal funds in accordance with state and federal requirements.</p> <p><i>EDGAR: 74.25</i></p>	NA
XI-8 D	<p>The LEA maintains fiscal records of approved budgets and expenditures for each Title program.</p> <p><i>§1120 (A), §5133 (6), 9306; EDGAR: 76.730-731</i></p>	I
XI-9 D	<p>The LEA ensures compliance with inventory procedures.</p> <p><i>EDGAR: 80.32 (b); EDGAR 80.32 (d) (1-2), OMB A-87</i></p>	I



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SUMMARY OF MONITORING ACTIVITIES:

Entrance Conference: An entrance conference was held with the superintendent and staff to establish the purpose of the meeting and to introduce the monitoring team.

Exit Conference: At the end of the on-site visit, the monitoring team conducted an exit conference with the LEA staff. Monitoring activities were summarized and all recommendations and findings were discussed. It was emphasized that the visit was a meeting to collect facts and that a formal report would be forwarded at a later date in accordance with the Financial and Programmatic Monitoring Protocol. The assigned ACSIP Supervisor may be contacted for technical assistance with revisions to ACSIP.

The ADE Review Team reviewed on-site and off-site data necessary to review compliance with NCLB and A.C.A. §6-15-426.

A. Off-site data gathering activities included:

- A review of the District's ACSIP and Report Card
- A review of the District's and schools' websites

B. The on-site monitoring included a review of the following documentation:

- Records pertaining to compliance indicators for the applicable sections of the Financial and Programmatic Monitoring Guide

C. The on-site visit included interviews with the following essential staff:

<u>NAME</u>	<u>POSITION</u>
Bryan Duffie, Ed.D.	Superintendent
Brenda Tash	Federal Programs Coordinator, Neglected Coordinator, Title II Coordinator Teacher and Principal Recruitment, Title III Language Instruction Limited English Coordinator, Homeless Liaison
Dawn Passmore	Parent Involvement Coordinator
Tiffany Troutt	Parent Involvement Facilitator - Elementary
Amanda Etter	Parent Involvement Facitator - Middle
James Scott	Principal - Elementary
Pam Dooley	Principal - Middle School



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Westside Consolidated School District

SUMMARY OF FINDINGS OF FACT:

Findings and/or Recommendations for Plan Revision:

Unless otherwise noted, no follow-up is necessary by LEA.

CONCLUSION:

The ADE's review was conducted in accordance with Rules and Regulations Governing Arkansas Department of Education Regulatory Authority A.C.A. §6-15-426. The information obtained substantiates that on the day of the ADE on-site monitoring, the Westside Consolidated School District met compliance requirements for NCLB (ESEA) and A.C.A. §6-15-426.

Submitted by:

Barbara Means

Approved by:

Willie Morris