

Appendix A: Monitoring Tool
Edinburgh Middle School
Monitoring Tool for SIG

<i>Standard</i>	<i>Criteria</i>	<i>Indicators</i>				<i>Evidence</i>
		Highly Effective	Effective	Needs Improvement	Ineffective	
<i>Professional Development Calendar</i>	A professional development calendar is in place and utilized on an ongoing basis.					
	A professional development calendar is updated based on teacher need.					
<i>Curriculum and Assessment Calendar</i>	Curriculum Maps are reviewed and updated on a semester basis.					
	Assessment calendars are in place and utilized on an ongoing basis.					
<i>Parent Requirements</i>	A person is in place as a community outreach liaison for families.					
	Regular meetings for family involvement are scheduled and documented.					
<i>Monitoring and Evaluation System</i>	A teacher evaluation process is in place and used with fidelity.					
	Teacher evaluations are conducted on a regular basis and					

	provide teacher feedback in a timely manner.					
	Building monitoring of grant initiatives occurs and is documented on quarterly basis.					
Support Process	Central Office staff provides monitoring that supports the grant initiatives outlined by the school.					
	Central Office staff makes monitoring visits twice a year, as minimum.					
	Central Office conducts monitoring interviews with the school principal to review data twice a year.					
Data Review	Formative assessment data is collected and reviewed on a monthly basis.					
	State or common corporation assessment data will be reviewed after each administration.					
Special Population Review	Data for special populations (e.g. Special Education, English Learners, etc.) will be reviewed at least once per trimester.					
Fiscal Monitoring	All expenditures are approved by the Building Principal and the District Title 1 Director.					
	A monthly expenditure report is completed and shared with the					

	principal								
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