

DRAFT

Florida Department of Education

TITLE I LOCAL EDUCATIONAL AGENCY (LEA) SELF-EVALUATION WORKPAPERS

2002-03

*Bureau of School Safety and School Support
Title I/Migrant Programs*

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INSTRUCTIONS

TITLE I PROGRAMS

SELF EVALUATION

After the Local Educational Agency (LEA) completes the monitoring of Title I programs using the self-evaluation workpapers, it shall submit to the State Educational Agency (SEA) the entire workpapers and the district's staffing allocation plan, in addition to assurances and determination of compliance forms with appropriate signatures. The LEA shall use page 72 to address any adverse findings and corrective actions by component and program area and return the workpapers by March 28, 2003 to:

**Rony Joseph, Director
Title I/Migrant Programs
Florida Department of Education
325 West Gaines Street
306 Turlington Building
Tallahassee, Florida 32399-0400**

For corrective actions requiring a reimbursement of funds, please contact the Title I/Migrant Office for instructions related to completing the DOE 103-Budget Description Form. If further explanation is needed regarding what is required to be submitted to the Title I/Migrant Office, please contact Rony Joseph at (850) 487-3530 or Suncom 277-3530.

ASSURANCES

- 1) The LEA will annually rank all of its schools and serve eligible attendance areas consistent with federal requirements. **Public Law 107-110, Section 1113(a) and (b)**
- 2) The LEA will use Title I funds to supplement the amount of funds that would, in the absence of Title I funds, be made available from non-federal sources for the education of pupils participating in the programs and not to supplant such funds. **Public Law 107-110, Section 1120A(b)(1)**
- 3) The LEA shall, after timely and meaningful consultation with appropriate private schools officials, provide special educational services or benefits to private school children on an equitable basis, consistent with the number of eligible children identified to receive services with Title I funds in the district, who are enrolled in private schools. **Public Law 107-110, Section 1120(b)(1)**
- 4) The LEA will meet all applicable Comparability requirements and maintain records that are updated biennially to document its compliance with these requirements. **Public Law 107-110, Section 1120A(c) and (d)**
- 5) The LEA will maintain the combined fiscal effort per student and aggregate expenditures of state and local funds. Funds expended the preceding fiscal year were not less than 90 percent of expenditures in the second preceding fiscal year. **Public Law 107-110, Section 1120A(a)**
- 6) The LEA will acquire and use Title I purchased equipment, supplies, and property consistent with federal and state requirements.
34 CFR 80.31, 80.33; Florida Statutes, Chapters 273 and 274; Public Law 107-110
- 7) The LEA will use State academic assessments and/or other indicators to review school progress, publicize, disseminate and provide the annual results to teachers, principals, other staff, parents, community, and schools. In addition, the district will identify schools for school improvement in accordance with federal requirements. **Public Law 107-110, Section 1116; Section 1112(c)(M)**
- 8) The LEA will implement programs, activities, and procedures for the involvement of parents in Title I programs. The activities will be planned and implemented with meaningful consultation with parents of participating children. **Public Law 107-110, Section 1118(a)(1)**
- 9) If schoolwide projects are implemented, the LEA will use Title I funds in combination with other federal, state and local funds in order to upgrade the entire educational program in a school.
Public Law 107-110, Section 1114(a)(1)
- 10) If the Migrant program is implemented, the district will design programs to help migratory children overcome educational disruption, cultural and language barriers, social isolation, health problems and other factors that inhibit their ability to do well in school. **Public Law 107-110, Section 1301**
- 11) If local neglected and delinquent programs are implemented, the district will collaborate with locally operated correctional facilities in accordance with applicable federal requirements.
Public Law 107-110, Sections 1421-1426
- 12) The LEA shall comply with the requirements of section 1119 regarding the qualifications of teachers and paraprofessionals and professional development. **Public Law 107-110, Section 1112(c)(I)**
- 13) The LEA shall ensure, through incentives for voluntary transfers, the provision of professional development, recruitment programs, or other effective strategies, that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers. **Public Law 107-110, Section 1112(c)(L)**

- 14) The LEA will provide technical assistance and support to schoolwide programs. **Public Law 107-110, Section 1112(c)(B)**
- 15) The LEA will work in consultation with schools to develop the school's plan and assist schools to implement such plans. **Public Law 107-110, Section 1112(c)(C)**
- 16) The LEA will fulfill its agency's school improvement responsibilities under section 1116. **Public Law 107-110, Section 1112(c)(D)**
- 17) The LEA will take into account the experience of model programs for educationally disadvantaged, and the findings of relevant scientifically-based research indicating that services may be most effective if focused on students in the earliest grades. **Public Law 107-110, Section 1112(c)(F)**
- 18) The LEA that chooses to use Title I funds to provide early childhood development services to low-income children must comply with the performance standards prescribed under section 641A(a) of the Head Start Act. **Public Law 107-110, Section 1112(c)(G)**
- 19) The LEA will work in consultation with schools to develop and implement their plans or activities under sections 1118 and 1119. **Public Law 107-110, Section 1112(c)(H)**
- 20) The LEA will inform its eligible schools of the LEA's authority to obtain waivers on the school's behalf under Title XI. **Public Law 107-110, Section 1112(c)(J)**
- 21) The LEA will coordinate and collaborate with the SEA and other agencies with respect to a school in school improvement, corrective action or restructuring under section 1116. **Public Law 107-110, Section 1112(c)(K)**
- 22) The LEA will ensure that the results from the academic assessment will be provided to parents and teachers. **Public Law 107-110, Section 1112(c)(N)**
- 23) The LEA will assist each school in developing or identifying examples of high quality, effective curricula. **Public Law 107-110, Section 1112(c)(O)**

<i>Superintendent's Signature</i>	<i>District</i>	<i>Date</i>
<i>Title I Director/Coordinator's Signature</i>	<i>District</i>	<i>Date</i>

TO BE COMPLETED AT THE DISTRICT-LEVEL

DISTRICT _____

DETERMINATION OF COMPLIANCE FORM

The LEA complies with all criteria statements and appropriate documents are on file. This determination of compliance was based on a review of the Public Law 107-110; 34 Code of Federal Regulations (CFR); Education Department General Administrative Regulations (EDGAR); United States Department of Education Title I Policy Manual (PM); United States Department of Education Migrant Education Program Policy Manual (MPM); Florida Statutes; Division of Public Schools (DPS) Memoranda; and Project Application and Amendment Procedures for Federal and State Grant Programs Administered by Division of Public Schools.

