

FY 2019 NCLB Monitoring Instrument

03011008026 - Pana CUSD 8

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Title I Title II Yes No N/A

First Year Receiving NCLB/ESSA Funding

1. Is this the first year the LEA has received NCLB/ESSA funding?

Comments/Proof Indicators: The ISBE IWAS system has NCLB/ESEA applications for Pana CUSD 8 from the 2004-2005 school year through the current grant period of 2018-2019.

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Title I Title II Yes No N/A

For Multidistrict Applications Only

- 2. Does the current written agreement outlining the responsibilities of the administrative agent and each participating district contain the following components: EDGAR 76.303, 20 USC 7881(a)(1)(2)(3)(4)(5).
 - a. The agreement defines the responsibilities of the administrative agent and participating districts. (Finding 10000 RCA 10000-2)
 - b. The agreement outlines the rights of the administrative agent and the participating districts. (Finding 10000 RCA 10000-3)

Comments/Proof Indicators: Pana CUSD 8 is not a multidistrict.

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Title I Title II Yes No N/A

Charter School -- Program Use of Funds by Eligible Applicants

- 3. Eligible charter school applicant use of funds
 - a. Did the eligible charter school applicant use funds in accordance with its

approved application to plan and implement a charter school, or to disseminate information about the charter school and successful practices in charter schools? 20 USC 7221c(f)(2) Finding 11800, RCA 11800-1

b. Were funds used for post-award planning and design of the educational program which include refinement of the desired educational results and of the methods for measuring progress toward achieving those results to include professional development of teachers and other staff who will work in the charter school. 20 USC 7221c(f)(3) Finding 11801, RCA 11801-1.

c. Were funds used for initial implementation of the charter school which may include: (1) informing the community about the school; (2) acquiring necessary equipment and educational materials and supplies; (3) acquiring or developing curriculum materials and (4) other initial operational costs that cannot be met from State or local sources. 20 USC 7221c(f)(3). Finding 11802, RCA 11802-1

d. Were Dissemination activity funds used to assist other schools in adapting the charter school's program or certain aspects of the charter school's program. 20 USC 7221c(f)(6) or for any of the following dissemination activities: Finding 11803, RCA 11803-1

e. Were Dissemination Funds used to assist other individuals with the planning and start-up of one or more new public schools, including charter schools, that are independent of the assisting charter school and the charter school's developers, and that agree to be held to at least as high a level of accountability as the assisting charter school. 20 USC 7221c(f)(3). Finding 11804, RCA 11804-1

f. Were Dissemination Funds used to develop partnerships with other public schools including charter schools designed to improve student performance in each of the schools participating in the partnership. 20 USC 7221c(f)(3). Finding 11805, RCA 11805-1

g. Were Dissemination funds used to develop curriculum materials, assessments, and other materials that promote increased student achievement and are based on successful practices within the assisting charter school. 20USC 7221c(f)(6) Finding 11806, RCA 11806-1

h. Were Dissemination funds used to conduct evaluation and developing materials that document the successful practices of the assisting charter schools and that are designed to improve student performance in other schools. 20 USC 7221c(f)(6). Finding 11807, RCA 11807-1

Comments/Proof Indicators: Pana CUSD 8 is not a charter school.

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Yes No N/A

4. Determining Charter School Eligibility

- a. Is the charter school a public school that provides a program of elementary or secondary education, or both? 20 USC 7221(i). Finding 11808, RCA 11808-1
- b. Is the charter school nonsectarian and does not charge tuition and complies with the Federal and State civil rights laws. 20 USC 7221(i) Finding 11809, RCA 11809-1
- c. Is the charter school a school to which parents choose to send their children, and that admits students on the basis of lottery, if more students apply that can be accommodated? 20 USC 7221(i). Finding 11810, RCA 11810-1
- d. Did the charter school program include developers which entailed individuals or group of individuals including public or private nonprofit organization which may include teachers, administrators, and other school staff, parents or other members of the local community in which a charter school project will be carried out? 20 USC 7221(i) Finding 11811, RCA 11811-1.
- e. Is the charter school a not-for profit entity that qualifies as an eligible applicant for purposes of the charter school program (CSP)? 20 USC 7221(i) Finding 11812, RCA 11812-1
- f. Is the day to day management of the charter school entered into a contract with an independent charter school or a for-profit entity? (Note: A for-profit entity does not qualify as an eligible applicant for purposes of the CSP; however, a CSP grant recipient may enter into a contract with a for-profit entity for the day to day management of the charter school. USC 7221(i) Finding 11813, RCA 11813-1

Comments/Proof Indicators: Pana CUSD 8 is not a charter school.

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Yes No N/A

Project Implementation

- 5. Does the LEA comply with the project application requirement including implementation? 20U.S.C. 6648, 20U.S.C. 7115, 20U.S.C. 7353, 20U.S.C. 6312, EDGAR 76.301
- a. Activities in the approved application have been implemented in a timely manner. (Finding 10001 RCA 10001-2)
- b. Implemented activities are consistent with the objectives in the approved application. (Finding 10001 RCA 10001-3)

Comments/Proof Indicators: Application approved by ISBE on 9/13/2018. Payroll records and General Ledger are used to submit monthly expense reports. Required expenditure reports are submitted quarterly. Reimbursement requests are submitted monthly. The first quarter has not yet been submitted. Pending ISBE approval funds from the FY 19 grant will be used to employ 5 FTE Title I teachers, 7 Title I paraprofessionals, and 1 Title II class size reduction teacher.

