**School Support and Accountability (SSA)**

**REVISED State Education Agency (SEA)**

**Title II Performance Review**

**Self-Assessment and On-site/Desk Review Protocol**

## A. Preparing, Training, and Recruiting High-Quality Teacher, Principals, or Other School Leaders

ESEA

[§2001, 2101-2103; 2301, 8101(42)](https://oese.ed.gov/offices/office-of-formula-grants/school-support-and-accountability/essa-legislation-table-contents/)

Description: An SEA and its LEAs may use Title II, Part A funds for a variety of activities, as the program provides a flexible source of funding to States and LEAs to enhance the skills of educators to enable them to improve student achievement. There are numerous allowable SEA and LEA activities, and an SEA and its LEAs may also support activities not listed in sections 2101(c) and 2103(b), provided the activities meet the purpose of Title II, Part A and are evidence-based (to the extent the State determines that such evidence is reasonably available). In carrying out activities, an SEA and its LEAs must use data and engage in ongoing consultation with key stakeholders to continually improve the implementation of funded activities. LEAs must also prioritize Title II, Part A funds to schools that are implementing comprehensive support and improvement activities and targeted support and improvement activities under section 1111(d) and have the highest percentage of children counted under section 1124(c).

Instructions: Please respond to each self-assessment question. For items requesting a brief response, please provide a narrative answer or submit responsive documentation and indicate in the response (a) the document(s) that are responsive to each question and (b) the specific page or pages of the relevant documents that address each question. Please include each document file name in the “Submitted Documentation File Name[s]” column. In some cases, the same document may be responsive to multiple questions. In that case, you can submit the documentation once and refer to it in multiple questions (including page numbers for each section, as relevant). Based on U.S. Department of Education (Department) review of SEA responses, Department staff will determine appropriate on-site follow up questions.

Recommended Participants: Title II, Part A Director(s)

Subtopics:

SEA-level Funds:

* Continuous Improvement
* Use of Funds
* Supplement, not Supplant

LEA-level Funds:

* Continuous Improvement
* Prioritizing Funds
* Use of Funds
* Supplement, not Supplant

***Self-Assessment Questions***

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| **Subtopic** | **Questions** | **SEA Response** | **Submitted Documentation File Name[s]** |
| SEA-level Funds: Continuous Improvement | A1. Describe how the SEA uses data and ongoing consultation to continually update and improve Title II, Part A State-level activities, consistent with the State plan. If the SEA has an example of how it used data/consultation to improve an activity funded by Title II, Part A, please describe that example in the narrative response.***Suggested Documentation:**** Sample consultation agenda and/or meeting materials
* Feedback from stakeholders involved in consultation
* Sample data analyses used to make Title II, Part A funding decisions
 | *Enter brief response here* |  |
| SEA-level Funds: Use of Funds  | A2. If the SEA uses State-level Title II, Part A funds for purposes where an evidence base is needed (e.g. opportunities for effective teachers to lead evidence-based professional development, evidence-based mentoring and induction activities, or other evidence-based activities that meet the purpose of Title II, Part A) how does the SEA determine that evidence is available? ***Suggested Documentation:**** Copies of evidence reviewed by the SEA
 | *Enter brief response here.* *Enter N/A, if the SEA does not use funds for any of these purposes* |  |
| SEA-level Funds: Use of Funds | A3. When the SEA uses State-level Title II, Part A funds for professional development activities, how does the SEA ensure that these activities meet the statutory definition of professional development in 8101(42), which requires that professional development be: * sustained
* intensive
* collaborative
* job-embedded
* data-driven
* and classroom-focused?