Title I Director/Coordinator's Signature

Administrator's Signature

Date

Date

ELIGIBLE SCHOOL ATTENDANCE AREAS

The program is being conducted in eligible schools, which have the highest concentration of children from low-income families. Public Law 107-110, Sections 1113, 1114, 1115, 1423; USDE Title I Policy Manual (PM); USDE Migrant Education Program Policy Manual (MPM)

(Check applicable evidence sources.)

1. Enrollment, FTE, and/or lunch data used to identify schools eligible for the Title I program are consistent with information in the approved project and meet all requirements related to eligible school attendance areas. Enrollment, FTE and lunch data were collected on the date specified on the project application. Sections 1113, 1114, 1115, 1423

Evidence Sources:

Verified:

- | | |
|---------------------------------------------------------------------------------|------------------------------|
| <input type="checkbox"/> FTE report or <input type="checkbox"/> Enrollment data | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Free and reduced price lunch applications | <input type="checkbox"/> No |
| <input type="checkbox"/> Free and reduced price lunch list | |
| <input type="checkbox"/> Direct certification list | |
| <input type="checkbox"/> Other (specify) _____ | |

2. The district has annually ranked, without regard to grade spans, from highest to lowest all of its eligible school attendance areas in which the concentration of children from low- income families exceeds 75 percent, and serves them in rank order. Section 1113(a)(3)(A)

Evidence Sources:

Verified:

- | | | |
|--------------------------------------------------|--------------------------------------------------------|------------------------------|
| <input type="checkbox"/> Economic survey data or | <input type="checkbox"/> Ranked master list of schools | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Other (specify) _____ | | <input type="checkbox"/> No |

3. If Title I funds remain after serving all eligible school attendance areas above 75 percent, the district has ranked and served remaining eligible school attendance areas in rank order from highest to lowest either by grade span or for the entire district. Section 1113(a)(4)(A)(B)

Evidence Sources:

Verified:

- | | | |
|--------------------------------------------------|--------------------------------------------------------|------------------------------|
| <input type="checkbox"/> Economic survey data or | <input type="checkbox"/> Ranked master list of schools | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Other (specify) _____ | | <input type="checkbox"/> No |

4. The district used the same measure of poverty to identify each eligible school attendance area, to determine the ranking and to determine the allocations on the basis of the total number of children from low- income families. Section 1113(a)(5)

Evidence Sources:

Verified:

- | | |
|--------------------------------------------------------|------------------------------|
| <input type="checkbox"/> Economic survey data or | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Ranked master list of schools | <input type="checkbox"/> No |
| <input type="checkbox"/> Other (specify) _____ | |

ELIGIBLE SCHOOL ATTENDANCE AREAS

5. If the district designates as eligible any school under the 35 percent provision, it has met all applicable requirements pertaining to this provision. Section 1113(b)(1)(A)

Evidence Sources:

Verified:

- | | | |
|---------------------------------------------------------|--------------------------------------------------------|------------------------------|
| <input type="checkbox"/> Economic survey data or | <input type="checkbox"/> Ranked master list of schools | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Title I Per pupil expenditures | | <input type="checkbox"/> No |
| <input type="checkbox"/> Title I allocation to schools | | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Other (specify) _____ | | |

6. If the district serves ineligible school attendance areas where the percentage of children from low income families enrolled in the school equals or exceeds the percentage of such children in a participating school attendance area, it has met all applicable requirements pertaining to this provision. Section 1113(b)(1)(B)

Evidence Sources:

Verified:

- | | | |
|----------------------------------------------------------|--------------------------------------------------------|------------------------------|
| <input type="checkbox"/> Economic survey data or | <input type="checkbox"/> Ranked master list of schools | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Free & reduced price lunch list | | <input type="checkbox"/> No |
| <input type="checkbox"/> Other (specify) _____ | | <input type="checkbox"/> N/A |

7. If the district designates and serves school attendance areas that are not eligible for this fiscal year but were eligible and served in the preceding year, it has met all applicable requirements pertaining to this provision. Section 1113(b)(1)(C)

Evidence Sources:

Verified:

- | | | |
|------------------------------------------------------------|--|------------------------------|
| <input type="checkbox"/> Approved project application | | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Ranked master list of schools | | <input type="checkbox"/> No |
| <input type="checkbox"/> Free and reduced price lunch list | | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Other(specify) | | |

8. If the district chooses not to serve eligible schools with a higher percentage of children from low-income families, all of the following conditions have been met:

- The school meets the comparability requirements.
- The school is receiving and expending supplemental funds from other State and local sources, consistent with the requirements of schoolwide programs or targeted assistance schools.
- Funds expended from State and local sources equal or exceed the amount of funds that would have been provided under Title I. Section 1113(b)(1)(D)(i)(ii)(iii)

Evidence Sources:

Verified:

- | | | |
|--------------------------------------------------------------------------|--|------------------------------|
| <input type="checkbox"/> Comparability report | | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Expenditure report of other State & local funds | | <input type="checkbox"/> No |
| <input type="checkbox"/> Economic survey data or | | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Ranked master list of schools | | |
| <input type="checkbox"/> Other (specify) _____ | | |

ELIGIBLE SCHOOL ATTENDANCE AREAS

9. The number of children attending private elementary and secondary schools who are eligible to receive Title I services shall be determined without regard to the school attendance area in which they reside. Section 1113(b)(2)

Evidence Sources:

Verified:

Master list of participating private schools

Yes

Roster of eligible Title I students attending participating private schools

No

Other (specify) _____

N/A

10. Children who are economically disadvantaged, disabled, of migrant origin or with limited English proficiency, including neglected or delinquent children and homeless children, are eligible for services on the same basis as other children selected for services under Title I. Section 1115(b)(2)(A)

Evidence Sources:

Verified:

Master listing of students with program categories identified (i.e. ESOL, Specific Learning Disability)

Yes

Other (specify) _____

No

11. Children who participated in Head Start, Early Reading First, or Even Start programs in the previous two years are eligible for Title I services. Section 1115(b)(2)(B)

Evidence Sources:

Verified:

Documents of coordination with Head Start, Early Reading First and/or Even Start programs

Yes

Listing of students eligible for Title I services

No

Other (specify) _____

N/A

12. Where feasible and appropriate, the district has implemented coordination activities to secure the cooperation of parents, Head Start agencies, and other early childhood development programs, to include:

- Developing and implementing a systematic procedure for receiving records regarding children transferred from Head Start or other early childhood programs.
- Establishing channels of communication between school staff and counterparts in the Head Start agencies or other early childhood programs (including teachers, social workers, and health staff).
- Conducting meetings involving parents, preschool, kindergarten, elementary and Head Start teachers to discuss developmental and other individual needs of children.
- Organizing and participating in joint transition related training of school, Head Start, Early Reading First, and other early childhood staff.

