

**HAWAII DEPARTMENT OF EDUCATION**

**Hawaii Qualified Teacher**

***2018-2019 Complex Area Monitoring Template***

**(Monitoring for School Year 2017-18)**

Section 1: HQT Progress

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|  | Question | Evidence |
| 1.1 | Percent of classes taught by HQTs in all CA schools BOY 2017-18 | Monitor: Provide data |
| 1.2 | Percent of classes taught by HQTs in all CA schools EOY 2017-18 | Monitor: Provide data |
| 1.3 | Percent of classes taught by HQTs in all CA schools BOY 2018-19 | Monitor: Provide data |
| 1.4 | HQT status of each CA school BOY 2018-19 |  |

HQTs =Hawaii Qualified Teachers, BOY=Beginning of Year, EOY=End of Year

Section 2: Overview

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|  | Question | Answer/Evidence |
| 2.1 | How successful has the complex area been in reducing the number of NHQs? |  |
| 2.2 | How does the complex area monitor school progress in reducing the number of NHQTs? |  |
| 2.3 | Although not required for SY17-18, for those schools that have not made progress in reducing the number of HQ teachers, what steps has the complex area taken? | CA: Provide documentation of steps taken |
| 2.4 | In 2017-18 what professional development and other activities did the complex area provide to increase the number of classes taught by HQTs (Tier-One funds)? | CA: Provide list of PD activities and other supports |
| 2.5 | What was the total amount of 2017-18 Title IIA funds spent in support of the complex area’s Tier-One activities? | CA: Provide FRS Report 3.8 with drill down of expenditures for Tier One program IDs. Delineate by school expenditures and CA expenditures. Please directly associate the use of Tier One funds with recipient non-HQ teachers. (Note: expenditures should align with 2.4 activities above) |
| 2.6 | What additional opportunities would be helpful to your efforts to assist/require non-HQ teachers to become HQ? |  |
| 2.7 | What induction and mentoring activities did the complex area support with Title IIA funds in 2017-18? | CA: Provide list of activities and include the following documents as appropriate: event title, date, roster of attendees, contracts, and position descriptions |
| 2.8 | What other professional development and activities did the complex area support with Title IIA Tier-Two funds in 2017-18? | CA: Provide list of activities and include the following documents as appropriate: event title, date, roster of attendees, contracts, and position descriptions |
| 2.9 | What was the total amount of 2017-18 Title IIA funds spent in support of the complex area’s Tier-Two activities? | CA: Provide FRS Report 3.8 with drill down of expenditures for Tier Two program IDs. Delineate by school expenditures and CA expenditures. Include the following documents as appropriate: Use of Funds Justification Form, Purchase Order, Invoice, Payroll Certifications. (Note: expenditures should align with 2.7 and 2.8 activities above) |
| 2.10 | What has the State Offices done to support the complex area and your schools’ professional development efforts? |  |
| 2.11 | How could State Offices better support the complex area and your schools’ professional development efforts? |  |

Section 3: Assurances

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|  | Question | Answer/Evidence |
| 3.1 | How does the complex area work with schools to ensure that teachers hired in Title I schools are HQ at the time of hire? |  |
| 3.2 | How successful has the complex area been in reducing the number of non-HQ teachers hired in Title I schools? |  |
| 3.3 | How does the complex area ensure that every non-HQ teacher hired in Title I schools has a plan in place to become HQ? | CA: Provide documentation |
| 3.4 | How does the complex area monitor the hiring and assignment of substitute teachers? |  |
| 3.5 | How does the complex area ensure all component schools notified parents or guardians when their child had been assigned or had been taught for four or more consecutive weeks by a teacher or substitute who is non-HQ? | CA: Provide documentation |
| 3.6 | How does the complex area ensure that its component schools notified parents of their right to request and receive information on the qualifications of their children’s teachers? | CA: Provide list of schools and method of notification |
| 3.7 | Please provide payroll certification forms for Title II A funded positions | CA: Provide copies of certification forms for all Title II A funded positions |
| 3.8 | Are there any corrective actions that should have been undertaken since the last Title II monitoring, but were not? If so, what was not completed and why? |  |

*Note: Compliance will be monitored by DOE. Failure to meet program regulations and/or established deadlines may result in sanctions, including an interruption of federal funds.*