Kansas State Department of Education
Local Consolidated Plan Desktop Monitoring and On-Site Review
Program Compliance Assessment
2008-2009

USD Number:	**USD Name:**	
LCP Contact:		**Date of On-Site Review**
Participating USD Staff:		
Participating KSDE Staff:		

Certification of Information

As the duly authorized representative of the district, I hereby certify that the documentation provided during the Program Compliance Assessment On-Site visit is correct and accurate.

Number and Name of USD:	**Date:**
Authorized USD Signature:	**Name and Title of Authorized USD Signature:**

USD: Unified School District
KSDE: Kansas State Department of Education
LCP: Local Consolidated Plan

USD No._____

Kansas Local Consolidated Plan
Desktop Monitoring
Program Compliance Assessment

DIRECTIONS: Prior to the on-site visit, KSDE will review each item below to determine whether or not documentation exists to support it.

Area of Compliance	Examples of Supporting Documentation	Compliance Status *KSDE Use Only*		Supporting Documentation Included
		YES	**NO**	
General Issues				
Fiscal Issues				
1. An inventory list is maintained and updated on a regular basis for equipment purchased with federal funds.	• Inventory list			
2. Does the district maintain time and effort records for employees who are split-funded.	• Examples of Time and effort logs			
3. Does the district maintain semi-annual verification of staff members that are funded by a single federal fund.	• Examples of Verification logs			
Parent/Community Involvement				
4. Documentation exists that communication to parents is expressed in a language parents can understand.	• Newsletters • Home/school written communication • Documents provided in other languages			
5. Documentation exists that a public notice of educational rights and opportunities of students in homeless situations is disseminated.	• Public notice of educational rights			

Area of Compliance	Examples of Supporting Documentation	Compliance Status *KSDE Use Only*		*Supporting Documentation*
		YES	**NO**	
6. Documentation exists that policies and practices are in place to ensure that there are no barriers for homeless students to enroll.	• Letters, memoranda to assist enrollment • Timeline-waivers for producing medical, school, and other records • Waivers for uniform fees • Board policy handbook			
Transferability				
7. Documentation exists that KSDE received notification 30 days prior to a district transferring funds.	• Notice sent to SEA at least 30 days prior to transfer of funds			
8. Documentation exists that the district amended their LCP within 30 days of transferring funds.	• Date of submission • Appropriate corrections to the LCP			
9. Documentation exists that transferred funds were utilized for authorized activities.	• List of activities • Bookkeeping & journal entries			
10. Documentation exists that the set-asides for federal programs have been appropriately adjusted (including private schools).	• Bookkeeping & journal entries			
REAP-FLEX				
11. Documentation exists that if a district participates in REAP, allocations are utilized as approved in the LCP Application.	• Invoices • Bookkeeping & journal entries			

Area of Compliance	Supporting Documentation	Compliance Status *KSDE Use Only*		Supporting Documentation Included
		YES	**NO**	
Title I				
1. Documentation exists that multiple criteria are used for identification of students in targeted assistance buildings.	• Identification criteria used			
2. Documentation exists that eligible students are identified for Title I.	• List of students served (Targeted Assistance buildings only)			
3. Documentation exists of signed parent/ school compacts.	• Signed parent/school compacts			
4. Documentation exists that parents have been notified that they may request information regarding the professional qualifications of the student's classroom teachers.	• Dated written communication and method of parent notification			
5. Documentation exists that parents have been notified if their students are instructed for four continuous weeks by a teacher that does not meet the definition of "highly qualified".	• Letter of parent notification—must be dated. • **AND** • District/School Newsletter and Website			

Area of Compliance	Supporting Documentation	Compliance Status *KSDE Use Only*		Supporting Documentation Included
		YES	NO	
Title I				
6. Documentation exists that parents have been notified that they may request access to their students state assessment scores.	• Dated written communication and method of notification			
7. Documentation exists that Title I instructional paraprofessionals work under the direct supervision of a certified teacher.	• Name of teacher who provides supervision • Schedules			
8. Documentation exists that Title I instructional paraprofessionals meet the qualification requirements in NCLB.	• Proof of Paraprofessional Test Scores • College transcripts/credit hours			
9. Documentation exists that an evaluation of the Title I program is conducted annually.	• Method of evaluation • Evaluation results			
10. Documentation exists that parents are actively involved in an annual evaluation of the Title I program (including parent involvement policies and activities).	• List of participants • Evaluation results • Evaluation tools, surveys			
11. Documentation exists that 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.	• Meeting agenda • Meeting minutes			