ELIGIBLE SCHOOL ATTENDANCE AREAS

- Linking the educational services provided by the district with services provided by Head Start and Early Reading First programs. Section 1120B(a)(b)

Evidence Sources:

Verified:

Student records

Yes

Transition forms

No

Agenda of meetings and conferences

N/A

Documentation of parent/teacher conferences

Documentation of staff development training

Documentation of coordination with other agencies

Other (specify) _____

II. PARTICIPATION OF CHILDREN ENROLLED IN PRIVATE SCHOOLS

The program makes provision, where applicable, for services to children from low income families who are failing or most at risk of failing to meet State's student academic achievement standards attending private elementary and secondary schools. Public Law 107-110, Section 1120; 34 CFR 200.10-200.13, 200.17; USDE Title I Policy Manual (PM); USDE Migrant Education Program Policy Manual (MPM)

(Check applicable evidence sources.)

1. The district, after timely and meaningful consultation with private school officials, shall provide Title I children enrolled in private schools, on an equitable basis, special educational services or other benefits, such as:

Check applicable item(s):

- Dual enrollment.
- Other technology.
- Educational radio and television.
- Mobile educational services and equipment.
- Computer equipment and materials.

Section 1120(a)(1)

Evidence Sources:

Verified:

- | | |
|-----------------------------------------------------------------------------|------------------------------|
| <input type="checkbox"/> Written documentation of equitable services | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Correspondence | <input type="checkbox"/> No |
| <input type="checkbox"/> Roster of eligible Title I private school students | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Other (specify) _____ | |

2. The district shall provide educational services or other benefits, including materials and equipment to Title I children enrolled in private schools that are secular, neutral and non-ideological. Section 1120(a)(2)

Evidence Sources:

Verified:

- | | |
|-----------------------------------------------------------------------------|------------------------------|
| <input type="checkbox"/> Roster of eligible Title I private school students | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Correspondence | <input type="checkbox"/> No |
| <input type="checkbox"/> Other (specify) _____ | <input type="checkbox"/> N/A |

3. Educational services and other benefits provided to Title I eligible private school children shall be equitable to services and benefits provided to public school eligible children in a timely manner. Section 1120(a)(3)

Evidence Sources:

Verified:

- | | |
|---------------------------------------------------------------|------------------------------|
| <input type="checkbox"/> Description of services | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Comparison of per pupil expenditures | <input type="checkbox"/> No |
| <input type="checkbox"/> Other (specify) _____ | <input type="checkbox"/> N/A |

PARTICIPATION OF CHILDREN ENROLLED IN PRIVATE SCHOOLS

4. Expenditures for Title I services and other benefits eligible to children in private schools shall be equal to the proportion of funds allocated to participating school attendance areas based on the number of children from low income families who attend private schools.

Section 1120(a)(4)

Evidence Sources:

Verified:

Per pupil allocation of Title I funds

Yes

Title I private school expenditures

No

Per pupil expenditures

N/A

Other (specify) _____

5. To ensure timely and meaningful consultation, the district shall consult with the appropriate private school officials during the design and development of programs, on issues, such as the following:

- How children's needs will be identified.
- Services that will be offered.
- How, where, and by whom services will be provided.
- How services will be assessed academically and how the results of that assessment will be used to improve services.
- Size and scope of equitable services to be provided to eligible private school children.
- Proportion of Title I funds allocated.
- Method or sources of data used to determine the number of children from low-income families who attend private schools.
- If the district disagrees with the views of private school officials on the contractual service, the district will provide, in writing to private school officials, an analysis of the reasons why the district has chosen not to use a contractor.

Section 1120(b)(1)

Evidence Sources:

Verified:

Documentation of consultation

Yes

Description of academic assessment

No

Documentation of low-income determination

N/A

Description of services

Other (specify) _____

6. The district shall consult with private school officials prior to decisions that affect opportunities for eligible private school children's participation and continue throughout implementation and assessment of services. Section 1120(b)(2)

Evidence Sources:

Verified:

Documentation of consultation

Yes

Roster of eligible Title I private school students

No

Correspondence

N/A

Other (specify) _____

PARTICIPATION OF CHILDREN ENROLLED IN PRIVATE SCHOOLS

7. The district shall consult with private school officials regarding equitable service delivery mechanisms. Section 1120(b)(3)

Evidence Sources:

- Documentation of consultation
- Description of services
- Correspondence
- Other (specify) _____

Verified:

- Yes
- No
- N/A

8. Provisions of services shall be provided by employees of a public agency, or a contract through a public agency with an individual, association, agency or organization, independent of the private school or any religious organization. Section 1120(d)(2)(A)(B)

Evidence Sources:

- List of public agency employees
- Correspondence
- Contractual agreement
- Other (specify) _____

Verified:

- Yes
- No
- N/A

9. The district has kept titles to and exercise continuing administrative control of all Title I equipment, materials, and property that the district acquired with Title I funds expended for the benefit of children in private schools. Section 1120(d)(1); 34 CFR 200.13(a)

Evidence Sources:

- Purchase orders
- Invoices
- Contracts
- Property inventory
- Other (specify) _____

Verified:

- Yes
- No
- N/A

III. FISCAL REQUIREMENTS

The district shall use funds received under this part only to supplement the amount of funds that would, in the absence of such Federal funds, be made available from non-Federal sources for the education of pupils participating in programs assisted under this part, and not to supplant such funds. In addition, the district keeps records and provides information to the Florida Department of Education as required for fiscal audit. Public Law 107-110; Sections 1112, 1113, 1114, 1115, 1120A, 1120B, 1302, 1304, 1422; 34 CFR 80, 80.22, 80.42, 200.8, 200.41, 200.63; USDE Title I Policy Manual (PM); USDE Migrant Education Program Policy Manual (MPM); OMB Circular A-87; Florida Statutes; DPS 84-17, 90-195

(Check applicable evidence sources.)