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Yes No N/A

NCLB/ESSA Plans

6. Does the LEA have the required plans in place for NCLB/ESSA Programs?
20 USC 6312

- a. Does the NCLB/ESSA plan contain a policy and plan to ensure that all teachers responsible for core academic subjects meet the applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification? 20 USC 6312 (b)(1)(N), 20 USC 6319 (a)(3), (Finding 10003 RCA 10003-1)
- b. Has the LEA conducted an assessment of local needs for professional development and hiring? 20 USC 6622 (c)(1)(2), (Title II), (Finding 10004 RCA 10004-1)
- c. Were teachers involved in the assessment in question 3 b? 20 USC 6622 (c)(2), (Title II), (Finding 10005 RCA 10005-1)
- d. Does the LEA's plan have performance measures for drug and violence prevention programs and activities? (Finding 10006 RCA 10006-1)
- e. Does the LEA have a plan for keeping schools safe and drug-free that includes the required components? (Finding 10007 RCA 10007-1)

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Comments/Proof Indicators: In May of 2018 the District began completing their 2018-2019 Title I District plan. Stakeholders included parents, district administration, building principals, teachers, paraprofessionals, Title I Director, Clerical Grant Coordinator, and District's K-12 Technology Integration Specialist. The completed plan was approved by the local School Board on 5/21/18 and was approved by ISBE on 5/29/18. The Title I School wide annual evaluation was started in Spring 2018 and will be completed in Fall 2018. The evaluation was used to update school wide plans. All Title I Schools are awaiting the October 5th release of the 2018-2019 Rising Star tool on the IIRC website to update their Title I school wide plans. In cooperation with teachers and parents the Family Engagement Plans were reviewed as part of the evaluation and will be submitted to the School Board for approval at the November meeting.

Yes No N/A

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Title I Title II

Consultation

- 7. Did the LEA meet the minimum program consultation and participation requirements for each NCLB/ESSA program?
 - a. Was the plan developed in consultation with teachers, principals, administrators and other appropriate school personnel, and with parents of children in schools served under NCLB/ESSA? 20 USC 6312.(d)(1), 20 USC 6622.(b)(2), 20 USC 7215(b)(2). (Finding 10009 RCA 10009-2)

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 - b. Did the LEA develop its application through consultation with state and local governmental representatives, community-based organizations, and others with relevant and demonstrated expertise in drug and violence prevention activities? 20 USC 7114.(c)(1)(A)(B)(2). (Finding 10009 RCA 10009-3)

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Comments/Proof Indicators:

Consultation with teachers, principals, & administrators through Title I Meetings. LEA is not receiving Title funds for drug and violence prevention. The district does however, meet annually with law enforcement officials, members of the fire department, and community stakeholders to review and discuss safety and emergency procedures. Local law enforcement officers make periodic "walk through" visits and security checks at each school building to increase school safety, get to know students, and assist with drug and violence prevention. Fifth grade students at Lincoln Elementary take part in the D.A.R.E. program sponsored by the Christian County Sheriff's Department.

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Title I Title II

Non Public School Participation

- 8. Does the LEA comply with the requirement for private school participation? Non-Regulatory Guidance on Title I Services to Private School Children
 - a. LEA has consulted with appropriate private school officials as required. 20USC 6320(b)(1)(A-H)(2)(3), 34CFR 200.63(a)(b)(1-8)(C)(1)(i-ii)(2)(d)(1)(i-ii)(2), 20USC 7881(a)(1)(c)(1)(3). (Finding 10010 RCA 10010-2)

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 - b. Equitable participation of children, teachers and families of participating children in private schools is provided. 20USC 6320(a)(3)(4), 34CFR 200.62(a)(1-2), 34CFR 200.64(b)(1)(2)(i-iii)(A)(B), 34CFR 200.65(a)(1)(2)(b)(1)(2), EDGAR 76.654, 20USC 7881(a)(3). (Finding 10010 RCA 10010-3)

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- c. Funds are being used to benefit the student and/or teachers and not to benefit the private school. 34CFR 200.66(a)(b)(1)(2)(i-ii), EDGAR 76.658, 20USC 7881(a)(4). (Finding 10010 RCA 10010-4)
- d. Funds are allocated proportionately for services to public and participating nonprofit private school children. 20 USC 6320 (c)(1)(A)(B)(C)(D), 34 CFR 200.64(a)(1)(2)(i)(A-B), 34 CFR 200.78 (a)(2)(i-ii)(A)(B)(1)(2)(C)(D)(E)(iii)(iv), EDGAR 76.655 (Finding 10010 RCA 10010-5)
- e. Did the LEA set aside appropriate amounts for professional development, parent involvement and district-wide Instructional Set-Aside programs? 34 CFR 200.64(a)(2)(i). (Finding 100108 RCA 10010-7)
- f. The LEA exercises continuing administrative control over funds and property that benefit students enrolled in private schools. 20 USC 6320(d)(1), 34 CFR 200.67(a)(c)(1-2)(d)(1-2)(e), EDGAR 76.651(a)(3), EDGAR 76.661(a)(b)(c)(1-2)(d)(1-2), 20USC 7881(d)(1)(2). (Finding 10010 RCA 10010-6)
- g. Determine if each nonpublic school within the public school district participating met the requirement of the use of equipment and materials for secular, neutral, and non-ideological purposes. 20USC 6320 (a)(2), 34CFR 200.67(g)(1), EDGAR 76.661(c)(1), 20USC 7881(a)(2). (Finding 10011 RCA 10011-1)
- h. Does the LEA review, on an ongoing basis, the progress of Title I students and revise the TA program to enable identified students meet standards? (Finding 10010 RCA 10010-9)
- i. Does the LEA ensure through appropriate contract language that any third party providing Title I services at a private school is doing so in accordance with all Title I requirements? (Finding 10010 RCA 10010-10)
- j. Were individual pupil files maintained? a. Are the files current? b. Do files contain information about student eligibility and on-going assessment as well as samples of student work and compacts? c. Is the compact solely between the parents, students, and the Title I teacher (representing the LEA)? (Finding 10010 RCA 10010-11)
- k. How are services being provided to identified pupils in accordance with the program design? 20 USC 6320(B)(1)(b)(C), 34 CFR 76.652(a)(3)(4). a. Are services provided by LEA staff? b. If so, are the LEA teacher(s) and paraprofessional(s) meeting the applicable State certification and licensure requirements, including any requirement for certification obtained through alternative routes to certification? 20 USC 6319 (Finding 10010 RCA 10010-13), 34CFR 76.660(a)(b). c. If the Title I program is a "pull out" program, are the students missing regular classroom instruction in the subjects covered by the Title I program? (Finding 10010 RCA 10010-14) d. Does the Title I program staff have regular and frequent contact with regular classroom teachers?
- l. Does the LEA exercise proper oversight over invoices submitted by third party providers providing Title I services at private schools? (Finding 10010 RCA 10010-16)
- m. Does the LEA charge costs for administering the Title I program for

private school children only to the administrative reservation under Section 200.77(f)? (Finding 10010 RCA 10010-17)

Comments/Proof Indicators: Private School Consultation on 6/13/2018 and follow up meeting 8/25/17. Set asides for approved application, Inventory for Private School Equipment, Sign-off sheets for private school consultation, Site visit of participating private schools. No costs for administering the program for private school children are charged to the grant. Funds for private schools are utilized for instruction of private school students and professional development of private school staff. No funds are provided directly to the private school.

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Yes No N/A

Supplement/Supplant

9. Does the LEA comply with the supplement and not supplant requirement? 20USC 6321(b)(1), 20USC 6623(b) Title II, 34CFR 200.79(a)(b)(1)(i-iv)(2), (i-iii) Title I

- a. Grant funds are used only to supplement the educational programs generally offered with state and local funds. (Finding 10012 RCA 10012-1)
- b. Grant funds are not used to supplant salaried positions previously funded from state or local funds. (Finding 10012 RCA 10012-2)

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Comments/Proof Indicators: Title I Comparability Report (completed 9/28/2017), Expenditure Reports, Approved Budgets. In FY 16, Pana CUSD 8 chose to utilize the Schoolwide funding option and has continued to utilize it in FY 17, FY18, and FY19.

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Yes No N/A

Inventory Requirements

- 10. Does the LEA comply with the inventory requirement? EDGAR 80.32, EDGAR 76.661 (Finding 10013 RCA 10013-1)
 - a. Procedures have been established to insure control of equipment and materials, including those placed in private schools. 34 CFR 200.67(a)(b)(c), (1-2)(d)(1-2)(e). (Finding 10013 RCA 10013-2)
 - b. Property records must be maintained that include:

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1. a description of the property;
2. a serial number or other identification number;
3. the source of property;
4. who holds title;
5. the acquisition date and cost of property;
6. percentage of state/federal participation in the cost of the property;
7. the location, use and condition of the property;
8. any ultimate disposition date including the date of disposal and sale price of the property. State and Federal Grant Administration Policy, Fiscal Requirements and Procedures

Comments/Proof Indicators: The district has written inventory procedures. Inventory records include date of purchase, item, location, and current condition.

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Yes No N/A

Eligible Attendance Centers

11. Does the LEA comply with the requirements for the selection of eligible attendance areas/schools? 20 USC 6313, 34CFR 200.78, Non-Regulatory Guidance for Attendance Centers
 - a. Low-income and building enrollment figures are documented, including the number of children from low-income families attending private schools. 20USC 6313(a)(5). (Finding 10014 RCA 10014-2)

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 - b. The LEA has used the same measures of poverty, which measures the number of children ages 5 through 17 to identify eligible schools, to determine the rank order of each school, and to determine allocations to school as required. (ESSA does not require this for 2016-2017 school year) 20USC 6313(a)(3)(A)(B)(C). (Finding 10014 RCA 10014-3 or 10014-4)

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 - c. Resources are allocated on the basis of the total number of children from low-income families in each eligible area or school. (ESSA does not require this for 2016-2017 school year) 20USC 6313(c). (Finding 10014 RCA 10014-5)

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Comments/Proof Indicators: Low income is determined by eligibility for free and reduced lunch. Demographics for public and private school students are on file. District has a single school for each grade span which exempts the district from the comparability requirement. Title I Application Targeting Step 4 (Title I Comparability Report).

The check boxes below each grant title will

Yes No N/A

automatically populate. Do not attempt to check these boxes.

Title I Title II

Schoolwide (SW) Programs

12. Did/Does the school comply with the transition requirements for schoolwide program planning during a one year planning period? 20USC 6314, 34CFR 200.25, 34CFR 200.26, 34CFR 200.27, 34CFR 200.28 (Are any of the Title I Buildings in the first year of being a SW Program? If no, 11a-11f are N/A.)

a. The school serves an eligible attendance area in which not less than 40% of the children enrolled are from low-income families. (ESSA does not require this for 2016-2017 school year) 20USC 6314(a)(1), 34CFR 200.25 (b)(1)(ii)(A)(B). (Finding 10015 RCA 10015-3)

b. During a one year planning period the school completed a comprehensive needs assessment of the entire school program as required. 20USC 6314(b)(1)(A)(2)(B), 34CFR 200.26(a)(1)(i)(A-B)(ii)(3). (Finding 10016 RCA 10016-2)

c. The SW Plan was developed in consultation with the LEA, technical assistance providers, school staff, parents, secondary students and the school's community as required. 20USC 6314(b)(2)(A)(B)(ii)(3), 34CFR 200.27(a)(2)(b)(2)(i-iii)(3). (Finding 10015 RCA 10015-4)

d. The SW comprehensive Plan, based on the needs assessment, incorporated the required information including an annual evaluation. 20USC 6314(b)(2)(A)(i-iv), 34CFR 200.26(b)(c)(1-3), 34CFR 200.27(a)(3)(i-iii)(c)(1)(2)(i-ii). (Finding 10015 RCA 10015-5)

e. The SW comprehensive plan is available to the LEA, parents and its public. 34 CFR 200.27(c)(1)(2)(i-ii). (Finding 10015 RCA 10015-6)

f. Funds are used to upgrade the entire educational program in the school to support systemic reform. 34 CFR 200.25(a)(1)(2). (Finding 10015 RCA 10015-2)

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Comments/Proof Indicators: All schools are in the ninth year of operating a SW program. The percentage of low-income students at each school exceeds the 40% requirement. The annual evaluation was started at the end of the FY18 school year and completed in the fall of 2018. Each schoolwide plan will be updated based on the results of the evaluations and will be submitted to the School Board for approval at the November meeting. The SW plans are available through the district website. Printed copies are available upon request.

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Title I Title II

Yes No N/A

Required Components - SW Programs

- 13. Does the schoolwide Program address the required components??
 - a. A comprehensive needs assessment was conducted. 20USC 6314(b)(1)(A), 34CFR 200.26(a)(1)(A-B)(i) (Finding 10016 RCA 10016-2)
 - b. School reform strategies are being implemented. 20USC 6312(b)(1)(B)(i-iv), 34CFR 200.28(a)(1)(2)(i-ii)(3)(i-v) (Finding 10016 RCA 10016-3)
 - c. Instruction by teachers that meet the applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification. 20USC 6314(b)(1)(C), 34CFR 200.28(b) (Finding 10016 RCA 10016-4)
 - d. High quality and ongoing professional development, supported by sufficient resources, for teachers, principals, paraprofessionals and if appropriate, parents and other relevant school staff. 20USC 6314(b)(1)(D), 34CFR 200.28(b)(2)(i-ii)(3), 20USC 6314(a)(4) (Finding 10016 RCA 10016-5)
 - e. Strategies to attract teachers that meet the applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification to high need schools. 20USC 6314(b)(1)(E), 34CFR 200.28(b)(1) (Finding 10016 RCA 10016-12)
 - f. Strategies to increase parental involvement as required. 20USC 6314(b)(1)(F), 34CFR 200.28(c)(1)(2)(i-ii) (Finding 10016 RCA 10016-6)
 - g. Plans for assisting preschool children in the transition from early childhood programs to local elementary programs. 20USC 6314(b)(1)(G), 34CFR 200.28(e) (Finding 10016 RCA 10016-7)
 - h. Measures to include teachers in the decisions regarding the use of academic assessments to provide information on, and improve, individual student achievement. 20USC 6314(b)(1)(H), 34CFR 200.28(b)(4) (Finding 10016 RCA 10016-8)
 - i. Activities to ensure that students who experience difficulty mastering required standards are provided with effective, timely additional assistance. 20USC 6314(b)(1)(I), 34CFR 200.28(d)(1-2) (Finding 10016 RCA 10016-9)
 - j. Coordination and integration of federal, state, and local services and programs, including other NCLB/ESSA programs, violence prevention, and Headstart. 20USC 6314(b)(1)(J), 34CFR 200.27(a)(3)(ii-iii), EDGAR 76.580 (Finding 10016 RCA 10016-13)

Comments/Proof Indicators: All Title I schools are in the ninth year of a schoolwide program. The

Comprehensive Needs Assessment was completed in FY2010. The schoolwide evaluation for FY18 has been completed and the Schoolwide plans are being amended based on the results of the evaluation. All core teachers are NCLB HQ. School Improvement Strategies are being implemented based on plans. These include the implementation of Common Core Standards and the development of Common Formative Assessments to measure student growth. Teachers are

meeting in data teams to develop assessments, evaluate assessment data, and develop instructional strategies based on the data. Professional Development is determined through the District Leadership team consisting of administrative and teacher representatives. The development focuses on furthering district and school initiatives aimed at improving student achievement. Parent Involvement/Family Engagement Coordinators at each Title I school work with the staff to create opportunities to increase parent involvement and family engagement.

