



**HAWAII DEPARTMENT OF EDUCATION
ESSA Hawaii Qualified Teacher
SY 2023-2024 State Office Monitoring Template
(Monitoring for School Year 2022-2023)**

Section 1: Planning, Implementation and Evaluation of Activities

	Question	Answer/Evidence	State Office Response
1.1	What activities did the office request with Title II, Part A funds?	SO: Attach Request for Funds	
1.2	Which of these activities did your office implement?	SO: Provide list of activities	
1.3	What new activities (not listed above) are being carried out under Title II, Part A in your office?	SO: Provide list of activities	
1.4	Which activities directly impact improving the number of classes taught by Hawaii Qualified Teachers (HQT)?	SO: Provide list of activities	
1.5	How did the office assure that activities funded by Title II, Part A adhere to the Request for Funds?	SO: Provide response	
1.6	What steps did you take to inform/guide/improve how you use and prioritize the use of Title II, Part A Funds?	SO: Provide response	
1.7	What data does the office collect and analyze specific to Title II, Part A? <ul style="list-style-type: none"> ● What data did you collect? ● Who did you gather stakeholder input from regarding your data? 	SO: Provide evidence of actions taken to improve Title II, Part A activities. List data collected and source and indicate whether others were consulted, or stakeholders were asked for input. List	

	<ul style="list-style-type: none"> What is your continuous improvement process? 	evidence of action taken to improve activities, i.e. survey results or feedback from Title II, Part A funded activities.	
1.8	Were expected outcomes achieved as a result of Title II, Part A funded activities?	SO: Sample program/project evaluations	

Section 2: Use of Funds/Prioritizing Funds

	Question	Answer/Evidence	State Office Response
2.1	Title IIA Allocations and Expenditures (EQ to provide link to AFMS report) 20696: 20697: 20657: 20698:	SO: Provide evidence (roster of attendees, attendance, sign in, stipend contracts, vendor contracts, and position descriptions) for the expenditures.	
2.2	Do the amounts in item 3.1 match the AFMS expenditure reports and other supporting documentation?	SO: Provide response.	
2.3	How many positions did you fund with Title II A Funds? What was the function of each position?	SO: Provide list of names, job title, position description (if applicable) and Time and Effort certification.	
2.4	How did the office ensure that professional activities (if any) meet the statutory definition of professional development which requires PD be: <ul style="list-style-type: none"> sustained; intensive; collaborative; job-embedded; 	SO: Provide documentation of steps taken to ensure PD meets the statutory definition.	

	<ul style="list-style-type: none"> • data-driven; and • classroom focused? 		
2.5	One of the purposes of Title II, Part A is to provide grants that “increase student achievement consistent with challenging State academic standards.” How does the office use Title II, Part A funds for activities that are likely to increase student achievement?	CA: Provide response.	

Section 3: Assurances

	Question	Answer/Evidence	State Office Response
3.1	Does the office employ any Casual Personnel that are a PTT, PPE or PPT (regardless of funding source)?	Monitor: Provide Casual Personnel List	
3.2	Does the office maintain copies of all required employment forms (Application for Casual Employment, Form I-9, HQT/Paraprofessional/qualification documents)? (*transcript, diploma, Praxis score etc.)?	SO: Refer to Casual Personnel List. Link documents to list of selected casual personnel.	
3.3	Does the office forward a copy of the HQT/Paraprofessional/qualification documents to the Educator Quality Section with the Casual Employment ESSA HQ Coversheet?	SO: Provide response.	

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.