



OKCPS Title I, Part A Compliance Review Policy and Procedures

2019-2020 OKCPS School Site Visit Protocol Checklist

As a recipient of Title I, Part A state grant funds from the United States Department of Education (USDE), Oklahoma City Public Schools (OKCPS) is required to conduct compliance reviews during the award program to ensure Title I, Part A funds are used in accordance with the purposes of the authorizing statute.

Objectives:

- To assess the degree to which program requirements are being fulfilled and make recommendations when appropriate.
- To provide technical assistance and guidance to strengthen program administration and improve the quality of programs.

Instructions:

1. A copy of the Title I, