FY 2015 NCLB Monitoring Instrument
01234567891 – ABC MIDSTATE C U SCHOOL DIST 567-8

First year receiving NCLB funding

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

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Comments/Proof Indicators: We have received NCLB funds before.

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)

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Comments/Proof Indicators: We do not have a multidistrict agreement

Project Implementation

   a. Activities in the approved application have been implemented in a timely manner. (Finding 10001 RCA 10001-2)

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b. Implemented activities are consistent with the objectives in the approved application. (Finding 10001 RCA 10001-3)

Comments/Proof Indicators: Approved copy of current application/amendment Teacher/administrator interview

NCLB Plans

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

a. Does the NCLB plan contain a policy and specific steps to ensure that all teachers responsible for core academic subjects are Highly Qualified? 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)

Comments/Proof Indicators: NCLB Plan Needs Assessment Meeting minutes/agenda

Consultation

5. Did the LEA meet the minimum program consultation and participation requirements for each NCLB 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? 20 USC 6312 (d)(1), 20 USC 6622 (b)(7), 20 USC 7215(b)(7) (Finding 10009 RCA 10009-2)
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?
**Comments/Proof Indicators:** Meeting Minutes with List of Participants/Sign-in Sheets Phone Records Record of Discussion with applicable personnel/organizations

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**Non Public School Participation**

6. Does the LEA comply with the requirement for private school participation? [Non-Regulatory Guidance on Title I Services to Private School Children](#)


- c. Funds are being used to benefit the student and/or teachers and not to benefit the private school. [34 CFR 200.66(a)(b)(1)(2)(i-ii), EDGAR 76.658, 20 USC 7881(a)(4)] (Finding 10010 RCA 10010-4)


- 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)


- 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. [20 USC 6320(a)(2), 34 CFR 200.67(c)(1), EDGAR 76.661(c)(1), 20 USC 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) highly qualified? 20 USC 6319 (Finding 10010 RCA 10010-13), 34 CFR 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 to ensure that the Title I program effectively supplements the regular classroom instruction? 20 USC 6315(c)(1)(C)(i-iii)

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:

Minutes from Meetings with List of Participants Phone Records Per Pupil Allocation "PPA" as outlined in the application Method of Service Evidence to support that funds are being used to benefit identified children Budget--"PPA" Record of District's "Monitoring" Efforts Third party contracts or written agreements Detailed third-party billing invoices On-Site visit of Nonpublic School to ensure proper use of equipment & materials

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Supplement/Supplant

7. Does the LEA comply with the supplement and not supplant requirement? 20 USC 6321(b)(1), 20 USC 6623(b) Title II, 20 USC 7113(a)(8) Title IV, 20 USC 7217 Title V, 34 CFR 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)

Comments/Proof Indicators: comparability documentation

Inventory Requirements

8. Does the LEA maintain comprehensive Inventory records for equipment purchases? 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: 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; and 8) any ultimate disposition date including the date of disposal and sale price of the property.

Comments/Proof Indicators: a) A description of the property; b) A serial number or other identification number; c) The source of property; d) Identify the title holder; 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

Eligible Attendance Centers

9. 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)
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. 20USC 6313(a)(3)(5)(A)(B)(C) (Finding 10014 RCA 
10014-3 or 10014-4)
c. Resources are allocated on the basis of the total number of children from 
low-income families in each eligible area or school. 20USC 6313(c) (Finding 
10014 RCA 10014-5)

Comments/Proof Indicators: 1. National School Lunch Claim (Free & Reduced); 2.Census; 3. TANF Report; and 
4. Medicaid Report Bldg Enrollment Data Private School Enrollment Data

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Schoolwide (SW) Programs

10. Did/Does the school comply with the transition requirements for 
schoolwide program planning during a one year planning period? 20USC 
any of the Title I Buildings in the first year of being a SW Program? If no, 
9a-9f 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. 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 
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. 
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)