1. The district is coordinating and integrating Title I services with other educational services at the district and school levels for children with limited English proficiency or with disabilities, migratory children, neglected or delinquent youth, homeless children and immigrant children in order to increase program effectiveness, eliminate duplication, and reduce fragmentation of instructional programs. Section 1112(b)(1)(E)

Evidence Sources:

Verified:

- Description of services
- Title I program objectives
- Documents of coordination with special services
- Other (specify) _____

- Yes
- No

2. The district shall allocate Title I funds to eligible schools on the basis of the total number of children from low-income families in each school. Section 1113(c)(1)

Evidence Sources:

Verified:

- Economic survey data
- Per pupil allocation for materials and supplies
- Allocation formula
- Correspondence
- Other (specify) _____

- Yes
- No

3. When Migrant funds are used in a schoolwide program, the school, in consultation with parents of migratory children or organizations representing those parents, or both, shall:

- Document that the identified needs of migratory children have been met. Section 1306(b)(4); 34 CFR 200.86

Evidence Sources:

Verified:

- List of participants
- Correspondence
- Documentation of meetings
- Other (specify) _____

- Yes
- No
- N/A

FISCAL REQUIREMENTS

4. The district shall reserve Title I funds as necessary to provide services to the following children, comparable to the services provided to the children in Title I schools, where appropriate:
- Homeless children who do not attend participating schools including providing educationally related support service to children in shelters.
 - Children in local institutions for the neglected or delinquent.
 - Neglected or delinquent children in community day school programs, if appropriate.
Section 1113(c)(3)

Evidence Sources:

Verified:

- Documentation of reserved funds
- Documentation of Title I allocations to schools
- Correspondence
- Other (specify) _____

- Yes
- No
- N/A

5. The district is serving eligible children who are enrolled in grades 3 through 12, and who are failing or most at risk of failing to meet the State's challenging student academic achievement standards on the basis of multiple, educationally related, objective criteria established at the district and school levels. Section 1115(b)(1)(B)

Evidence Sources:

Verified:

- Student rosters
- Cumulative folders
- Test scores
- Other (specify) _____

- Yes
- No

6. The district has given priority to migratory children who are failing or most at risk of failing to meet the State academic content and challenging student academic achievement standards and whose education has been interrupted during the regular school year. Section 1304(d)

Evidence Sources:

Verified:

- Selection criteria
- Multiple criteria checklist
- School records
- Test scores
- Report cards
- Student rosters
- Other (specify) _____

- Yes
- No
- N/A

FISCAL REQUIREMENTS

7. The district is providing services to children enrolled in preschool through grade 2 solely on the basis of such criteria as teacher judgment, interviews with parents, and developmentally appropriate measures.

Section 1115(b)(1)(B)

Evidence Sources:

Verified:

Multiple criteria checklist

Yes

Documentation of teacher and parent interviews

No

Student rosters

Other (specify) _____

8. Title I funds are used to provide supplementary services that are not otherwise required by law and these funds are being used to supplement or coordinate such services.

Section 1115(b)(3)

Evidence Sources:

Verified:

Personnel assignments

Yes

State & local disbursements for Title I

No

Allocation formulas

Other (specify) _____

9. The district has allocated its state and local resources to Title I schools in a manner that is at least equal to non-Title I schools. The allocations are consistent with the district's written allocation procedures and district's written procedures for school-based management. Section 1120A(b)

Evidence Sources:

Verified:

District/school allocations

Yes

District staff/student ratios

No

Other (specify) _____

10. The district has utilized Title I funds to supplement the amount of funds that would, in the absence of such Federal funds, be made available from non-federal sources for the education of pupils participating in programs assisted under Title I and not to supplant such funds.

Section 1120A(b)(d); OMB Circular A-87

Evidence Sources:

Verified:

School level disbursements

Yes

Other (specify) _____

No

FISCAL REQUIREMENTS

11. Personnel, equipment, supplies, materials, facilities, real property, utilities and other resources purchased with Title I funds are utilized in accordance with applicable regulations to achieve the objectives of the Title I program. Section 1120(A)(b)

Evidence Sources:

Verified:

- | | | |
|----------------------------------------------|-----------------------------------------------------|------------------------------|
| <input type="checkbox"/> Payroll records | <input type="checkbox"/> Purchase orders | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Invoices | <input type="checkbox"/> Contracts | <input type="checkbox"/> No |
| <input type="checkbox"/> Requisitions | <input type="checkbox"/> Property inventory records | |
| <input type="checkbox"/> Project application | <input type="checkbox"/> Other (specify) _____ | |

12. Title I employees whose salaries are paid from more than one funding source have maintained appropriate time distribution records reflecting actual activities and time spent on identified projects on a monthly basis. The employee must sign the records.
Section 1120A(b); OMB Circular A-87, Attachment B(11)(h)(4)

Evidence Sources:

Verified:

- | | |
|--------------------------------------------------------|------------------------------|
| <input type="checkbox"/> Time and effort logs | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Instructional staff schedules | <input type="checkbox"/> No |
| <input type="checkbox"/> Other (specify) _____ | <input type="checkbox"/> N/A |

13. The district has appropriately prorated the salaries, fringe benefits and other charges associated with employees who have responsibilities related to more than one program.
OMB Circular A-87, Attachment B(11)(h)(4)

Evidence Sources:

Verified:

- | | |
|--------------------------------------------------------|------------------------------|
| <input type="checkbox"/> Time and effort logs | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Correspondence | <input type="checkbox"/> No |
| <input type="checkbox"/> Instructional staff schedules | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Travel vouchers | |
| <input type="checkbox"/> Salary distribution report | |
| <input type="checkbox"/> Other (specify) _____ | |

14. The district has an approved terminal pay plan and follows it to ensure that the distribution of terminal pay and other appropriate benefits are equitably assigned to grant programs and other activities. OMB Circular A-87, Attachment B(11)(d)(2)

Evidence Sources:

Verified:

- | | |
|-----------------------------------------------------|------------------------------|
| <input type="checkbox"/> Approved terminal pay plan | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Payroll records | <input type="checkbox"/> No |
| <input type="checkbox"/> Personnel records | |
| <input type="checkbox"/> Other (specify) _____ | |

FISCAL REQUIREMENTS

15. Employees whose positions are included in the indirect cost portion of the district's approved indirect cost plan are not paid from and have not utilized Title I funds for travel.
OMB Circular A-87, Attachment E

Evidence Sources:

Verified:

- Indirect cost plan
- Payroll records
- Travel vouchers
- Other (specify) _____

- Yes
- No

16. Full-time Title I staff and other eligible personnel limited the use of Title I travel funds to reasonable and necessary attendance at Title I meetings or to perform Title I activities directly related to the Title I program, and not to the general needs of the district.
Section 1120A

Evidence Sources:

Verified:

- Travel vouchers
- Program/agenda
- Correspondence
- Substitute records
- Other (specify) _____

- Yes
- No

17. In schools implementing Targeted Assistance, Migrant and Neglected & Delinquent programs, the costs associated with staff travel and conferences:

- Are related to the Title I program and not to the general needs of the district.
 - Are documented to show the relationship of the travel to the Title I program.
- Section 1120A

Evidence Sources:

Verified:

- Program agenda
- Position descriptions
- Travel vouchers
- Other (specify) _____

- Yes
- No

FISCAL REQUIREMENTS

18. Comparability requirements have been met according to applicable conditions:

Check applicable conditions:

The district has used State and local funds to provide services in project areas, taken as a whole, that are at least comparable to services being provided in non-Title I schools.