***Suggested Documentation:**** Sample professional development plans
* Agendas or materials from professional development programs
 | *Enter brief response here* *Enter N/A, if the SEA does not use funds for professional development* |  |
| SEA-level Funds: Use of Funds | A4. One of the purposes of Title II, Part A is to provide grants that “increase student achievement consistent with challenging State academic standards.” How does the SEA ensure that it uses State-level Title II, Part A funds for activities that are likely to increase student achievement?***Suggested Documentation:**** Copies of evidence reviewed by the SEA
* Agendas or materials from meeting to discuss use of State-level funds
 | *Enter brief response here* |  |
| SEA-level Funds: Supplement, not Supplant | A5. How does the SEA ensure compliance with the requirement that State-level Title II expenditures supplement State funds that would otherwise be used for activities authorized under Title II? ***Suggested Documentation:**** Documented procedures for ensuring the SEA’s compliance with Title II supplement not supplant requirements
 | *Enter brief response here* |  |
| LEA-level Funds: Continuous Improvement | A6. How does the SEA ensure that LEAs use data and ongoing, meaningful consultation to update and support activities funded with Title II, Part A funds? ***Suggested Documentation:**** LEA plan template or sample plans (If this item is not included in the SEA’s consolidated LEA application, evidence that the SEA monitors this activity in some other way)
 | *Enter brief response here* |  |
| LEA-level Funds: Prioritizing Funds | A7. How does the SEA ensure that each LEA receiving Title II, Part A funds prioritizes *schools* that are implementing (i) comprehensive support and improvement activities and (ii) targeted support and improvement activities and also prioritizes *children* in poverty and children who are neglected or delinquent who are poor when making decisions about how to use program funds? ***Suggested Documentation:**** LEA plan template or sample plans (If this item is not included in the SEA’s consolidated LEA application, evidence that the SEA monitors this activity in some other way)
 | *Enter brief response here* |  |
| LEA-level Funds: Use of Funds  | A8. When LEAs spend local Title II, Part A for purposes where an evidence base is needed (e.g. reducing class size to an evidence-based level, providing teachers and school leaders with evidence-based professional development, or other evidence-based activities that meet the purpose of Title II, Part A), how does the SEA ensure that the LEA activities are evidence-based and determine that evidence is available?***Suggested Documentation:**** Copies of evidence reviewed by the SEA
* LEA plan template or sample plans (If this item is not included in the SEA’s consolidated LEA application, evidence that the SEA monitors this activity in some other way)
* Guidance that State has provided, if any, to LEAs about evidence-based practices
 | *Enter brief response here* |  |
| LEA-level Funds: Use of Funds  | A9. When LEAs use local Title II, Part A funds for professional development activities, how does the SEA ensure that these LEA activities meet the statutory definition of professional development in 8101(42), which requires that professional development be: * sustained
* intensive
* collaborative
* job-embedded
* data-driven
* and classroom-focused?

***Suggested Documentation:**** Copies of evidence reviewed by the SEA
* LEA plan template or sample plans (If this item is not included in the SEA’s consolidated LEA application, evidence that the SEA monitors this activity in some other way)
* Guidance that State has provided, if any, to LEAs about appropriate professional development
 | *Enter brief response here*  |   |
| LEA-level Funds: Use of Funds  | A10. When LEAs use local Title II, Part A funds to recruit and hire additional teachers to reduce class size in order to improve student achievement, how does the SEA ensure that these teachers are effective? ***Suggested Documentation:**** Copies of evidence reviewed by the SEA
* LEA plan template or sample plans (If this item is not included in the SEA’s consolidated LEA application, evidence that the SEA monitors this activity in some other way)
 | *Enter brief response here* |  |
| LEA-level Funds: Use of Funds | A11. One of the purposes of Title II, Part A is to provide grants that “increase student achievement consistent with challenging State academic standards.” How does the SEA ensure that LEAs use Title II, Part A funds for activities that are likely to increase student achievement?***Suggested Documentation:**** Copies of evidence reviewed by the SEA
* LEA plan template or sample plans (If this item is not included in the SEA’s consolidated LEA application, evidence that the SEA monitors this activity in some other way)
 | *Enter brief response here* |  |
| LEA-level Funds: Supplement, not Supplant | A12. How does the SEA ensure compliance with the requirement that expenditures supplement State and local funds that would otherwise be used for activities authorized under Title II? ***Suggested Documentation:**** Documented procedures for evaluating LEA compliance with Title II supplement not supplant requirements
* Guidance and/or technical support has the SEA provided to LEAs and schools regarding supplement not supplant requirements
 | *Enter brief response here* |  |
| LEA-level Funds: Supplement, not Supplant | A13. Where the SEA learns, whether through an audit, monitoring or other evaluation process, that an LEA has failed to comply with Title II supplanting requirements, what steps does the SEA take or require the LEA to take to correct non-compliance?***Suggested Documentation:**** Sample documentation of corrections made to an LEA’s program budget/allocation because of supplanting violations
 | *Enter brief response here* |  |
| Additional Documentation | ***Suggested Documentation:**** Other documentation that would serve as evidence for the questions asked
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#### \ On-site/Desk Review Questions

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| **Subtopic** | **Question** |
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