

South Carolina Public Charter School District
 Checklist for Title I Monitoring Visit
 2015-2016

Date	Compliance Item	Submissions to the District	Notes	Resource
May to July New	Comprehensive Needs Assessment	All documentation of Comprehensive Needs Assessment Fiscal Binder at the end of the year	The needs assessment should focus on several areas: • demographics; • student achievement; • school culture and climate; • staff quality, recruitment and retention; • curriculum, instruction and assessment; • family and community involvement; • school organization; and • technology.	Guidance
May 2015 <i>End of the school year, planning for next school year.</i>	Planning Meeting	Announcement Agenda Sign In Sheet Notes for Meeting Submission type: Fiscal Binder at the end of the year	Notes: The school should select a school planning teams consisting of the following members: <ul style="list-style-type: none"> ▪ School staff, ▪ Administrators, ▪ Parents, ▪ Community members, ▪ Technical assistance providers, ▪ and, at the high school level, students. The team will meet before the end of school year plan to develop their school Title I Plan based on the needs of the schools. The school should consider strategies that could close the achievement gaps at the school. <ul style="list-style-type: none"> ▪ Parents should be a part of the planning team. ▪ Review Parent Involvement Policy and Parent Compact Each Year ▪ Use Parent Surveys, Comprehensive Needs Assessment to develop the Title I plan 	Planning Meeting Guidelines Difference between Planning Meeting and Annual Meeting
May-June 2015 <i>End of the school year, planning</i>	Title I plan on state website (Member Center)	Contact district after completion	Included 10% PD if required Addressed every strategy Notes: Post the schools Title I plan on your website or other means for access to the parents	Webinar State Dept. member center site: http://ed.sc.gov/

<p><i>for next school year</i></p>				<p>Guide to Allowable Title I Expenditures</p> <p>Title I Allowable Parenting Expenditures</p>
<p>July 2015 <i>Beginning of the school year</i></p>	<p>Non-Discrimination Statement</p>	<p>The non-discrimination statement must be on your website before you will receive any federal money for the 2015-16 school year. It is a federal requirement.</p>		<p>Example: The South Carolina Public Charter School District does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or immigrant status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person have been designated to handle the nondiscrimination policies. For questions pertaining to Section 504 and Title IX, contact the Assistant Superintendent of Academic Programs, at 3710 Landmark Drive, Suite 201, Columbia, SC 29204, 803/734-8322.</p>
<p>First week of school</p>	<p>Parent Involvement Policy</p>	<p>Submit a copy to the district</p> <p>Submission type: Fiscal Binder at the end of the year</p>	<p>Title I Parent Involvement requires each Title I school to develop a written parental involvement policy that describes the means for carrying out the requirements of Section 1118. The School must ensure that information related to school and parent programs, meetings and other activities are sent to the parents of Title I children in a format and in a language the parents can understand.</p> <p>Adopt district parent involvement plan or create your own</p> <p>Distribute parent involvement policy (first week of school along with compact)</p>	<p>SCPCSD Parent Involvement Policy</p> <p>Title I School Parent Involvement Policy Self-Checklist</p>

First week of school	School Parent Compact	<p>Submit a copy to the district</p> <p>Submission type: Fiscal Binder at the end of the year</p>	<p>The school-parent compact is a written agreement between teachers and parents. It is a document that clarifies what families and schools can do to help children reach high academic standards. Every school receiving Title I funds must develop a compact. The compact serves as a clear reminder of everybody's responsibility to take action at school and at home so that children can learn what is required of them. It is a written commitment indicating how all members of a school community -- parents, teachers, principals, students, and concerned community members -- agree to share responsibility for student learning.</p> <p>A School Parent Compact must include:</p> <ol style="list-style-type: none"> 1. Parent-teacher conferences 2. Frequent reports to parents on their child's progress 3. Reasonable access to staff 4. Opportunities to volunteer <p>Note: Distribute compact to parents in first week of school</p> <p>Parent Compact need not be signed.</p>	School Parent Compact
First week of school	Parent Right to Know	<p>Submit a copy to the district</p> <p>Submission type: Fiscal Binder at the end of the year</p>	<p>At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teacher.</p> <p>Notes: Distribute parent right to know letter to parents in first week of school</p>	Parent Right to know Sample
First month of school	Annual Meeting	<p>Announcement to Parents Agenda Sign-In Sheet Meeting Notes</p>	<p>One requirement of the Elementary and Secondary Education Act (ESEA) is the Title I Annual Parent Meeting. Each year, schools receiving Title I, Part A funds are required to host a meeting for parents to explain the Title I program and how parents can</p>	