Area of Compliance	Supporting Documentation	Compliance Status *KSDE Use Only*		Supporting Documentation Included
		YES	NO	
Title II A				
1. Documentation exists that a needs assessment was conducted.	• Needs assessment & results of needs assessment			
2. Documentation exists of who was involved in the needs assessment.	• A list of who was involved in the needs assessment			
3. Documentation exists that funds generated by non-public students were used appropriately.	• Bookkeeping & journal entries			
4. Documentation exists that the district has met the goal for Highly Qualified Teachers.	• Principal's report			
Title II D				
1. Documentation exists to show compliance with Children's Internet Protection Act (CIPA).	• Internet Use policy must be adopted after holding at least one public meetings or hearing. • District has filtering technology installed on ALL computers that access the internet. • District has an Internet Use Policy that addresses access by minors to inappropriate matter on the Internet and the Web and unauthorized access, including "hacking" and other unlawful activities online			

Area of Compliance	Supporting Documentation	Compliance Status *KSDE Use Only*		Supporting Documentation Included
		YES	NO	
Title III				
1. Documentation exists of a procedure to monitor student progress for two years **after** the student exits the program.	• Student monitoring plan			
2. Documentation exists that parents are notified of their child's language instruction program, and how their child qualified, within 30 days of the new school year or within 2 weeks if the child enrolls after the beginning of the school year.	• Dated notification letter			
3. Documentation exists that the district has a written policy (or process) for ensuring Title III teachers are fluent in English and any other language the teacher is providing instruction.	• District written policy			

Area of Compliance	Supporting Documentation	Compliance Status *KSDE Use Only*		Supporting Documentation Included
		YES	NO	
Title IV				
1. Documentation exists that effective school discipline policies are in place.	• Safe school policy			
2. Documentation exists that security procedures exist at school and while students are enroute to and from school.	• Crisis management plan • Transportation plan			
3. Documentation exists that a crisis management plan is in place.	• Crisis management plan			
Title IV: Principles of Effectiveness				
4. Documentation exists that a needs assessment was conducted concerning the incidence of violence and illegal drug use in schools.	• Needs assessment • Results of needs assessment			
5. Documentation exists that parents were consulted regarding the planning, design, and implementation of the Title IV program.	• List of who was involved and how consultation occurred • Minutes of meetings • Survey information			

Area of Compliance	Supporting Documentation	Compliance Status *KSDE Use Only*		Supporting Documentation Included
		YES	NO	
Kansas ESOL/Bilingual				
1. Documentation exists of a procedure to evaluate student progress.	• Individual Student Learning Plan (formally referred to as LEP Outcome Plan)			
2. Staff providing ESOL services meet KSDE requirements.	Evidence of: • ESOL Endorsement • ESOL Waiver/Provisional Endorsement • ESOL "Plan of Study" on File (and completed within five years of commencement date) • Para under "direct supervision" of teacher meeting above criteria (and evidence that "frequent and productive" meetings occur weekly between para and teacher)			
3. Documentation of exit criteria (from ESOL services) exists.	• SIT Team recommendation form OR • ELP results of "proficient/fluent" in all language domains (listening, speaking, reading, writing) for two consecutive years			

Area of Compliance	Supporting Documentation	Compliance Status *KSDE Use Only*		Supporting Documentation Included
		YES	NO	
Kansas At-Risk				
1. Documentation exists that selection criterion for participation in the program has been established.	• List of selection criteria			
2. Documentation exists that eligible students are identified for at-risk services.	• List of participating students			
3. Documentation exists that the district used a minimum of 2.2% set aside for K-3 Reading Activities such as supplies, teachers, and literacy coaches.	• Bookkeeping journal			
4. Documentation exists for the delivery model(s) and/or services that are being used.	• Extended day, tutorial, summer program, etc			

USD No._____

On-Site Monitoring
Program Compliance Assessment

Please be prepared to <u>discuss</u> the following 10 items during the onsite monitoring portion of the *Program Compliance Assessment*. [<u>There is no written summary necessary for submission to KSDE</u>].

1. Describe the opportunity for collaboration between the Title I teacher(s) and the classroom teacher regarding core content curriculum, high quality instruction and student progress.

2. What progress monitoring instrument is used to monitor the progress of student learning in your federal programs? What assessment system is used?

3. Describe support systems that are provided for those students not making acceptable gains in reading and/or math.

4. What is the frequency and method of communication to parents regarding student progress of state and federal program services?

5. Describe the opportunities of professional development for district staff.

6. Describe the process used to ensure that materials (i.e., software and supplemental materials and programs) purchased with federal funding meet the requirements of scientifically-based research?