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Yes No N/A

Title I Title II

Targeted Assistance (TA) Programs

- 14. Does the LEA comply with the requirements for student identification and selection? 20USC 6315
 - a. Eligible children have been identified by the school as failing, or most at risk of failing, to meet state performance standards on the basis of multiple, educationally related, objective criteria established by the LEA and supplemented by the school. 20USC 6315(b)(1)(B)(2)(A-B). (Finding 10017 RCA 10017-2)

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 - b. Children from preschool through grade two have been selected solely on the basis of such criteria as teacher judgment, interview with parents, and developmentally appropriate measures. 20USC 6315 (b)(1)(B). (Finding 10017 RCA 10017-3)

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 - c. Children who are economically disadvantaged, children with disabilities, migrant children or limited English proficient children are eligible for services on the same basis as other children. 20 USC 6315(b)(2)(A-E). (Finding 10017 RCA 10017-4)

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Comments/Proof Indicators: All schools are in the ninth year of a schoolwide program.

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Yes No N/A

Title I Title II

Required Components--TA Programs

- 15. Does the school's targeted assistance program address the eight required components?
 - a. Activities funded under this program help participating children meet performance standards expected for all children. 20USC 6315(c)(1)(A). (Finding 10018 RCA 10018-2)

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Comments/Proof Indicators: All schools are in the ninth year of a schoolwide program.

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Yes No N/A

Title I Title II

Coordination with Other Early Childhood Programs

17. Does the LEA comply with the requirement to coordinate Title I activities with other early childhood programs by coordinating with Headstart and other early childhood programs for the transfer of records, communication between program staff, conduct meetings between school staff and parents to facilitate a smooth transition? 20USC 6322(b)(1-5), 20 USC 7114(d)(2)(A), (Finding 10023 RCA 10023-2)

Comments/Proof Indicators: Title I and regular education teachers work with the Headstart and P.R.E.P. program to transition students into Kindergarten. The P.R.E.P. program and the Early Childhood special education program are housed in Washington Elementary School (Pre-K through 2).

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Yes No N/A

Title I Title II

Parental Involvement

18. Does the LEA and schools comply with the requirements for parent involvement, "Parents' Right to Know" and other required parent notification? 20 USC 6311, 20 USC 6312, 20 USC 6319, 34CFR 200.61, Non-Regulatory Guidance for Parental Involvement - Title I: Part A
a. The LEA, at the beginning of each school year, notified all parents of children attending a Title I school that they may request, and the LEA will provide upon said request, information regarding the qualifications of the student's classroom teacher, including qualifications of paraprofessionals serving their child as required. 20USC 6311(h)(6)(A)(i-iv), 34CFR 200.61(b)(1) (Finding 10025 RCA 10025-1)
b. The school has provided parents with information on their child's achievement on ISAT/PSAE. 20USC 6311(h)(6)(B)(i), 34CFR 200.61(b)(1) (Finding 10064 RCA 10064-1)
c. The school has provided timely notice to parents if their child has been assigned or taught for 4 or more consecutive weeks by a core subject area

- teacher who is not highly qualified. 20USC 6311(d)(6)(B)(ii), 34CFR 200.61(b)(2). (Finding 10065 RCA 10065-1)
- d. The LEA using Title I funds to provide language instructional programs (part C of Title III) to LEP students has complied with all parent notification requirements. 20USC 6312(g)(1)(A)(i-viii). (Finding 10066 RCA 10066-1)
- e. The LEA and Title I schools can document capacity building activities to ensure effective involvement of parents and community partnerships to improve student achievement as required. 20USC 6318(e)(1-5). (Finding 10067 RCA 10067-1)
- f. The LEA has jointly developed with parents a written LEA Parent involvement policy that includes all required components and is incorporated into the LEA's NCLB/ESSA Plan. 20USC 6318(a)(2)(A-F). (Finding 10030 RCA 10030-2)
- g. Parents of children are involved in decisions regarding funds set aside by the LEA for parent activities (applicable to LEA's with \$5,000 or more set aside for Parent Involvement of which 95% must be distributed to schools). 20USC 6318(a)(3)(A)(B)(C). (Finding 10068 RCA 10068-1)

Comments/Proof Indicators: "Right to Know" Notification Letters, Take home packets from Registration, School Report Cards posted on Website, Parent Involvement/Family Engagement Coordinator Activities, Parent Involvement/Family Engagement Plan, Annual Parent Involvement/Family Engagement Meetings, all teachers are NCLB HQ in core subject areas.

