



COMMONWEALTH of VIRGINIA  
Department of Education

**DATE:** February 9, 2018  
**TO:** Division Superintendents  
**FROM:** Steven M. Constantino, Ed.D., Acting Superintendent of Public Instruction  
**SUBJECT:** **2017-2018 Federal Program Monitoring Schedule for Title II, Part A**

The purpose of this memo is to notify certain school divisions that they will receive on-site or telephone federal program monitoring for the 2017-2018 academic year for Title II, Part A, Supporting Effective Instruction. The *Elementary and Secondary Education Act of 1965* (ESEA), as amended, requires states to monitor school divisions for compliance in certain program areas. As a result of this requirement, school divisions in Virginia are monitored for Title II, Part A, on a five-year cycle. School divisions scheduled to receive Title II, Part A, monitoring in winter or spring of 2018 are listed in [Attachment A](#) (Word).

In preparation for the monitoring, the Office of Program Administration and Accountability will host an informational session via webinar on **Tuesday, February 20, 2018 at 10 a.m., repeated at 3 p.m.** The purpose of the webinar is to familiarize school divisions with the process used for the monitoring and to discuss the federal program monitoring protocol that will be used. The monitoring protocol may be found on the [Federal Program Monitoring for ESEA Programs](#) webpage.

**To join the web meeting:**

At the scheduled time, click on the [Adobe Connect Title II, Part A, Federal Program Monitoring Overview](#)  link.

After connecting to the webinar, follow the directions on the screen to join the audio portion of the conference. You will be prompted to either:

- Enter your phone number and allow the webinar system to call you; or
- Dial the toll-free number of **1-800-832-0736**
- Enter the Conference Room Number: **9542818**

Should you have trouble connecting to the webinar, contact Gloria Torr ns-Billings, Administrative Assistant, at (804) 371-0770 or [Gloria.Torr ns-Billings@doe.virginia.gov](mailto:Gloria.Torr ns-Billings@doe.virginia.gov).

If you have questions, please contact Carol Sylvester, Title II, Part A, Education Coordinator, at [Carol.Sylvester@doe.virginia.gov](mailto:Carol.Sylvester@doe.virginia.gov) or (804) 371-0908, or Michael Courtney, Education Specialist, at [Michael.Courtney@doe.virginia.gov](mailto:Michael.Courtney@doe.virginia.gov) or (804) 371-2934.

SMC/LS/cs

**Attachment:**

- A. [2017-2018 Federal Program Monitoring Schedule](#) (Word)

