

Kentucky's Race to the Top Sub-Recipient Reporting Requirements

SUB-RECIPIENT MONITORING: LEA

Program Accountability

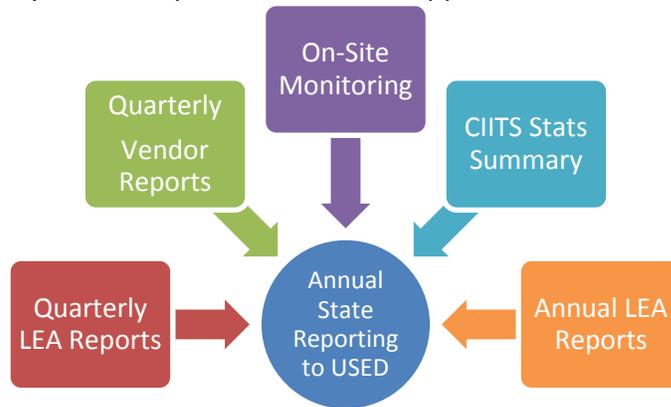
Kentucky's monitoring plan contains processes for both a Local Education Agency (LEA) as well as monitoring processes for Contractor/Vendor monitoring. Since both of the projects in Kentucky's Race to the Top application already had project management processes in place prior to the awarding of the grant, Kentucky will not have an official Race to the Top project management team, but will use the existing Continuous Instructional Improvement Technology System (CIITS) Project management Team for the CIITS project and staff from the Office of Next Generation Learners (ONxGL) who will monitor the AdvanceKentucky project.

This CIITS Team will support LEA implementation of two key parts of the CIITS:

- 1) The Classroom Assessment and Admin Module
- 2) The Educator Development Suite

In addition to these almost statewide implementations (171 of 174 LEAs are participating in the Race to the Top plan) for CIITS, the ONxGL staff will collect data and other reporting information on the expansion of AdvanceKentucky, the state's primary STEM initiative.

The CIITS Team will review regularly submitted reports from each LEA regarding their efforts in meeting the demands of their approved Scope of Work (SOW) as well as the quarterly "CIITS Stats Summary" that is a part of the state's approved SOW and a rotation of on-site visits.





Local SOW Reporting

The KDE/LEA Memorandum of Understanding (MOU) signed by the district in 2010 states the following:

- 1) in a timely manner, post to any website specified by KDE or USED, all non-proprietary products and lessons learned using funds associated with the Race to the Top grant;
- 2) participate, as requested, in any evaluations of this grant conducted by the KDE or US ED;
- 3) be responsive to KDE or US ED requests for information including the status of the project, project implementation, outcomes and any problems anticipated or encountered; and
- 4) participate in meetings and telephone conferences with the KDE to discuss:
 - (a) progress of the project
 - (b) potential dissemination of resulting non-proprietary products and lessons learned
 - (c) plans for subsequent years of the Race to the Top Grant period
 - (d) other matters related to the Race to the Top grant and associated plans

For LEAs in Kentucky, all of the above assurances will be accomplished through the progress monitoring of each LEA's Comprehensive District Improvement Plan (CDIP). The approved Race to the Top Scope of Work for each LEA is a required component of the LEA's CDIP and the LEA's CDIP is required under Kentucky's ESEA Flexibility Waiver. Each LEA manages its CDIP through a module of the CIITS developed by AdvanceED™ called the Adaptive System of School Improvement Support Tools (ASSIST). The CIITS Team will monitor each LEA's quarterly revisions to their CDIP CIITS Component (and AdvanceKentucky component if applicable) to identify areas of concern. In addition, each LEA is required to revise its CDIP at least annually and the CIITS component of that revision will be reviewed and approved as the revision of the LEA's Scope of Work.

Quarterly, LEAs will be required to share their progress with stakeholders in their LEA, KDE and USED. KDE will make these reports available to US ED.

These quarterly reports will be reviewed by a member of the CIITS Team and if corrective action is needed the CIITS Team will work with the LEA and develop a plan and provide support to the LEA to ensure successful implementation of the corrective action plan.

Based on these reports, KDE assigns each LEA a "traffic light" color to indicate risk (including size of the LEA, past performance, and the size of the LEA's Race to the Top allocation. Support is determined, in part, based on this designation.



One half of Kentucky’s Race to the Top award is designated for local education agency (LEA) use based on Title I-A share distributions. Awards to the LEAs were non-competitive. LEAs request reimbursement from the Department using the same federal cash request process they use for other non-competitive federal grants. In Kentucky, all LEAs use the same financial management system (MUNIS). Grant reporting in MUNIS creates a separate project code for each grant and in the MUNIS system the unique project code for Race to the Top expenditures is 4521.

In addition, each LEA will submit a quarterly budget and expenditure report through the MUNIS Financial Management System. Budget staff at KDE will review quarterly budget reports and work with any LEA that has inappropriate expenditures or spending above the amounts allowable under the per year allocations.

RTT Project #4521 Through September 2012

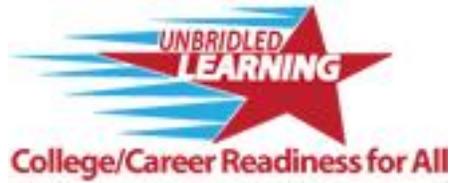
DESCRIPTION	ENCUMBRANCE	REVISED BUDGET	MTD	QTD	YTD	PTD	AVAILABLE BUDGET
0113 Other Certified Salary	0	3,000.00	300.00	900.00	900.00	900.00	2,100.00
0580 Travel	0	1,500.00	125.00	300.00	300.00	300.00	1,200.00

On an annual basis, each LEA will compile their quarterly reports to create their state-required Annual Progress Report (APR) which will also be reviewed by members of the CIITS Team. These annual reports will include the same sections of the quarterly progress report as well as more detailed reporting on the LEAs Performance Measure goals.