The district has used State and local funds to provide services, taken as a whole, that are substantially comparable in each project area, if the district selected and served all its school attendance areas as project schools.

The district may meet the requirements of comparability by comparing Title I schools to non-Title I schools or by comparing the average of Title I schools to each Title I school on a grade-span by grade-span or a school-by-school basis.
Section 1120A(c)(1)(A)(B)(C)

Evidence Sources:

Verified:

- Salary schedules
- School level expenditures
- Staffing allocation plan
- Other (specify) _____

- Yes
- No
- N/A

19. The district has retained all financial and programmatic records, supporting documents, statistical records, and other records pertinent to regulations or projects, for a minimum of five years, after the final disbursement report has been submitted for the funding period.

34 CFR 80.42

Evidence Sources:

Verified:

- Records of expenditures by program
- Invoices
- Travel records
- Property and equipment records
- Purchase orders
- Payroll records
- Program records
- Evaluation data
- Other (specify) _____

- Yes
- No

IV. PROPERTY

The district has implemented property management practices in accordance with Public Law 107-110, Section 1120A, 34 CFR 80.31, 80.32, 80.33, 80.42; USDE Title I Policy Manual (PM); USDE Migrant Education Program Policy Manual (MPM); Florida Statutes, Chapters 273, 274; Rules of the Auditor General, Chapters 10.300, 10.400; Rule 6A-2.28, FAC; DPS 91-195

(Check applicable evidence sources.)

1. The district maintains property inventory records which include the following:

- Date of last annual physical inventory.
- Description of equipment.
- Manufacturer's serial number.
- District identification number.
- Title holder.
- Federal program and percentage of federal funds used in purchase.
- Acquisition date and cost.
- Voucher number.
- Location.
- Use and condition.

34 CFR 80.32(d)(1); Rules of the Auditor General, Chapters 10.300, 10.400

Evidence Sources:

- Property inventory records with dates
- Property control records
- Purchase orders
- Other (specify) _____

Verified:

- Yes
- No

2. Real property purchased with Title I funds is included on the district's inventory.
34 CFR 80.31

Evidence Sources:

- Property inventory
- Other (specify) _____

Verified:

- Yes
- No
- N/A

3. Property records, indicating the cost center where Title I and Migrant property is located, are available. F.S., Chapters 273, 274

Evidence Sources:

- Property control records
- Other (specify) _____

Verified:

- Yes
- No

4. The district shall conduct an annual physical inventory and the results reconciled with the property.
F.S., Chapters 273.02, 274.02

Evidence Sources:

- Property inventory records with dates
- Property control records
- Other (specify) _____

Verified:

- Yes
- No

PROPERTY

5. The district shall develop a control system to ensure adequate safeguards to prevent loss, damage or theft of property. Any loss, damage or theft of Title I property shall be investigated. 34 CFR 80.32(d)(3)

Evidence Sources:

Verified:

- Board policies
- Police reports
- Damage and loss reports
- Other (specify) _____

- Yes
- No

6. The district shall develop maintenance procedures to keep property in good condition. 34 CFR 80.32(d)(4)

Evidence Sources:

Verified:

- Maintenance procedures
- Maintenance records
- Other (specify) _____

- Yes
- No

7. Disposition of Title I equipment and real property was handled in accordance with applicable regulations.

Check applicable requirements:

- The property is no longer needed in Title I.
- Prior permission for disposition of property owned by Title I programs was received from the State Educational Agency.
- The property is not needed in other federal programs.
- The Title I program has been reimbursed for the federal share of property.
- Approval for disposal of property is recorded.
- Property records, including disposition data, have been transferred from active file to inactive file.
- (Migrant Program only.)** Prior permission for disposition of property was received from the State Educational Agency.
34 CFR 80.31(c), 80.32(e)(f)(g)

Evidence Sources:

Verified:

- Property records
- Documentation of appraisals
- School board minutes
- DOE 103 disbursement report
- Correspondence
- Other (specify) _____

- Yes
- No

PROPERTY

8. The district has compensated the awarding agency for any residual inventory of unused Title I supplies, exceeding \$5,000 in total aggregate current fair market value upon termination or completion of the award, if the supplies are not needed by any other federally sponsored programs or projects:

Check applicable item:

- The inventory has been transferred to other federally sponsored programs or projects.
- Awarding agency was compensated for the disposition of property. 34 CFR 80.33(b)

Evidence Sources:

Verified:

- Inventory of supplies Yes
- Independent bids No
- Invoices N/A
- Other (specify) _____

9. Prior permission has been obtained and a user fee paid when equipment and real property are being used for non-Title I purposes. 34 CFR 80.31, 80.32(c)(2)

Evidence Sources:

Verified:

- DOE 103 disbursement report Yes
- Documentation of non-Title I use No
- Written documentation of prior approval N/A
- User fee schedule
- Other (specify) _____

10. When the district shares Title I purchased equipment with non-Title I programs in Targeted Assistance programs and no user fee is paid, the district will document that:

- The equipment is part of a Title I program designed to meet Title I participants' needs.
- The equipment is reasonable and necessary to operate the district's Title I program.
- The program has been designed to make maximum appropriate use of the equipment for Title I purposes.
- The use of the equipment in non-Title I activities does not decrease the quality or effectiveness of the services provided to Title I students, increase the cost of using the equipment, or result in the exclusion of Title I students' use of the equipment.

