

**HAWAII DEPARTMENT OF EDUCATION**

**Hawaii Qualified Teacher**

***2019-2020 School Monitoring Template***

**(Monitoring for School Year 2018-19)**

Section 1: HQT Progress

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|  | Question | Evidence |
| 1.1 | Percent of classes taught by HQTs BOY 2018-2019 | Monitor: Provide data |
| 1.2 | Percent of classes taught by HQTs EOY 2018-2019 | Monitor: Provide data |
| 1.3 | Percent of classes taught by HQTs BOY 2019-2020 | Monitor: Provide data |

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

Section 2: Professional Development/Support to Educators

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|  | Question | Answer/Evidence |
| 2.1 | In 2018-19 what activities and professional development funded from **Program ID 20696** did the school provide to increase the number of classes taught by state certified or licensed teachers? | School: Provide list and Sign In  |
| 2.2 | What was the amount of Title II A **Program ID 20696** funds used to support these activities? | School: Provide amount, PO or Contract, ATP |
| 2.3 | Does the amount in item 2.2 match the FRS expenditure reports and other supporting documentation? | School: Provide Title II expenditure report and supporting documents as applicable |
| 2.4 | In 2018-19 what professional development and other activities did the complex area provide to increase the number of classes taught by state certified or licensed teachers? | School: Provide list and Sign In |
| 2.5 | What activities and professional development and did the school support funded from **Program ID 20697** in 2018-19 (all administrators and teachers)? | School: Provide list and Sign In |
| 2.6 | What was the amount of Title II A **Program ID 20697** funds used for these activities? | School: Provide amount, PO or Contract, ATP |
| 2.7 |  Does the amount in item 2.6 match the FRS expenditure reports and other supporting documentation? | School: Provide Title II expenditure report and supporting documents as applicable |
| 2.8 | What activities and professional development and did the school support funded from **Program ID 20657** in 2018-19 (all administrators and teachers)? | School: Provide list and Sign In |
| 2.9 | What was the amount of Title II A **Program ID 20657** funds used for these activities? | School: Provide amount, PO or Contract, ATP |
| 2.10 | Does the amount in item 2.9 match the FRS expenditure reports and other supporting documentation? | School: Provide Title II expenditure report and supporting documents as applicable |
| 2.11 | What Professional development support did the **complex area provide to schools?** | School: Provide List |
| 2.12 | What mentoring and induction support did the school provide to beginning teachers? | School: Provide list and Sign In |
| 2.13 | What was the amount of Title II A **Program ID 20698** funds used for these activities? | School: Provide amount, PO or Contract, ATP |
| 2.14 |  Does the amount in item 2.13 match the FRS expenditure reports and other supporting documentation? | School: Provide Title II expenditure report and supporting documents as applicable |
| *2.15* | What mentoring and induction support does the **complex area provide to schools?** | School: Provide List |

Section 3: School Data Collection

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|  | Question | Answer/Evidence |
| 3.1 | Does the master schedule match the course offerings, teacher assignment, and student course assignments submitted to DOE?  | School: Provide copy of 2018-19 master schedule |
| 3.2 | Was the course and assignment data submitted in SIS by September 1 and within 30 days of any new course assignment? | Monitor: Check SIS data |
| 3.3 | Did the school confirm the HQT data accuracy including ACCN teaching assignment(s) during the September 2019 Preview?  | Monitor: Confirm accurate assignments |
| 3.4 | Does the school maintain a copy of all HQ documentation in each teacher’s yellow jacket files (e.g. PDP Plan (optional), HQ Form with attached documents, NHQT parent letter)? | School: Separate all 2018-19 HQ records from teachers’ Yellow Jacket files and provide to monitor for reviewMonitor: Review for completeness  |
| 3.5 | Does the school forward all HQ documentation when a teacher transfers to another DOE school?  | School: Provide names of teachers who transferred to DOE schools at end of 2018-19 and school to which they transferred. |
| 3.6 | Did the school request for a Technology Based Exemption?If yes, what teacher(s) was it submitted for?Did the technology used provide 100% of the instruction, assessment and grading of the student(s)? | School: Provide list, copies of P.O., Invoice and ATP. Provide copy of student(s) grade report (name and PII of student to be removed) |
| 3.7 | Did the school hire any Casual Hire Personnel Part-time teachers (PTT)?  | School: Provide list of names |
| 3.7a | If so, How many were Direct Instruction (DIN)?How many were Direct Instructional Support (DIS)?How many were Non-Instructional Duties (NID)? | School: provide count for each category |
| 3.7b | Did the school ensure:The DIN PTT meets the HQT Requirements?The DIS PTT meet the Paraprofessional Requirements? | School: Provide response for each casual employee |
| 3.7c | Does the school maintain a copy of all required employment forms (Application, I9 Form, HQT/Paraprofessional Documentation)? | School: Provide copies of the employment forms |
| 3.7d | Did the school forward the supporting HQT/Paraprofessional documentation to the Educator Quality Section? | Monitor: verify records received in OTM EQS |
| 3.8 | Did the school hire any Casual Hire Personnel Paraprofessional Tutor (PPT)?  | School: Provide list of names |
| 3.8a | If so, How many were Direct Instructional Support (DIS)?How many were Non-Instructional Duties (NID)? | School: provide count for each category |
| 3.8b | Did the school ensure:The DIS PPT meet the Paraprofessional Requirements? | School: Provide response for each casual employee |
| 3.8c | Does the school maintain a copy of all required employment forms (Application, I9 Form, HQT/Paraprofessional Documentation)? | School: Provide copies of the employment forms |
| 3.8d | Did the school forward the supporting Paraprofessional documentation to the Educator Quality Section? | Monitor: verify records received in OTM EQS |

Section 4: School Assurances

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|  | Requirement | Document/Evidence |
| 4.1 | The school assures that parents or guardians were notified 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. | School: Provide evidence that parental notification letters were sent to parents of NHQTs and substitutes. * Provide a copy of each letter sent
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| 4.2 | The school assures that all parents were notified of their right to request and receive information on the qualifications of their children’s teachers. | School: Provide a copy of the school’s notification to parents and the method of distribution.  |
| 4.3 | The school assures that parents were provided information on the qualifications of their children’s teachers upon request. | School: Provide evidence of the school’s response to a parental request. |

*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.*