Comments/Proof Indicators: Comprehensive School-wide Plan Needs assessment ASCERTAIN any modifications that were made to the original plan List Committee Members Technical Assistance
Providers Surveys

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Required Components - SW Programs

11. Does the schoolwide Program address the 10 required components?

a. A comprehensive needs assessment was conducted. 20USC 6314(b)(1)(A), 34CFR 200.26(a)(1)(i)(A-B)(ii) (Finding 10016 RCA 10016-2)


c. Instruction by highly qualified teachers. 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 high-quality, highly qualified teachers 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 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: School-wide Plan (School Improvement Plan) Needs assessment Reform strategies Agendas from committee meetings Teacher Certification Paraprofessional Qualifications Evidence of Recruitment of HQ Staff Parent Involvement Actives Evidence of staff involvement Transitional plans for ECE programs Student Data
### Targeted Assistance (TA) Programs

12. 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)(A-B) (Finding 10017 RCA 10017-2)

   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)

   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)

### Required Components--TA Programs

13. 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)

   b. Planning for Title I students is incorporated into existing school planning.
c. Effective methods and instructional strategies based on research that strengthens the core academic program are utilized, including the minimal removal of children from the regular classroom during school hours for Title I instruction. 20USC 6315(c)(1)(B) (Finding 10018 RCA 10018-4)

d. Coordinates with and supports the regular education program and may include assistance to preschool children's transition to elementary school programs. 20USC 6315(c)(1)(C)(i--iii) (Finding 10018 RCA 10018-3)

e. Provides instruction by highly qualified teachers. 20USC 6315(c)(1)(E) (Finding 10018 RCA 10018-5)

f. Provides opportunities, supported by sufficient resources, for professional development for Title I staff including regular education classroom teachers serving Title I students. 20USC 6315(c)(1)(F)(d)(1)(e)(3) (Finding 10018 RCA 10018-6)

g. Provides strategies to increase parent involvement. 20USC 6315(c)(1)(G) (Finding 10018 RCA 10018-7)

h. Coordination and integration of federal, state, and local services and programs including NCLB programs, violence prevention and Headstart. 20USC 6315(c)(1)(H)(2)(A), EDGAR 76.580 (Finding 10018 RCA 10018-9)

i. Does the school review, on an ongoing basis, the progress of Title I students and revise the TA program to enable identified students meet State Academic Standards? 20USC 6315(c)(2)(B) (Finding 10040 RCA 10040-1)

### Comments/Proof Indicators:
School Improvement Plan Student Rosters Selection Criteria k-2, 3-12 Research Based Instructional Strategies Curriculum Guide Coordination with classroom instruction Teacher Certification--Paraprofessional Qualifications Professional Development Plan Parent Involvement Policies Evidence of coordination of services & resources Annual evaluation of Title I Student progress Title I teacher/paraprofessional schedules

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### Assignment of Personnel--TA Programs

14. Does the LEA comply with the requirements of Title I personnel assignment? 20USC 6315(d)

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<td>a. Staff participate in general professional development and school planning activities. 20USC 6315(d)(1) (Finding 10019 RCA 10019-2)</td>
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<td>b. Staff collaboratively teach with regular classroom teachers, if such collaborative teaching directly benefits participating children. 20USC 6315(d)(e)(1) (Finding 10019 RCA 10019-3)</td>
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Coordination with Other Early Childhood Programs

15. 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? 20 USC 6322(b)(1-5), 20 USC 7114(d)(2)(A) (Finding 10023 RCA 10023-2)

Parental Involvement

16. 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, 34 CFR 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. 20 USC 6311(h)(6)(A)(i-iv), 34 CFR 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. 20 USC 6311(h)(6)(B)(i), 34 CFR 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. 20 USC 6311(h)(6)(B)(ii), 34 CFR 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
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 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: LEA and School Parent Involvement Policy Parents Right-to-Know Letter Parents letter of notification of a substitute teacher who is not HQ, after 4 weeks of instruction Parent-School Compact Evidence of parent meetings/conferences Verification of that 95% of 1% set-aside is being used for parent activities