PM, 4/96, Uses of Funds, pp. 4-5

Evidence Sources:

Verified:

- Documentation of non-Title I use Yes
- Other (specify) _____ No
- N/A

PROPERTY

11. The district has not used Title I equipment to provide services for a fee to compete unfairly with private companies that provide equivalent services. 34 CFR 80.32(c)(3)

Evidence Sources:

- Property records
- User fee computation
- DOE 103 disbursement report
- Other (specify) _____

Verified:

- Yes
- No
- N/A

12. The district is providing traded district-owned space that is equal to or better than the Title I owned space to house the Title I program. A-Z, Appendix B(I)

Evidence Sources:

- Documentation of onsite visit of DOE staff
- DOE approval letter
- Approved project application/amendment
- Other (specify) _____

Verified:

- Yes
- No
- N/A

V. NEEDS ASSESSMENT, SCHOOL IMPROVEMENT AND PARENTAL CHOICE

The program is based on an annual assessment of educational needs which identifies children failing or most at risk of failing to meet the State's student academic achievement standards. Public Law 107-110, Sections 1116, 1304; USDE Title I Policy Manual (PM); Migrant Education Program Policy Manual (MPM)

(Check ✓ applicable evidence sources.)

1. This district has identified and addressed through a comprehensive plan for needs assessment and service delivery, the special educational needs of migratory children including pre-school migratory children. Sections 1304(b)(1) and 1306(a)(1)

Evidence Sources:

Verified:

State's comprehensive needs assessment data

Yes

District needs assessment data

No

Other (specify) _____

2. The district shall use Title I funds for assessment and school improvement as described:

- Review annually the progress of each school served in order to meet the State's student academic achievement standards.
- Publicize and disseminate the results of the annual review of all Title I schools, to teachers, parents, principals, schools, community and other staff.
- Provide results of the district's annual review to all Title I schools, to be used to continue to refine the instructional program for all children served.
- Review the effectiveness of the actions and activities of Title I schools regarding parental involvement and professional development.

Section 1116(a)

Evidence Sources:

Verified:

Annual school progress report

Yes

Correspondence

No

Records parental involvement

Records of professional development activities

Test scores

Newsletters/news articles

Other (specify) _____

3. The district shall collaborate with state educational agency to designate distinguished schools that have made greatest gains in closing the achievement gap or exceeding adequate yearly progress. Section 1117(b)

Evidence Sources:

Verified:

List of distinguished schools

Yes

None designated

No

Criteria for selection

Other (specify) _____

NEEDS ASSESSMENT, SCHOOL IMPROVEMENT AND PARENTAL CHOICE

4. The district shall provide technical assistance or other assistance to each school identified for school improvement which includes:
- Specific elements of student academic problems, parental involvement and professional development requirements.
 - Analyzing state academic assessment data.
 - School and district responsibilities under the plan.
 - Identifying and implementing professional development, instructional strategies, and methods of instruction that are based on scientifically-based research.
 - Analyzing and revising school’s budget.

Section 1116(b)(4)(B)

Evidence Sources:

Verified:

- | | |
|-----------------------------------------------------------------------|------------------------------|
| <input type="checkbox"/> Designated schools | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Criteria for selection | <input type="checkbox"/> No |
| <input type="checkbox"/> School improvement plan | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Records of school improvement implementation | |
| <input type="checkbox"/> Records of school budget | |
| <input type="checkbox"/> Records of state assessment data | |
| <input type="checkbox"/> Evaluation documents | |
| <input type="checkbox"/> Other (specify) _____ | |

5. The district shall in consultation with schools, parents and educational experts, revise its local educational plan in ways that have the greatest likelihood of improving the performance of schools served by the district in meeting the State’s student academic achievement standards. Section 1116(b)(3)

Evidence Sources:

Verified:

- | | |
|----------------------------------------------------|------------------------------|
| <input type="checkbox"/> List of experts | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Documentation of meetings | <input type="checkbox"/> No |
| <input type="checkbox"/> Other (specify) _____ | |

6. The district shall identify for school improvement any elementary or secondary school served by Title I that fails to make adequate yearly progress for two (2) consecutive years. Section 1116(b)(1)(A)

Evidence Sources:

Verified:

- | | |
|-------------------------------------------------|------------------------------|
| <input type="checkbox"/> List of schools failed | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Other (specify) _____ | <input type="checkbox"/> No |
| | <input type="checkbox"/> N/A |

NEEDS ASSESSMENT, SCHOOL IMPROVEMENT AND PARENTAL CHOICE

- 7. The district shall provide eligible Title I children, enrolled in a school that failed adequate yearly progress for two (2) consecutive years, with the option to transfer to another public school within the district that has not been identified for school improvement or identified by the State as persistently dangerous. The district shall give priority to the lowest achieving children from low-income families. Section 1116(b)(1)(E); Title IX, Section 9532

Evidence Sources:

Verified:

- List of schools that failed
- Documentation of meetings
- List of students transferred
- Criteria for selection
- Other (specify) _____

- Yes
- No
- N/A

- 8. The district shall ensure that students, who use the option to transfer, shall be enrolled in classes and other activities in the public school to which the students transfer in the same manner as all other children at the public school. Section 1116(b)(1)(F)

Evidence Sources:

Verified:

- List of students that transferred
- Class assignments and school activities
- Other (specify) _____

- Yes
- No
- N/A

- 9. Before identifying a school for improvement, the district shall provide the school with an opportunity to review the school level data, including academic assessment data, on which the proposed identification is based. Section 1116(b)(2)A)

Evidence Sources:

Verified:

- List of schools failed
- Documentation of dissemination of information
- Other (specify) _____

- Yes
- No
- N/A

- 10. The district shall make public a final determination on the status of a school with regards to identification, not later than 30 days after the LEA has provided the school with the opportunity to review school-level data. Section(b)(2)(C)

Evidence Sources:

Verified:

- List of schools identified for improvement
- Documentation of dissemination of information
- Record of timelines
- Other (specify) _____

- Yes
- No
- N/A

NEEDS ASSESSMENT, SCHOOL IMPROVEMENT AND PARENTAL CHOICE

11. The district will review, at its discretion, the progress of only the students in a Targeted Assistance Program school who are served or are eligible for services, for the purpose of determining adequate yearly progress. Section 1116(b)(1)(D)

Evidence Sources:

- State's comprehensive needs assessment data
- District needs assessment data
- List of participating students
- Other (specify) _____

Verified:

- Yes
- No
- N/A

12. The LEA shall arrange for the provision of supplemental educational services to eligible students in a school from a provider approved by the SEA. Section 1116(e)

Evidence Sources:

- Documentation of arrangement for service
- List of eligible students
- List of approved service providers
- Records of providers referred to parents
- Other (specify) _____

Verified:

- Yes
- No
- N/A

13. The LEA shall provide to parents an annual notice of:

- the availability of services;
- the identity of approved providers; and
- a brief description of the services, qualifications, and demonstrated effectiveness of each provider. Section 1116(e)(2)(A)

Evidence Sources:

- List of supplemental services
- List of approved service providers
- Description of services, qualifications and effectiveness of service providers
- Documentation of annual notice to parents
- Other (specify) _____

