Quarterly Audit Report of Compliance with the Elementary and Secondary Education Act of 1965 (ESEA) Flexibility Waiver

Virginia Department of Education
Office of School Improvement (OSI)

Division Name:
Division Liaison’s Name:
Division Contact Person’s Name:

Quarterly Reporting Period: (check one of the options listed below)
☐ First Quarter – December 14, 2012
☐ Second Quarter – February 28, 2013
☐ Third Quarter – April 30, 2013

Based on information gleaned from the needs sensing interview, the division leadership team will receive the following level of support from the Office of School Improvement:  (check one of the options listed below)
☐ Minimal
☐ Moderate
☐ Intensive

Part I: Division Leadership Team Assignments
The division leadership team is required to assign one member to serve on the school improvement team of each focus/Tier III school. Please list the assignments in the chart below.

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<thead>
<tr>
<th>Focus/Tier III School</th>
<th>Division Leadership Team Member Assigned to the School</th>
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Part II: Division-level Improvement Plan
*Complete this section at the beginning of the school year and update quarterly as needed
The division-level improvement plan should be aligned with the needs of each focus/Tier III school. In the area provided below, please list the district improvement indicators selected by the division-level team and align each indicator with the rapid improvement school indicators selected by each school.

<table>
<thead>
<tr>
<th>District Improvement Indicator</th>
<th>Aligned Rapid Improvement School Indicators</th>
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Part III: Monitoring Implementation of the Division Improvement Plan
The division-level team should monitor implementation of their plan by entering comments regarding the status of tasks in Step 6 of the Indistar® web-based planning tool. In the area provided below, please enter comments documenting the division-level team’s efforts to monitor their plan.

Quarter 1:
Quarter 2:
Quarter 3:

Part IV: Meeting with Targeted School Improvement Teams
A division-level team member should meet with his/her assigned school improvement team on a monthly basis to review the school improvement plan and provide technical assistance. In addition, both teams are required to meet quarterly to discuss review data. Please respond to each question listed below.

1. Did the school and division team maintain meeting minutes and agendas on the Indistar® web-based planning tool to provide documentation regarding the required meetings?

   Quarter 1:
   ☐ Yes ☐ No
   Please enter comments in the area provided below.

   Quarter 2:
   ☐ Yes ☐ No
   Please enter comments in the area provided below.

   Quarter 3:
   ☐ Yes ☐ No
   Please enter comments in the area provided below.

2. Did the division-level team monitor implementation of each targeted school’s required technical assistance activities (i.e. webinars, formative assessment modules)?

   Quarter 1:
   ☐ Yes ☐ No
   Please enter comments in the area provided below.
Quarter 2:

☐ Yes   ☐ No
Please enter comments in the area provided below.

Quarter 3:

☐ Yes   ☐ No
Please enter comments in the area provided below.

Part V: Quarterly Action Steps
The division liaison should develop action steps for the division-level team to complete prior to the next on-site visit. Each action step will be evaluated by the division liaison for completion.

Quarter 1:

Action Step #1 - ☐ Accomplished   ☐ Not Accomplished

Action Step #2 - ☐ Accomplished   ☐ Not Accomplished

Action Step #3 - ☐ Accomplished   ☐ Not Accomplished

Quarter 2:

Action Step #1 - ☐ Accomplished   ☐ Not Accomplished

Action Step #2 - ☐ Accomplished   ☐ Not Accomplished

Action Step #3 - ☐ Accomplished   ☐ Not Accomplished

Quarter 3:

Action Step #1 - ☐ Accomplished   ☐ Not Accomplished

Action Step #2 - ☐ Accomplished   ☐ Not Accomplished
Action Step #3 - □ Accomplished □ Not Accomplished

Part VI: Commendations for the Division-level Team
Using the space provided below, the division liaison may enter commendations for the division-level team.

Part VII: Recommended OSI Technical Assistance
The division liaison may recommend additional technical assistance for the division team and/or individual schools. (Check all that apply)

□ Technical assistance is requested for the division team.
□ Technical assistance is requested for the following schools:
   1. 
   2. 
   3. 

For use by Office of School Improvement only:

Reviewer: Dr. Yvonne A. Holloman

Date reviewed:

□ The quarterly audit report is approved for distribution to the division superintendent.

□ The quarterly audit report is not approved for distribution to the division superintendent for the following reason(s): 

Please make the requested revisions in the appropriate section of this form and resubmit the report within five business days.