Parental Involvement Plan--Required Components

17. 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 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: LEA and School Parent Involvement Policy Parents Right-to-Know Letter Parents letter of notification of a substitute teacher who is not HQ, after 4 weeks of instruction Parent-School Compact Evidence of parent meetings/conferences Verification of that 95% of 1% set-aside is being used for parent activities

Qualifications for Teachers and Paraprofessionals
18. 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, are highly qualified (HQ)? 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, Non-Regulatory Guidance for Title I Paraprofessionals
a. If the LEA has teachers in core academic subjects who are not Highly Qualified (HQ), has the LEA filed a plan with the Regional Superintendent that demonstrates the numbers of Non-HQ and the subjects to which they were assigned? 20USC 6319(a)(3)(h), 34CFR 200.55(b)(1)(2)(C), 34CFR 200.56(inclusive), 34CFR200.57(b)(1) (Finding 10071 RCA 10071-1)
b. Does each Non-HQ teacher have a plan that demonstrates assistance from the LEA in becoming Highly Qualified within a two-year period? (Finding 100171 RCA 10071-2)
c. 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 HQ. 20USC 6319(l), 34CFR 200.60(a)(1)(ii)(2)(b) (Finding 10072 RCA 10072-1)
d. All teachers, newly hired in Title I programs, after the first day of the 2002-03 SY are HQ; working in a Targeted Assistance (TA) school, in a Schoolwide (SW) program or hired by the LEA to provide services to eligible private school students. 20USC 6319(a), 34CFR 200.55(a)(1)(2)(i-iii) (Finding 10073 RCA 10073-1)

e. Are teachers that were hired to reduce class size highly qualified (regardless of hire date)? 20 USC 6623(a)(2)(B) (Finding 10073 RCA 10073-1)

f. 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)

g. If the LEA can not demonstrate compliance with 20(f), does the LEA have a plan in place to remediate the situation and can it demonstrate progress in the implementation of the plan? (Finding 10074 RCA 10074-3)


i. 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)

j. The LEA can ensure that instructional paraprofessionals hired on or before Jan. 8, 2002 will meet NCLB requirements no later than Jan. 8, 2006. 20USC 6319(d)(h), 34CFR 200.58(d) (Finding 10078 RCA 10078-1)


l. Have the LEA and the principals of Title I schools annually attested, in writing, their compliance with HQ NCLB requirements? (Finding 10080 RCA 10080-1)

m. Documentation of the number or percentage of teachers and paraprofessionals at Title I schools who meet NCLB requirements is available to any member of the general public upon request. 20USC 6319 (i)(1)(2)(A)(B) (Finding 10080 RCA 10080-2)

n. 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:
Documentation to support Time and Effort activities being charged to the grant
Semi-Annual Certification and annual Principal attestation for each building served
Teacher Credentials/Date of Hire/Job Description
Paraprofessional Credentials/Date of Hire/Job Description
Professional Development Plan/In-service Training
Required Board Approved Policies

19. 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)

Comments/Proof Indicators: board policies

Homeless Education

20. Does the LEA have a Homeless Education (staff) liaison? McKinney Homeless Act, Title 42, Chapter 119, Subchapter VI, Section 11432(g)(7)(A), Non-Regulatory Guidance for the Education of Homeless Children (Finding 10035 RCA 10035-1)

Comments/Proof Indicators: Principal Carrie Schaefer
### Homeless Education - Continued

21. 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)

**Comments/Proof Indicators:** Homeless Guide

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### Homeless Education - Continued 2

22. 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:** approved budget

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### Homeless Education - Continued 3

23. 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:** newspaper add in several languages Fliers in public areas and high traffic locations around town

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### Comparability of Services