Verified:

- Yes
- No
- N/A

14. The LEA shall assist parents in selecting an approved provider. Section 1116(e)(2)(B)

Evidence Sources:

- Documentation of request from parents
- Documentation of LEA responses
- List of approved providers
- Other (specify) _____

Verified:

- Yes
- No
- N/A

NEEDS ASSESSMENT, SCHOOL IMPROVEMENT AND PARENTAL CHOICE

15. The LEA shall apply fair and equitable procedures for serving students. Section 1116(e)(2)(C)

Evidence Sources:

Verified:

- Documentation of priority for services Yes
- List of eligible students No
- Documentation of request from parents N/A
- Other (specify) _____

16. If an approved service provider is selected by the parents, the LEA shall enter an agreement with such provider. The agreement shall:

- require the LEA to develop, in consultation with parents and the provider, a statement of specific achievement goals that include:
 - how the student’s progress will be measured;
 - a timetable for improving achievement consistent with the student’s individualized education program;
 - describe how the student’s parents and teacher or teachers will be regularly informed of the student’s progress;
 - provide for the termination of such agreement if the provider is unable to meet such goals and timetables; and
 - contain provisions with respect to the making of payments to the provider by the LEA.
- Section 1116(e)(3)

Evidence Sources:

Verified:

- Copy of agreement with selected service providers Yes
- Documentation of implementation of agreement No
- Documentation of communicating student progress N/A
- Copy of termination agreement
- Payment provisions outlined in agreement
- Other (specify) _____

17. The LEA shall continue to provide supplemental educational services to a child receiving such services until the end of the school year. Section 1116(e)(8)

Evidence Sources:

Verified:

- List of children receiving services Yes
- Record of services provided No
- Documentation of any discontinuation of services N/A
- Other (specify) _____

NEEDS ASSESSMENT, SCHOOL IMPROVEMENT AND PARENTAL CHOICE

18. The LEA shall reserve an amount equal to 20% of its Title I allocation for transportation and supplemental services. The LEA can use Title I funds or funds from other local/state/federal/private sources that must be equal to 20% of the LEA's Title I allocation. Section 1116(b)(10)(A)

Evidence Sources:

Verified:

- | | |
|---------------------------------------------------------------------------------------------------|------------------------------|
| <input type="checkbox"/> Allocation records for transportation | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Allocation records for supplemental educational services | <input type="checkbox"/> No |
| <input type="checkbox"/> Purchase orders | <input type="checkbox"/> N/A |
| <input type="checkbox"/> List of schools identified for school improvement/persistently dangerous | |
| <input type="checkbox"/> Documentation of LEA's reservation of funds | |
| <input type="checkbox"/> Other (specify) _____ | |

VI. PARENTAL INVOLVEMENT

The district involves parents in the implementation of Title I programs. Public Law 107-110, Sections 1112, 1118; USDE Title I Policy Manual (PM); USDE Migrant Education Program Policy Manual (MPM)

(Check ✓ applicable evidence sources.)

1. The district shall jointly develop a written parent involvement policy that is incorporated into its Title I plan as required in Section 1112 and distribute it to parents of participating children. The plan describes how the district will:
 - Involve parents in the joint development of the plan and in school review and improvement.
 - Provide coordination, technical assistance and other support to assist schools to plan and implement effective parent involvement.
 - Build the schools' and parents' capacity for strong parent involvement.
 - Coordinate and integrate parental involvement strategies with other programs for preschool students participating in Head Start, Even Start, Reading First, Early Reading First, Parents as Teachers Program (PAT), Home Instruction Program for Preschool Youngsters (HIPPY), and state-operated preschool programs.
 - Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy:
 - To improve the academic quality of Title I schools.
 - To identify barriers to greater participation by parents in Title I activities, particularly, parents who are economically disadvantaged, disabled, have limited English proficiency, limited literacy or are of any racial or ethnic minority background.
 - Use evaluation findings for designing strategies for effective parental involvement and revising parental involvement policies, if necessary.

Sections 1112, 1118(a)(2)

Evidence Sources:

- Title I plan
- Correspondence
- Evaluation of parent activities
- Documentation of coordination with other programs, such as Head Start, Even Start, First Start, Reading First, Early Reading First and other preschool programs.
- Survey results
- Documentation of meetings
- Follow-up of parent recommendation
- Other(specify) _____

Verified:

- Yes
- No

PARENTAL INVOLVEMENT

2. If 1% of the district’s Title I allocation is more than \$5,000, the district shall reserve not less than 1% of its allocation to implement parental involvement activities, and not less than 95% of funds reserved shall be distributed to Title I schools. Section 1118(a)(3)(A)(B)

Evidence Sources:

Verified:

- Approved Title I project application or amendment*
- Other (specify)* _____

- Yes*
- No*
- N/A*

3. The district shall involve parents of Title I children in the decisions regarding how the funds reserved are allotted for parental involvement activities. Section 1118(a)(3)(B)

Evidence Sources:

Verified:

- Documentation of meetings*
- Survey results*
- Correspondence*
- Other (specify)* _____

- Yes*
- No*

4. The district shall submit, if any, unsatisfactory parent comments regarding the District Title I Plan to the State. Section 1118(b)(4)

Evidence Sources:

Verified:

- Unsatisfactory parental comments*
- Other (specify)* _____

- Yes*
- No*
- N/A*

5. The district shall notify the parents of each student attending any Title I school that the parents may request, and the district will provide the parents on request, information regarding the professional qualifications of the student’s classroom teachers. Section 1111(h)(6)

Evidence Sources:

Verified:

- Documentation of parental notification*
- Documentation of parental requests*
- Documentation of teachers’ professional qualifications*
- Other (specify)* _____

- Yes*
- No*
- N/A*

VII. LOCAL NEGLECTED OR DELINQUENT PROGRAMS

The program is being conducted in local institutions for neglected or delinquent children to meet the unique education needs of children and youth that have had an average length of stay in the institution for at least 30 days. Public Law 107-110, Sections 1421-1426, 1431; 34 CFR 200.90

(Check applicable evidence sources.)

- 1. The district/agency maintains attendance data on file that identify the number of children under age 21 who have resided in the institution for at least 30 days. 34 CFR 200.90(b)(2)

Evidence Sources:

Verified:

- Membership rosters
- Class rolls
- Daily attendance records
- Residency records
- Other (specify) _____

- Yes
- No

- 2. The district's educational programs involved collaboration with locally operated correctional facilities to:

- Carry out high quality educational programs to prepare children and youth for secondary school completion, training, and employment, or further education;
- Provide activities to facilitate the transition of such children and youth from the correctional program to further education or employment; and
- Operate programs in local schools for children and youth that are returning from correctional facilities.