Also, by June 1 of 2013 and then again on June 1, 2014 and June 1, 2015, each LEA share submit a revised SOW including revised budgets reflecting changes to the SOW from the previous year. No revised SOW will be required if the SOW hasn’t changed and the district will simply inform KDE in writing that the SOW has not changed since the previous reporting period.

KDE MONITORING

In addition to the reporting requirements for LEAs, KDE will be providing reporting information on a quarterly basis through its “CIITS Stats Summary” report. This report will be shared with both US ED and all LEAs. This report gives actual usage data from CIITS. KDE will review this usage data and will use it to inform additional supports for LEAs



CIITS SYSTEM USAGE REPORT

Name	Date of Last/# of											
	Successful Login		Assessment* Created		Assessment Given		Lesson Plans Created		Materials Created		Reports Created	
District Name	xx/xx/xx	#	xx/xx/xxx	#	xx/xx/xxxx	#	xx/xx/xxxx	#	xx/xx/xxxx	#	xx/xx./xxxx	#

ON-SITE MONITORING

KDE CIITS staff will conduct site-visits based on their responses to the traffic light indications in their quarterly reports. Particular attention will be paid to CIITS Teacher and Leadership usage and access. In addition we will be monitoring the creation of materials and assessments. The goal is to focus on those LEAs that have not made progress over time in regards to % of logins and reaching the targeted performance measures.

AdvanceKentucky staff, along with KDE AP staff will work together to do observations of each of the AdvanceKentucky sites as stipulated in the state’s SOW.

SUB-RECIPIENT MONITORING: Vendors

KDE will conduct regular monitoring of relevant vendors that have contracts in place using Race to the Top Funds.

KDE will monitor contracts monthly using a process called the “Monthly Performance Assessment”. During this process KDE collects information on the progress towards meeting the requirements of the contract and updates on future deadlines and whether or not the vendor is on track with those deadlines.

AdvanceKentucky will be monitored by KDE staff on a quarterly basis and data will be reviewed in semi-annual meetings between KDE staff and Advance Kentucky staff to determine successes and challenges and to determine if additional KDE support is needed. KDE staff will review participation in AP courses in AdvanceKentucky schools on a quarterly basis and will collect data on AP scores on an annual basis following their release.



LEA CALENDAR OF DUE DATES 2012-2014

2012-2013	Due Date	Format
Quarterly CIITS Progress Report	October 20, 2012	ASSIST Report
Quarterly MUNIS Budget Report	October 25, 2012	MUNIS file transfer
Revised SOW as part of Revised CDIP	January 20, 2013	ASSIST Report
Quarterly MUNIS Budget Report	January 25, 2013	MUNIS file transfer
Quarterly CIITS Progress Report	April 20, 2013	ASSIST Report
Quarterly MUNIS Budget Report	April 25, 2013	MUNIS file transfer
CIITS Annual Report	July 20, 2013	ASSIST Report
AdvanceKentucky LEA Annual Report	July 20, 2013	ASSIST Report
Quarterly MUNIS Budget Report	July 25, 2013	MUNIS file transfer
2013-2014	Due Date	Format
Quarterly CIITS Progress Report	October 20, 2013	Modified SOW
Quarterly MUNIS Budget Report	October 25, 2013	MUNIS file transfer
Revised SOW as part of Revised CDIP	January 20, 2014	ASSIST Report
Quarterly MUNIS Budget Report	January 25, 2014	MUNIS file transfer
Quarterly CIITS Progress Report	April 20, 2014	ASSIST Report
Quarterly MUNIS Budget Report	April 25, 2014	MUNIS file transfer
CIITS Annual Report	July 20, 2014	ASSIST Report
AdvanceKentucky LEA Annual Report	July 20, 2014	ASSIST Report
Quarterly MUNIS Budget Report	July 25, 2014	MUNIS file transfer
2014-2015	Due Date	Format
Quarterly CIITS Progress Report	October 20, 2014	ASSIST Report
Quarterly MUNIS Budget Report	October 25, 2014	MUNIS file transfer
Revised SOW as part of Revised CDIP	January 20, 2015	ASSIST Report
Quarterly MUNIS Budget Report	January 25, 2015	MUNIS file transfer
Quarterly CIITS Progress Report	April 20, 2015	ASSIST Report
Quarterly MUNIS Budget Report	April 25, 2015	MUNIS file transfer
CIITS Annual Progress Report	July 20, 2015	ASSIST Report
AdvanceKentucky LEA Annual Report	July 20, 2015	ASSIST Report
Quarterly MUNIS Budget Report	July 25, 2015	MUNIS file transfer
2015-2016	Due Date	Format
Quarterly CIITS Progress Report	October 20, 2015	ASSIST Report
Quarterly MUNIS Budget Report	October 25, 2015	MUNIS file transfer
FINAL CIITS Report	January 20, 2016	ASSIST Report
FINAL MUNIS Budget Report	January 25, 2016	MUNIS file transfer