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Yes No N/A

Parental Involvement Plan--Required Components

19. Each Title I school has jointly developed and distributed to parents of Title I children a school Parent Involvement policy that includes all required components. 20USC 6318(b)(1)(c)(1-4)(d).
- a. Each Title I school has convened an annual meeting to which all parents of participating children are invited for the purpose of explaining the Title I program, its requirements, and their right to be involved, including parents of children who are disabled, migrant, or LEP. 20USC 6318(c)(1). (Finding 10030 RCA 10030-3)
- b. Each Title I school offers a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement. 20USC 6318(c)(2). (Finding 10030 RCA 10030-3)
- c. Each Title I school has involved parents, in an organize, ongoing, and timely way, in the planning, review, and improvement of Title I programs at

	Title I	Title II	Yes	No	N/A
19. Each Title I school has jointly developed and distributed to parents of Title I children a school Parent Involvement policy that includes all required components. <u>20USC 6318(b)(1)(c)(1-4)(d)</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Each Title I school has convened an annual meeting to which all parents of participating children are invited for the purpose of explaining the Title I program, its requirements, and their right to be involved, including parents of children who are disabled, migrant, or LEP. <u>20USC 6318(c)(1)</u> . (Finding 10030 RCA 10030-3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Each Title I school offers a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement. <u>20USC 6318(c)(2)</u> . (Finding 10030 RCA 10030-3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Each Title I school has involved parents, in an organize, ongoing, and timely way, in the planning, review, and improvement of Title I programs at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

the school. 20USC 6318(c)(3). (Finding 10030 RCA 10030-3)

d. Each Title I school provides parents of participating children timely information about the Title I programs at the school, information about school curricula, student assessment, and expected student achievement levels, and opportunities for regular meetings between parents and school personnel to offer suggestions and to participate in decisions relating to the education of their children.. 20USC 6318(c)(4). (Finding 10030 RCA 10030-3)

e. Each Title I school reports to the LEA any parent comments on the schoolwide plan, if the plan is unacceptable to the parents, when the school provides the plan to the LEA. 20USC 6318(c)(5). (Finding 10030 RCA 10030-3)

f. Each Title I school has jointly developed with parents of participating students a school-parent compact that outlines how parents, the entire school staff, and students share responsibility for student achievement through high-quality curricula and instruction, through teacher-parent communication, and through parent volunteerism at the school. 20USC 6318(d)(1)(2)(A-C). (Finding 10030 RCA 10030-4)

g. The LEA and schools have provided, as required, information and school reports in a format and language, to the extent practical, understandable to the child's parents. 20USC 6311(h)(6)(C), 34CFR 200.61(c)(1)(2), 20USC 6318(b)(1) and (e)(5). (Finding 10069 RCA 10069-1)

Comments/Proof Indicators: Parent Involvement/Family Engagement Plans are available on the district website, School-parent compacts are distributed through the registration process and are posted on district website. Annual meeting was offered for all schools on September 27,2018). Individual student data discussed quarterly at Parent-Teacher Conferences.

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Yes No N/A

Title I Title II

Qualifications for Teachers and Paraprofessionals

20. Does the LEA comply with the requirements that all elementary and secondary teachers of core academic subjects and paraprofessionals, working in a program supported with Title I funds, teachers that meet the applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification? 20USC 6319, 34CFR 200.55, 34CFR 200.56, 34CFR 200.57, 34CFR 200.58, 34CFR 200.59, 34CFR 200.60, fact sheet for Highly Qualified Teachers,

a. The LEA is not using less than 5%, unless a lesser amount is sufficient, of

Title I funds for professional development to ensure all teachers and paraprofessionals are meeting the applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification. 20USC 6319(l), 34CFR 200.60(a)(1)(i)(2)(b). (Finding 10072 RCA 10072-1)

b. Are teachers meeting the applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification that were hired to reduce class size (regardless of hire date)? 20 USC 6623(a)(2)(B). (Finding 10073 RCA 10073-1)

c. The LEA can verify minority students and students from low-income families are not taught at a higher rate than other students by unqualified teachers or inexperienced teachers. 34CFR 200.57(b)(2). (Finding 10074 RCA 10074-1)

d. All instructional paraprofessionals, regardless of date of hire, have a secondary diploma or its recognized equivalent. 20USC 6319(f), 34CFR 200.58(b). (Finding 10077 RCA 10077-1)

e. The LEA/schools have assigned paraprofessionals only those duties specified under NCLB/ESSA. 20USC 6319(a)(1)(2)(A-G)(3), 34CFR 200.58(a)(2)(i-ii), 34CFR 200.59 (inclusive). (Finding 10079 RCA 10079-1)

f. Documentation of the number or percentage of teachers and paraprofessionals at Title I schools who meet the applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification is available to any member of the general public upon request. 20USC 6319 (i)(1)(2)(A)(B). (Finding 10080 RCA 10080-2)

g. Does the LEA have a Teacher Equity plan in place to ensure that poor and minority students are not taught at higher rates than are other students by non-Highly Qualified Teachers or inexperienced teachers?. 34CFR 200.57(b)(2) Finding 10087, RCA 10087-1

Comments/Proof Indicators: Personnel Records, approved budget, records of expenditures, school report cards, Attestation by Principals of HQ status in September 2018. All staff members are currently NCLB HQ.