		<p>Submission type: Fiscal Binder at the end of the year</p>	<p>be involved. At this meeting, the following issues must be addressed:</p> <ul style="list-style-type: none"> ▪ Explain whether the school participates in a schoolwide or targeted assistance program. ▪ Explain the requirements of a school wide or targeted assistance program. ▪ Explain what participation in Title I means for the school and include- <ul style="list-style-type: none"> * A description and explanation of the school’s curriculum. * Information on the forms of academic assessment used to measure student progress. * Information on the proficiency levels students are expected to meet. ▪ Explain the district Parental Involvement Policy, the school Parental Involvement Policy, and the school School-Parent Compact. (Note that each Title I school must have a site specific Parental Involvement Policy and School-Parent Compact. This is not the same as the district Parental Involvement Policy.) ▪ Explain the rights of parents to be involved in the school’s programs and provide ways to do so. ▪ Explain that parents have the right to request opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. <p>In order to keep parents informed, schools must invite to this meeting all parents of children participating in Title I, Part A programs. In a school wide school, all parents would be invited to attend, and in a targeted assistance school, parents of children receiving Title I services would be invited. Schools must also offer a flexible number of additional meetings, such as in the morning or evening so that as many parents as possible can attend.</p>	<p><u>Difference between Planning Meeting and Annual Meeting</u></p>
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First month of school	Principal Attestation Letter	Submit a copy to the district Submission type: Fiscal Binder at the end of the year	Letter is signed by principal. It is ok to say no, you just have to say what your plan is. Notes: The Elementary and Secondary Education Act (ESEA) No Child Left Behind Act of 2001, states in ESEA Section 1119(i) that each local educational agency shall require that the principal of each school operating a Title I program under ESEA Section 1114 (School wide) attest annually in writing as to whether such school is in compliance with the requirements of Section 1119.	Principal Attestation Letter
First month of school	Lunch Forms	Submit a copy to the district Submission type: Submit upon Request	All lunch forms as of 135 th day for existing schools and 5 th day for new schools.	
First month of school	District of Residence Audit	Submission type: Not Applicable this year	Notes: Upon initial enrollment in a school, a student or parent must produce at a minimum one document reflecting the correct residential street address . Post office boxes, private mail box addresses or commercial establishment addresses are insufficient.	Proof of Residence Requirements
September 2015	List of teachers paid by Title I	Submission type: Dropbox	Notes: A list of employees paid by Title I. The list also should show the amount of percentage of time spend on Title I programs.	Sample will be provided
September 2015	Job Descriptions	Submission type: Dropbox	Notes: The job description should show evidence of employees job responsibilities that justify his/her time spent on Title I programs.	No sample.
September 2015	Employment Agreements/Contracts	Submission type: Dropbox	Notes: The employment agreement should include the employee name and agreed salary and must be dated and signed by the employee.	No sample.
September 2015	Salary Split	Submission type: Dropbox	Notes: The salary split should show the amount of funds paid by Title I as allocated in the schools Title I plan. If the employee is paid by Title I funds and other funds, the report should show clearly on how the funds are split.	Sample

