Digital Monitoring

With Electronic Documentation

Amy S. Violette, Title I Coordinator
New Title I Directors’ Institute
July 16, 2015
Focus Questions

- What is digital monitoring?
- How does digital monitoring lead to program quality?
- How can districts move toward implementation of digital monitoring?
- What tools and tips support a successful digital monitoring visit?
Check-In

Before a monitoring visit…

- How are you spending most of your time to prepare for the visit?

- How does this impact the quality of your Title I Program?
Preparation

i think we’re going to need a bigger binder...
Program Quality
with digital monitoring and electronic documentation

Paperwork
Artifacts and Documentation

Practice
Sustainable action steps, practices and programs
What is Digital Monitoring in Cabarrus County Schools?

Then

Each school and LEA maintained artifacts in three-ring binders.

Now

School level and LEA documents are housed electronically on our Title I webpage.
Benefits of Digital Monitoring

Collaboration

Accessible

Support

Interactive

Organization
# Title I Program Quality

<table>
<thead>
<tr>
<th>Paperwork</th>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-site monitoring visits</td>
<td>On-site monitoring visits</td>
</tr>
<tr>
<td>Interactive, web-based calendar</td>
<td>Monthly Title I Check-Ins</td>
</tr>
<tr>
<td><em>Sample of Possible Evidences</em></td>
<td>Mini- Professional Development Sessions</td>
</tr>
</tbody>
</table>
Our Journey
## Paper to Electronic Documentation Conversion Action Steps

<table>
<thead>
<tr>
<th>Title I Department</th>
<th>2012-2013</th>
<th>2013-2014</th>
<th>2014-2015</th>
<th>Next Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance and artifact reminders sent via email to principals.</td>
<td>Create LEA and School Level Sample of Possible Evidences document to organize strands and indicators.</td>
<td>Create an interactive Title I At A Glance Calendar that highlights monthly compliance action steps and artifacts, samples and resources and reminders.</td>
<td>Continue to update and share Title I At a Glance Calendar monthly at meetings or Go To Meetings.</td>
<td></td>
</tr>
<tr>
<td>Compliance and artifacts reminders shared during Title I Principal Meetings.</td>
<td>Create Title I monitoring website page (a reflection of Sample of Possible Evidences document).</td>
<td>Share Title I At a Glance Calendar monthly with principals at monthly meetings or Go To webinars to review monthly compliance action steps.</td>
<td>Continue to provide Title I Check-In Go To Meetings to new Title I Principals and optional for experienced Title I Principals.</td>
<td></td>
</tr>
<tr>
<td>Review Title I three-ring binder and Drop Box folders during monitoring visit once a year.</td>
<td>Upload artifacts to LEA and school level folders on monitoring website page from various places (flash drive, Drop Box, Title I notebook).</td>
<td>Conduct monthly Title I Check-In Go To Meetings with new Title I principals and available to experienced principals to review monthly compliance action steps and identify/support other areas of need.</td>
<td>Continue school level on-site monitoring visits.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Begin school level on-site monitoring visits to upload 2013-2014 documents to Title I monitoring website page.</td>
<td>Begin school level on-site monitoring visits (October and January) to upload 2014-2015 documents to Title I monitoring website page.</td>
<td>Continue to discuss support needed for parent and community engagement and Kindergarten Transition.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Share School Level Monitoring Folder and School Level Sample of Possible Evidences document to: share Title I monitoring website and review findings and recommendations.</td>
<td>Share School Level Monitoring Folder and School Level Sample of Possible Evidences document.</td>
<td>Teach Title I Principals how monitoring page is set-up through mini-information sessions of School Level Sample of Possible Evidences document.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discuss support needed for parent and community engagement and Kindergarten Transition.</td>
<td>Teach Title I Principals how to upload compliance artifacts to the Title I monitoring website.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Paper to Electronic Documentation Conversion Tools

- Drop Box
- LEA and school level *Sample of Possible Evidences*
- At A Glance Monthly Calendar
- On-site Monitoring Visits
- Title I Monthly Check-Ins
Title I Website Tour

Title 1 Program Overview

The Title I program provides financial assistance to public schools with high percentages of poor children to help ensure that all children meet challenging State academic content and student academic achievement standards. Cabarrus County Schools provides Title I funds to those schools with the highest percentages of children from low-income families. All participating schools operate school-wide programs. Funds for school-wide programs are used to serve all children in the school. Title I is designed to support State and school reform efforts tied to challenging State academic standards in order to reinforce and amplify efforts to improve teaching and learning for students farthest from meeting State standards. Our school-wide programs are based on effective means of improving student achievement and include strategies to support parental involvement.
## Tips for a Successful Digital Monitoring Visit

<table>
<thead>
<tr>
<th>Before</th>
<th>During</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review <em>Sample of Possible Evidences</em></td>
<td>Access the website together</td>
</tr>
<tr>
<td>Double check document links on the website</td>
<td>Give an overview of the website</td>
</tr>
<tr>
<td>Ensure layout of website is neat, organized and easy to navigate</td>
<td>Provide <em>Sample of Possible Evidences</em> document</td>
</tr>
<tr>
<td>Give Program Administrators access to website</td>
<td>Date documents that are uploaded during the visit</td>
</tr>
<tr>
<td>Ensure Program Administrators can access website</td>
<td></td>
</tr>
</tbody>
</table>
Questions?

HAPPINESS IS

...no paperwork.

for more visit www.happytopic.com
Title I Contact Information

- Dr. Tara Nattrass, Director of Elementary Education and Title I, tara.nattrass@cabarrus.k12.nc.us
- Amy Violette, Title I Coordinator, amy.violette@cabarrus.k12.nc.us
- Lynn Ellis, Elementary Education and Title I Support, lynn.ellis@cabarrus.k12.nc.us