

Compliance Review Issues and Concerns

Professional Development Workshop

Valerie R. Marino

valerie.marino@ct.gov

Connecticut State Department of Education

AGENDA

- Connecticut General Statutes
- Program Compliance Review (PCR) Process
- Adult Education Provider Selection Process
- Preparation for the Adult Education PCQR
- Adult Education Compliance Review Issues
- District Response to a PCQR Report
- District Response to a PCQR Report with a Compliance issue

Connecticut General Statutes

Sec. 10-4. Duties of board. Reports. Comprehensive plan for elementary, secondary, vocational, career and adult education.

- (a) **Said board shall have general supervision and control of the educational interests of the state, which interests shall include preschool, elementary and secondary education, special education, vocational education and adult education; shall provide leadership and otherwise promote the improvement of education in the state, including research, planning and evaluation and services** relating to the provision and use of educational technology, including telecommunications, by school districts; shall prepare such courses of study and publish such curriculum guides including recommendations for textbooks, materials, instructional technological resources and other teaching aids as it determines are necessary to assist school districts to carry out the duties prescribed by law;

Connecticut General Statutes

- shall conduct workshops and related activities, including programs of intergroup relations training, to assist teachers in making effective use of such curriculum materials and in improving their proficiency in meeting the diverse needs and interests of pupils; shall keep informed as to the condition, progress and needs of the schools in the state; **and shall develop or cause to be developed evaluation and assessment programs designed to measure objectively the adequacy and efficacy of the educational programs offered by public schools and shall selectively conduct such assessment programs annually and report, pursuant to subsection (b) of this section,** to the joint standing committee of the General Assembly having cognizance of matters relating to education, on an annual basis.

Connecticut General Statutes

- (b) Said board shall submit to the Governor and to the joint standing committee of the General Assembly having cognizance of matters relating to education an account of the condition of the public schools and of the amount and quality of instruction therein and such other information as will assess the true condition, progress and needs of public education.

Program Compliance Review (PCR) Process

- Effective July 1, 2004 the SDE revised the process to monitor for compliance based on need indicators as evidenced by data rather than the regional six year cycle established in 1998. The change:
 - fosters in large part, the need to meet federal expectations directing state monitoring requirements;
 - effects greater efficiency in the use of limited resources for such activities;

Program Compliance Review (PCR) Process

- reduces the burden on districts where the data does not warrant intense oversight or immediate intervention; and
 - provides the opportunity for the SDE to respond to circumstances relating to program compliance as it deems necessary.
-
- Under the new PCR design, the SDE utilizes existing written reports of school districts implementation, standards, student participation and outcome indicators to determine the need for an onsite PCR visit.

Selection for the Adult Education PCQR

- Selection is based upon a process that combines:
 - the analysis of adult education data via the Connecticut Adult Reporting System (CARS);
 - compliance with federal and State requirements
 - the last official site visit by the SDE
 - the size of the program; and
 - the need for program quality and improvement.

Preparation for the Adult Education PCQR

- Attend the PCQR Orientation
- Develop in consultation with the SDE consultant a monitoring schedule
- Complete and Submit 2 weeks prior to the scheduled on-site monitoring visit the following:
 - Adult Education PCQR Checklist;
 - Adult Education Statutory Attestation; and
 - Questionnaires (general, teacher, counselor and student)

Preparation for the Adult Education PCQR

- Make Checklist materials and Statutory Attestation documentation accessible
- Organize these materials in a manner which facilitates the review process
- Provide an area or room for the monitoring consultants to meet, review materials and documentation, and conduct interviews
- Provide access to program data in CARS

Preparation for the Adult Education PCQR

- Other:
 - Accessibility of sites and programs
 - Availability of accommodations
 - Access to student files and records
 - Interview with CEE Agency Head and/or Program Improvement Project (PIP) Coordinator if applicable
 - Review of PIPs

Adult Education Compliance Issues

- Neglecting to offer all the mandated adult education programs as outlined in Connecticut General Statutes Section 10-69
- Providing more than one adult education class, course or activity for credit to day school students C.G.S. Sec. 10-69
- Charging students for textbooks, materials or supplies - C.G.S. Sec. 10-73(c)
- Neglecting to deposit GED money into a separate school activities account - C.G.S. Sec. 10-5(d)

Adult Education Compliance Issues

- Offering less than 48 hours of instruction to earn one adult education credit - C.G.S. Sec. 10-67(3)
- Disregarding the prescribed plan, structure and distribution for earning a minimum of 20 credits C.G.S. Sec 10-69 (b)(1)
 - 4 English
 - 3 Mathematics
 - 3 Social Studies including 1 in U.S. History and ½ credit Civics/Government (2004)
 - 2 Science
 - 1 Vocational Ed/Art
 - 7 Electives

Adult Education Compliance Issues

- Missing an official withdrawal form for students 16 through 18 years of age and lacking a parent and/or guardian signature on the form of those students 16 and 17 years of age - C.G.S. Sec.10-184
- Neglecting to provide certified teachers/ instructors C.G.S. Sec. 10-70

Adult Education Compliance Issues

- Neglecting to provide certified counseling staff to assist adult education program students with educational and career counseling - C.G.S. Sec. 10-69(b)(2)

District Response to a PCQR Report

- The superintendent must acknowledge receipt of the final report via letter or telephone call to PCQR program manager
- The superintendent (in concert with the adult education program director) has 30 days from receipt of report to respond in writing to the PCQR report recommendations and commendations
- The response to PCQR final report must be sent to the Bureau Chief in charge of Adult Education

District Response to a PCQR Report with Compliance Issues

- Working notes are mailed to the Superintendent not later than 1-2 weeks following completion of on-site review
- A program requiring corrective action due to non-compliance has 30-60 days (depending on the compliance issue) from the date of the letter accompanying working notes to respond
- The consultant who conducted the compliance review will complete a FINAL report two weeks following receipt of the response to the working notes

District Response to a PCQR Report with a Compliance Issue

- All written responses received by monitoring consultant within the time frame specified will be considered when writing the final report
- Any corrective actions taken, recommendations and commendations will be included in the FINAL report