7. How are students in the district demonstrating progress toward meeting the 100% proficiency goal by 2013-14?

8. What process does the district have in reviewing the effectiveness of programs to reallocate funds to support newly identified priorities?

9. How is the district providing support and increasing the knowledge of scientifically research-based instructional strategies and programs?

10. Describe the district's At-Risk services and programs.

USD No._____

Kansas Local Consolidated Plan
On-Site Monitoring
Program Compliance Assessment

DIRECTIONS: District personnel should be prepared to provide supporting documentation and discuss the areas of compliance during the on-site visit.

Area of Compliance	Examples of Supporting Documentation	Compliance Status *KSDE Use Only*		Comments
		YES	**NO**	
General Issues				
Parent/Community Involvement				
1. Documentation exists that parents and community members have been informed and provided access to the district/school STATE report cards.	• Newspaper/Newsletter • District /Schoolwebsite • **[Hard copies must be made available to parents and community members]**			
Private School Involvement				
2. Documentation exists that private school officials were consulted regarding the planning, design, implementation and participation in federal programs, and, if applicable, transferability options and REAP flexibility.	• Agendas for meetings and list of private school participants • Copies of correspondence exchanges between the LEA and private school officials			
3. Documentation exists that equitable services are provided to private school children.	• Itemized budget expenditures • Class schedules • Staffing			
4. Documentation exists that federal funds are used for secular, neutral, and non-ideological instruction.	• Review of materials, supplies, and overall program services			

Area of Compliance	Supporting Documentation	Compliance Status *KSDE Use Only*		Comments
Private School Involvement (continued)				
		YES	**NO**	
5. Documentation exists that the public school acted as the fiscal agent for the federal funds.	• Bookkeeping journals			

Area of Compliance	Supporting Documentation	Compliance Status *KSDE Use Only*		Comments
		YES	**NO**	
Title I				
1. Documentation exists that Title I funds were expended appropriately in the amounts generated by each building.	• Building budgets • District accounting codes			
2. Documentation exists that schoolwide program include services to meet the identified needs of special populations.	• Identification of Migrant or Homeless children			
3. Documentation exists that the LEA coordinates programs and services between the LEA and other agencies to assist in the identification, enrollment, and retention of homeless students.	• Written correspondence • Residency Questionnaire			
4. Documentation exists that all participating private school children are residents of an eligible school attendance area.	• Addresses of private school children • Map of district attendance areas			
5. Documentation exists that each district Title I school has developed, jointly with parents of children participating in Title I, Part A services, a written ***school parental involvement policy*** that describes how the school will carry out the parental involvement requirements in section 1118 (c) – (f), including the development of a school-parent compact.	• Copy of the policy • The six components of parental involvement are included			
6. Documentation exists that each district Title I school periodically updates the ***school parental involvement*** policy to meet the changing needs of parents and the school.	• Evidences that the document has been revisited or revised in a timely manner			

Area of Compliance	Supporting Documentation	Compliance Status *KSDE Use Only*		Comments
		YES	**NO**	
Title I (continued)				
7. Documentation exists that Title I services are supplementary and do not supplant state and local support.	• Building schedule demonstrating basic education time and the time period Title I students are accessing Title I funded supplemental services.			
8. Documentation exists that comparable services have been provided to homeless children.	• Bookkeeping & journal entries			
9. Documentation exists to verify the enrollment and low income counts used to determine Title I building status.	• Free and reduced lunch count			

Area of Compliance	Supporting Documentation	Compliance Status *KSDE Use Only*		Comments
		YES	**NO**	
Title II A				
1. Documentation exists that all professional development activities funded are tied to the identified needs from the Needs Assessment.	• Results of the Needs Assessment (in relation to professional development activities) • Roster of professional development activities			
2. Documentation exists that any materials or equipment purchased with funds were used for professional development purposes only.	• Journal entries • Inventory list			
3. Documentation exists that funds were not used to supplant state funds.	• Appropriate supporting data • Bookkeeping & journal entries			
4. Documentation exists that professional development activities meet the definition of the *No Child Left Behind Act (NCLB)* as defined in Title IX, Section 9101(34).	• Description of all activities funded by Title II, Part A • Meets the criteria listed on *NCLB High Quality Professional Development Criteria* form			
5. Documentation exists that there is a plan on file for teachers who have not met the Highly Qualified Teacher goal.	• Highly Qualified Teacher/Title II-A Plan on file			