Section 1421

Evidence Sources:

Verified:

- Program description
- Curriculum
- Transitional services
- Other (specify) _____

- Yes
- No

- 3. The district/agency shall evaluate the program, disaggregating data on participation by gender, race, ethnicity, and age, not less than once every three (3) years to determine the program's impact on the ability of participants to:

- Maintain and improve educational achievement;
- Accrue school credits that meet State requirements for grade promotion and secondary school graduation;

LOCAL NEGLECTED OR DELINQUENT PROGRAMS

- Make the transition to a regular program or other education program operated by the LEA; and,
- Complete secondary school (or secondary school equivalency requirements) and obtain employment after leaving the institution. Section 1431 (a)

Evidence Sources:

- Evaluation report
- Career/vocational counseling
- District's placement and follow-up data
- Other (specify) _____

Verified:

- Yes
- No

4. For evaluation purposes, the district/agency shall use multiple and appropriate measures of student progress. Section 1431 (c)

Evidence Sources:

- Diagnostic instruments
- Multiple assessment criteria
- Other (specify) _____

Verified:

- Yes
- No
- N/A

5. The district/agency shall:

- Submit evaluation results to the State Educational Agency and the Federal Education Agency; and
- Use the results of evaluations to plan and improve subsequent programs for participating children and youth. Section 1431 (d)

Evidence Sources:

- Evaluation report
- Program improvement strategies
- Other (specify) _____

Verified:

- Yes
- No
- N/A

VIII. PROFESSIONAL DEVELOPMENT

The LEA shall comply with the requirements of professional development as described in Public Law 107-110, Sections 1112 and 1116. The LEA shall coordinate with Title I and Title II programs to provide professional development in accordance with Sections 1118 and 1119.

(Check ✓ applicable evidence sources.)

1. The LEA has included in its plan a description of the strategy it uses to coordinate Title I and Title II programs to provide professional development for teachers, principals, and if appropriate, pupil services personnel, administrators, parents and others in accordance with s 1118 and 1119. *Public Law 107-110, Section 1112(b)(D)*

Evidence Sources:

Verified:

- | | |
|------------------------------------------------------------------------------|------------------------------|
| <input type="checkbox"/> Documentation of coordination with Title II program | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Documentation of professional development | <input type="checkbox"/> No |
| <input type="checkbox"/> Training /workshop agendas and sign-in sheet | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Title I Plan | |
| <input type="checkbox"/> Other (specify) _____ | |

2. The LEA shall review the effectiveness of the actions and activities the schools are carrying out with respect to professional development. *Public Law 107-110, Section 1116(a)(D)*

Evidence Sources:

Verified:

- | | |
|---------------------------------------------------------------------------|------------------------------|
| <input type="checkbox"/> Documentation of district review of its schools | <input type="checkbox"/> Yes |
| <input type="checkbox"/> School's professional development plan of action | <input type="checkbox"/> No |
| <input type="checkbox"/> Other (specify) _____ | <input type="checkbox"/> N/A |

3. For each school identified for school improvement, the LEA shall provide technical assistance in identifying and implementing professional development. *Public Law 107-110, Section 1116(b)(4)(B)*

Evidence Sources:

Verified:

- | | |
|-----------------------------------------------------------------------------|------------------------------|
| <input type="checkbox"/> Records of professional development training | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Records of utilization of research-based resources | <input type="checkbox"/> No |
| <input type="checkbox"/> Other (specify) _____ | <input type="checkbox"/> N/A |

PROFESSIONAL DEVELOPMENT

4. For each school that failed to make adequate yearly progress (AYP) by the end of the second full school year, the LEA shall provide appropriate professional development based on scientifically-based research for all relevant staff. *Public Law 107-110, Section 1116(b)(7)(C)*

Evidence Sources:

Verified:

- Records of professional development training*
 Records of utilization of research-based resources
 Other (specify) _____

- Yes*
 No
 N/A

1. For each LEA identified for district improvement, the LEA shall, not later than three (3) months after being identified, revised its LEA Plan, in consultation with parents, school staff and others, to address the professional development needs of the instructional staff by utilizing not less than 10% of the funds received by the LEA. *Public Law 107-110, Section 1116(c)(7)(A)*

Evidence Sources:

Verified:

- Revised LEA Plan*
 Allocation records for district's school improvement
 Records of professional development training
 Records of expenditures
 Other (specify) _____

- Yes*
 No
 N/A

6. The district shall ensure that all teachers hired and teaching in a program supported with Title I funds are highly qualified. *Section 1119(a)(1)*

Evidence Sources:

Verified:

- Personnel records*
 Teacher certification records
 Other (specify) _____

- Yes*
 No

7. The district shall develop a plan to ensure that all teachers teaching in schools within the district are highly qualified no later than the end of 2005-06 school year. *Section 1119(a)(3)*

Evidence Sources:

Verified:

- Correspondence*
 District teacher certification plan
 District verification records
 Other (specify) _____

- Yes*
 No

PROFESSIONAL DEVELOPMENT

8. The district shall use between 5 and 10 percent of its allocation for fiscal years 2002-2003 and 2003-2004, and at least 5 percent thereafter, for professional development activities to ensure that teachers who are not highly qualified become highly qualified no later than the end of the 2005-2006 school year. Section 1119(l)

Evidence Sources:

- Staff development program agenda
- Staff development activities
- Staff development evaluations
- Staff development attendance records
- Other (specify) _____

Verified:

- Yes
- No

9. The district shall ensure that newly hired Title I paraprofessionals:

- Complete at least two (2) years of study at an institution of higher education;
- Obtain an associate’s (or higher) degree; or
- Meet a rigorous standard of quality that can be demonstrated through a formal state or local academic assessment procedure. Section 1119(c)

Evidence Sources:

- Employment applications
- Academic records
- Other (specify) _____

Verified:

- Yes
- No

10. The district shall ensure that existing Title I paraprofessionals, within four (4) years after the date of enactment for the No Child Left Behind Act:

- Complete at least two (2) years of study at an institution of higher education;
- Obtain an associate’s (or higher) degree; or
- Meet a rigorous standard of quality that can be demonstrated through a formal state or local academic assessment procedure. Section 1119(d)

Evidence Sources:

- Professional development records
- Academic records
- Employment applications
- Other (specify) _____

Verified:

- Yes
- No