November 2015	HQ Verification	Submission type: Dropbox	Notes: State Dept. will send the districts 45 th day HQ report. The report will be sent to the schools to verify.	
October 2015	HQ Letter	Submit a copy to the district Submission type: Dropbox	If a student in a Title I school is being instructed -- for longer than four weeks -- by a teacher/substitute teacher who does not meet the HQ requirements, a letter informing students' parents of this information must be sent, in a timely manner. This sanction applies to core content teachers in all Title I schools.	HQ Letter Sample
December	Parent Survey	Submission type: Survey		Survey ink
December 2015 & June 2016	Time and Effort documentation	Submit a copy to the district Submission type: Dropbox	<i>OMB Circular A-87 -Time and effort reporting requirements are part of the allowable costs as defined by the U.S. Office of Management and Budgets (OMB). OMB circulars are applied to all federal grants, contracts and cooperative agreements. All employees charged to federal grants must maintain time and effort reporting.</i>	Resources: https://sccharter-public.sharepoint.com/Pages/Time-and-Effort.aspx
Year Round Submit at the end of the year	Professional Development Activities	Submit a copy to the district Submission type: Fiscal Binder at the end of the year	Agendas and Registration from conferences Agendas and Sign in sheets from In house trainings	Any meetings/conferences that's will assist the school in student achievement.
Year Round Submit at the end of the year	Parent Involvement	Submit a copy to the district Submission type: Fiscal Binder at the end of the year	Provide Agendas, Sign in sheets for parent involvement activities.	Any parent meetings/conferences that's will assist the school in parental involvement and student achievement.
Year Round Submit at the end of the year	Equipment	Submit a copy to the district Dropbox	An equipment inventory spreadsheet has been submitted to the district (Mr. V) All equipment bought with Title I funds has a district equipment label Note: The school can only seek reimbursement for the equipment after submitting the completed SCPCSD equipment inventory and is approved by Director of Federal Programs.	Link to report the district before purchasing the equipment. Equipment Inventory Template Link to inform district dispose equipment or report lost or stolen Sample 1 (Teacher), Sample 2 (Parent), Sample 3 - Equipment Checkout Process

September	Paraprofessional Documentation	<p>Submit para professional list and evidence of HQ to the district</p> <p>Dropbox</p>	<p>WHO ARE PARA PROFESSIONALS? “Paraprofessionals who provide instructional support,” includes those who</p> <ul style="list-style-type: none"> ▪ provide one-on-one tutoring if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher, ▪ assist with classroom management, such as by organizing instructional materials, ▪ provide instructional assistance in a computer laboratory, ▪ conduct parental involvement activities, ▪ provide instructional support in a library or media center, ▪ act as a translator, or ▪ provide instructional support services under the direct supervision of a highly qualified teacher. <i>[Title I, Section 1119(g)(2)]</i> <p>Requirements of Paraprofessionals http://ed.sc.gov/policy/federal-education-programs/esea-title-ii-part-a1/paraprofessionals/</p>	<p>Resources: To meet this assessment requirement, refer to the link below: http://ed.sc.gov/policy/federal-education-programs/esea-title-ii-part-a1/paraprofessionals/</p>
April <i>Before the end of school year</i>	Annual Evaluation	<p>Submit a copy to the district</p> <p>Submission type: Fiscal Binder at the end of the year</p>	<p>Plan has been evaluation by the planning committee</p> <p>Parents have been given the opportunity to give feedback.</p>	<p>Resources: Annual Evaluation</p>
July End of School Year	Title I Fiscal Audit	<p>Schools should submit the <u>documentation directly by hand or my US mail</u>. Please see the documentation instructions:</p> <p>Please use the Binders to document your Bills/purchase orders etc. that you have submitted for reimbursements for Title I funds.</p>	<p>Federal law requires the monitoring to ensure compliance with procedures and regulations each year. As informed to all of you earlier, all Title I schools should submit Title I finance binders to the district by July 20 each year. These binders are also a huge help when working with the district auditors.</p> <p>Fiscal Monitoring (Due July 20, each year):</p> <p>Submit the district in a neatly organized folder with receipts, purchase orders and bills including credit card payments by each activity listed in your Title I</p>	<p>Resources: Audit Prep Audit Documentation Example</p>

		<p>Have dividers between each activity and the bill and receipts for that activity.</p> <p>Highlight credit card payments that you submitted for reimbursement.</p> <p>Fiscal Binder at the end of the year</p>	<p>plan. Highlight the amount on the credit card bill for the payment you submitted for reimbursement.</p> <p>To ensure accurate record keeping and appropriate expenditure of funds, we encourage you to reconcile your records with those of your finance person on a monthly basis. Doing so throughout the year positions you to make more accurate and efficient adjustments to the budget in spring.</p>	
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