24. Does the LEA comply with the comparability of services requirement

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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? \textit{20USC 6321(c)(A)(B)(C), 34CFR 200.79(inclusive)} 
(Finding 10022 RCA 10022-7)

a. Districtwide salary schedule. \textit{20USC 6321 (c)(2)(A)(i)} (Finding 10022 
RCA 10022-5)

b. A policy ensuring equivalence among schools in teachers, administrators 
and auxiliary personnel. \textit{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. \textit{20USC 6321(c)(2)(A)(iii)} 
(Finding 10022 RCA 10022-6)

d. The LEA has updated records documenting comparability. \textit{20USC} 
\textit{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. \textit{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:** Current District-Wide Salary Schedule Policy for Equivalence Updated Comparability 
Documentation Written Procedures for performing the comparability analysis 
Comparability back-up documentation (i.e. staff FTEs per building and student 
enrollments by building)

---

**Steven's Amendment**

25. 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? 
\textit{U.S. Department of Education Appropriations Act, Section 511} (Finding 
10027 RCA 10027-1)

**Comments/Proof Indicators:** copies of bids press releases
Financial -- For more information on fiscal requirements see "State and Federal Grant Administration Policy, Fiscal Requirements and Procedures"

26. Were all budgets and budget amendments to date approved?  

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Comments/Proof Indicators: consolidated application

Financial - Continued

27. Did the grant recipient maintain separate expenditure accounts or subsidiary ledger accounts for grant expenditures?  

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Comments/Proof Indicators: separate ledger

Financial - Continued 2

28. Did the grant recipient maintain separate revenue accounts or subsidiary ledger accounts for grant revenues?  

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Comments/Proof Indicators: separate revenue account
Financial - Continued 3

29. Did the district submit timely and accurate periodic expenditure reports? 34 CFR 76.730 (Finding 10122 RCA 10122-1)
   a. Quarter ___ Reporting Project Begin Date Through: ___ Report Due Date: 
      b. 1st Qtr __ September 30th ___________ October 20th
      c. 2nd Qtr __ December 31st ___________ January 20th
      d. 3rd Qtr __ March 31st ________________ April 20th
      e. 4th Qtr __ June 30th ________________ July 20th

   Comments/Proof Indicators: FRIS reports

   These boxes are automatically populated when your NCLB Consolidated Application is approved. Do not try to check them.
   Title I  Title II
   Yes  No  N/A

Financial - Continued 4

30. Were equipment purchases approved? 34 CFR 80.32 (Finding 10113 RCA 10113-1)

   Comments/Proof Indicators: consolidated application

   These boxes are automatically populated when your NCLB Consolidated Application is approved. Do not try to check them.
   Title I  Title II
   Yes  No  N/A

Financial - Continued 5

31. Did the grant recipient maintain inventory records for equipment purchases? 34 CFR 76.661 (Finding 10115 RCA 10115-1)
   a. Property records must be maintained that include: 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; and 8) any ultimate disposition date including the date of disposal and sale price of the property.
Financial - Continued 6

32. 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 101114-3)

Comments/Proof Indicators: a) A description of the property; b) A serial number or other identification number; c) The source of property; d) Identify the title holder; 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.

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Financial - Continued 7

33. Were salaries and benefits paid from the grant funds to date approved and accurate and supported by “Time and Effort” documentation? 34 CFR 80.22 (Finding 10106 RCA 10106-1)

Comments/Proof Indicators: location listing

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Financial - Continued 8

34. 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 101118-3)

Comments/Proof Indicators: consolidated application Time and Effort sheets

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Financial - Continued 9
35. Were flow through funds transmitted in a timely manner? 34 CFR 80.20(b)(7) (Finding 10111 RCA 10111-1)

Comments/Proof Indicators: there were no flow through funds

Financial - Continued 10
36. 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)(7) (Finding 10112 RCA 10112-1)

Comments/Proof Indicators: there were no flow through funds

Financial - Continued 11
37. 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)

Comments/Proof Indicators: FRIS reports
Financial - Continued 12

38. 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)  

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Comments/Proof Indicators: invoices

These boxes are automatically populated when your NCLB Consolidated Application is approved. Do not try to check them.

Financial - Continued 13

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

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Comments/Proof Indicators: bidding process copies of bids