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Title I Title II **Yes No N/A**

Required Board Approved Polices

21. Does the LEA have the required policies? (Finding 10026 RCA 10026-1)

a. Gun-free school expulsion policy which includes referral to the criminal

justice system or juvenile delinquent system. 18USC 921 (Finding 10028 RCA 10028-1)

b. Drug-free workplace policy. 30ILCS 580/1 (Finding 10029 RCA 10029-1)

c. Unsafe School Choice policy. 20USC 7912(a), (Finding 10031 RCA 10031-1)

e. Policy granting military recruiters, upon request, access to secondary (junior/senior) students' names, addresses and telephone numbers. 20USC 7908(a)(1)(Finding 10034 RCA 10034-1)

- Yes No N/A
- Yes No N/A
- Yes No N/A

Comments/Proof Indicators: Board Policy Book, Policies are included on district website.

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Title I Title II Yes No N/A

Homeless Education

22. Does the LEA have a Homeless Education (staff) liaison? McKinney Homeless Act, Title 42, Chapter 119, Subchapter VI, Section 11432(g)(Z)(A), Non-Regulatory Guidance for the Education of Homeless Children (Finding 10035 RCA 10035-1)

- Title I Title II

- Yes No N/A

Comments/Proof Indicators: Paul Donahue, serves as Homeless Liason. Another building Principal has also had training provided by McKinney-Vento.

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Title I Title II Yes No N/A

Homeless Education - Continued

23. Has the LEA developed procedures/guidelines for identifying and enrolling homeless children and youths? 42 USC 11432(g)(1)(I). (Finding 10087 RCA 10087-1)

- Title I Title II

- Yes No N/A

Comments/Proof Indicators: Staff responsible for enrollment have been informed on the rights of homeless students. Updates are provided annually to staff responsible for enrollment.

The check boxes below each grant title will Yes No N/A

automatically populate. Do not attempt to check these boxes.
Title I Title II

Homeless Education - Continued 2

24. Does the LEA set-aside funds to provide Title I, Part A services to homeless children and youths who attend non-project schools? 20 USC 6313(c)(3)(A). (Finding 10088 RCA 10088-1)

Comments/Proof Indicators: Schools are a single grade span, example (K-2, 3-5, 6-8, 9-12). Homeless students are afforded the same opportunities as regular education students. Funds are set aside in the Title I budget to help meet both academic and school related personal items.

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.
Title I Title II

Yes No N/A

Homeless Education - Continued 3

25. Are the parents or guardians of homeless children and youths informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children? 42 USC 11432(g)(6)(IV). (Finding 10089 RCA 10089-1)

Comments/Proof Indicators: When identified, parents and children are informed of rights and opportunities. Information regarding the rights of homeless students is included in registration materials, student handbooks, posters, and is posted on the district website.

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.
Title I Title II

Yes No N/A

Comparability of Services

26. Does the LEA comply with the comparability of services requirement including a list of detailed written procedures containing timelines, position responsible for completion of calculations, the measures and process used for such, as well as how and when adjustments will be made to correct non-comparable schools? 20USC 6321(c)(A)(B)(C), 34CFR 200.79(inclusive). (Finding 10022 RCA 10022-7)

- a. Districtwide salary schedule. 20USC 6321 (c)(2)(A)(i). (Finding 10022 RCA 10022-5)
- b. A policy ensuring equivalence among schools in teachers, administrators and auxiliary personnel. 20USC 6321(c)(2)(A)(ii). (Finding 10022 RCA 10022-2)
- c. A policy ensuring equivalence among schools in the provision of curriculum materials and instructional supplies. 20USC 6321(c)(2)(A)(iii). (Finding 10022 RCA 10022-6)
- d. The LEA has updated records documenting comparability. 20USC 6321(c)(3)(A)(B). (Finding 10022 RCA 10022-4)
- e. The LEA is exempt from the comparability requirement: single school attendance area, one school per grade span. 23USC 6321(c)(4). (If district is exempt there is no finding. However, the Information page and Section I must still be submitted to ISBE. Failure to submit them is Finding 10022 RCA 10022-4. If the district is not exempt, then all of the "Comparability" requirements must be satisfied.)

Comments/Proof Indicators: Schools are a single grade span, example (K-2, 3-5, 6-8, 9-12). District is exempt, but Comparability report has been completed (9/28/2017).

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Title I Title II Yes No N/A

Steven's Amendment

27. Does the LEA comply with the Stevens Amendment by ensuring that press releases, bid solicitations and other documents funded in whole or in part with Federal money clearly state the percentage and dollar amount of programs/activities financed with federal funds: *the percentage of the total program cost, *the dollar amount for the program and * the percent and dollar amount of the total cost financed by non-governmental sources? U.S. Department of Education Appropriations Act, Section 511 (Finding 10027 RCA 10027-1)

Comments/Proof Indicators: Yes, examples of the public notices, job postings, posted on district website, etc.

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Title I Title II Yes No N/A

Financial

28. Were all budgets and budget amendments to date approved? 34 CFR 80.30(f)(3), (Finding 10100 RCA 10100-1) For more information on Fiscal Requirements see State and Federal Grant Administration Policy, Fiscal Requirements and Procedures

Comments/Proof Indicators: The district was approved by ISBE for ESEA grant application on 9/13/18 No amendments have been submitted for FY19 as of 10/10/18.