Area of Compliance	Supporting Documentation	Compliance Status *KSDE Use Only*		Comments
		YES	**NO**	
Title II D				
1. Documentation exists that a minimum of 25% of allocation was expended to provide professional development.	• List of professional development activities			
2. Documentation exists that funds generated by non-public students were used appropriately.	• Professional development activities • Bookkeeping & journal entries			

Area of Compliance	Supporting Documentation	Compliance Status *KSDE Use Only*		Comments
		YES	**NO**	
Title III				
1. Documentation that criteria for determining eligibility for services exists.	• Home Language Survey results **AND** • English Language Proficiency (ELP) results show a score below "proficient/fluent" in any of the language domains: listening, speaking, reading, and writing. (*KSDE-approved ELP assessments include: LAS, LAS LINKS, Pre-LAS, IPT, Pre-IPT, LPTS, KELPA, and KELPA-P*)			
2. Documentation exists that the programs are effective in increasing English language proficiency and academic achievement in core academic subjects.	• Student Achievement data			
3. Documentation exists that the district is providing high-quality professional development that is scientifically research-based and designed to improve the instruction of English Language Learners (ELLs).	• Description of all professional development activities to improve instruction of ELLs			

IPT: IDEA Proficiency Test LAS: Language Assessment Scales LPTS: Language Proficiency Test Series
KELPA: Kansas English Language Proficiency Assessment KELPA-P: Kansas English Language Proficiency Assessment Placement

Area of Compliance	Supporting Documentation	Compliance Status *KSDE Use Only*		Comments
		YES	**NO**	
Title III (Continued)				
4. Documentation exists that all ELLs are assessed annually for English proficiency.	• Annual results of all ELLs on one of the KSDE-approved ELP assessments.			
5. Documentation exists that funds generated by non-public students were used appropriately.	• Bookkeeping & journal entries			
6. Documentation exists that Title III services are supplementary and do not supplant state and local support.	• Appropriate supporting data			
7. Documentation exists that the district limited funds for administrative purposes to 2%.	• Bookkeeping and journal entries			
8. Documentation exists that Title III funds are expended on required activities: professional development and high quality language instruction educational programs.	• Bookkeeping and journal entries			

Area of Compliance	Supporting Documentation	Compliance Status *KSDE Use Only*		Comments
		YES	**NO**	
Title IV				
1. Documentation exists that prevention activities are designed to create and maintain a safe, disciplined, and drug-free environments and are not used for entertainment or social activities or comprehensive health curriculum materials.	• List of activities			
2. Documentation exists that no more than 40% of the allocation is being utilized for the hiring and training of school resource officers.	• Bookkeeping & journal entries			
3. Documentation exists that not more than 50% of the permitted amount is being utilized for other security measures.	• Bookkeeping & journal entries			
4. Documentation exists that funds generated by non-public school students were used appropriately.	• List of activities • Bookkeeping & journal entries			
Title IV: Principles of Effectiveness				
5. Documentation exists that funded programs or activities are grounded in scientific research or documentation of an approved waiver is on file.	• List of programs or activities			
6. Documentation exists of the analysis of data including prevalence of risk and protective or other variables.	• Survey results • Law enforcement data			

Area of Compliance	Supporting Documentation	Compliance Status *KSDE Use Only*		Comments
		YES	**NO**	
Title V				
1. Documentation exists that all activities funded are tied to the needs identified in the needs assessment.	• Bookkeeping and journal entries			
2. Documentation exists that evaluation results are used to plan and implement program activities to improve student academic achievement and/or improving the quality of education.	• List of activities			
3. Documentation exists that professional development activities meet the definition of the *No Child Left Behind Act (NCLB)* as defined in Title IX, Section 9101(34).	• Description of all activities funded by Title V			
4. Documentation exists that funds generated by non-public school students were used appropriately.	• Bookkeeping and journal entries			

Area of Compliance	Supporting Documentation	Compliance Status *KSDE Use Only*		Comments
		YES	**NO**	
Kansas ESOL/Bilingual				
1. Documentation that criteria for determining eligibility for services exists.	• Home Language Survey results **AND** • English Language Proficiency (ELP) results show a score below "proficient/fluent" in any of the language domains: listening, speaking, reading, and writing. *(KSDE-approved ELP assessments include: LAS, LAS LINKS, Pre-LAS, IPT, Pre-IPT, LPTS, KELPA, and KELPA-P)*			
2. Documentation verifies that funding is used to support the instruction of English Language Learners.	• Bookkeeping & journal entries			

IPT: IDEA Proficiency Test LAS: Language Assessment Scales LPTS: Language Proficiency Test Series
KELPA: Kansas English Language Proficiency Assessment KELPA-P: Kansas English Language Proficiency Assessment Placement