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Yes No N/A

Financial - Continued

29. Did the grant recipient maintain separate expenditure accounts or subsidiary ledger accounts for grant expenditures? 34 CFR 76.730 (a)(b), (Finding 10102 RCA 10102-1)

Comments/Proof Indicators: General ledger report for grant with examples of expense accounts.

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Yes No N/A

Financial - Continued 2

30. Did the grant recipient maintain separate revenue accounts or subsidiary ledger accounts for grant revenues? 34 CFR 76.730 (a)(b), (Finding 10103 RCA 10103-1)

Comments/Proof Indicators: Examples of revenue reports showing separate revenue accounts are produced monthly.

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Yes No N/A

Financial - Continued 3

31. Did the district submit timely and accurate periodic expenditure reports? 34_CFR_76.730 (Finding 10122 RCA 10122-1)

Quarter Report Project Begin Date Report Due Date

1 st Qtr	September 30 th	October 20 th
2 nd Qtr	December 31 st	January 20 th
3 rd Qtr	March 31 st	April 20 th
4 th Qtr	June 30 th	July 20 th

Comments/Proof Indicators: Confirmation of expenditure reports

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Yes No N/A

Financial - Continued 4

32. Were equipment purchases approved? 34_CFR_80.32 (Finding 10113 RCA 10113-1)

Comments/Proof Indicators: Approved budget, Expenditure records. Current budget provides funds for salary and benefits of instructional staff, instructional supplies, required district set asides for parent involvement/family engagement and private school instruction.

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Yes No N/A

Financial - Continued 5

33. Did the grant recipient maintain comprehensive inventory records for equipment purchases? 34_CFR_76.661 (Finding 10115 RCA 10115-1)
 Property records must be maintained that include: a) a description of the property; b) a serial number or other identification number; c) the source of property; d) who holds title; e) the acquisition date and cost of property; f) percentage of state/federal participation in the cost of the property; g) the location, use and condition of the property; and h) any ultimate disposition date including the date of disposal and sale price of the property. For comprehensive guidance on inventory requirements see State and Federal Grant Administration Policy, Fiscal Requirements and Procedures

Comments/Proof Indicators: Equipment inventory records are maintained. No equipment has been purchased with Title I or II funds during this or the previous grant period.

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Yes No N/A

Title I Title II

Financial - Continued 6

34. Were all equipment purchases using grant funds physically located in the grant usage area and supported the intent of the program? 34 CFR 80.32(c)(d). (Finding 10114 RCA 10114-1 or 101114-2 or 10114-3)

Comments/Proof Indicators: Equipment inventory records specifying location of equipment. No equipment has been purchased with Title I or II funds during this or the previous grant period.

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Yes No N/A

Title I Title II

Financial - Continued 7

35. Were salaries and benefits paid from the grant funds to date approved, accurate and supported by "time and effort" documentation? 34 CFR 80.22, Time and Effort for Employees Supported by Multiple Cost, BULLETIN NO. 02-10 (Finding 10106 RCA 10106-1)

Comments/Proof Indicators: Approved budget, expenditure reports, personnel reports, annual audit. All District para-professionals complete a weekly time effort documentation sheet.

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Yes No N/A

Title I Title II

Financial - Continued 8

36. Were other expenditures (excluding salaries, benefits and capital outlay) to the grant allowable and benefited the intent of the program? 34 CFR 80.20 (Finding 10118 RCA 10118-1 or 101118-2 or 10118-3)

Comments/Proof Indicators: Approved budget, expenditure reports, annual audit.

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Yes No N/A

Financial - Continued 9

37. Were flow through funds transmitted in a timely manner? 34 CFR 80.20(b)(Z). (Finding 10111 RCA 10111-1)

Title I Title II

Yes No N/A

Comments/Proof Indicators: No subrecipients in the grant.

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Yes No N/A

Financial - Continued 10

38. Were flow through funds expended by the subrecipient in accordance with the grant agreements? 34 CFR 80.20(b)(1)(2)(3)(4)(5)(6)(Z). (Finding 10112 RCA 10112-1)

Title I Title II

Yes No N/A

Comments/Proof Indicators: No subrecipients in the grant.

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Yes No N/A

Financial - Continued 11

39. Did the grant recipient have excess cash balances of grant funds on hand? 34 CFR 80.21(h)(2)(i)(Finding 10123 RCA 10123-1)

Title I Title II

Yes No N/A

Comments/Proof Indicators: No excess cash balance was on hand. Funds were requested only after expenditures were made.

The check boxes below each grant title will

Yes No N/A

automatically populate. Do not attempt to check these boxes.

Title I Title II

Financial - Continued 12

40. Were all invoices, receipts and cancelled checks available to support costs claimed? 34 CFR 80.20(b)(6) and OMB A-87(B)(10)(11). (Finding 10116 RCA 10116-1)

Comments/Proof Indicators: Examples of purchase orders, invoices, and checks are available to support all costs claimed.

The check boxes below each grant title will automatically populate. Do not attempt to check these boxes.

Title I Title II

Yes No N/A

Financial - Continued 13

41. Does the LEA comply with the requirement for a competitive bidding process? (Finding 10125 RCA 10125-1)

Comments/Proof Indicators: Examples of bidding when required. In most cases this has not been necessary with Title I purchases due to grant funds being used for salary and benefits of teachers and aides and the required district set aside for professional development and parent involvement.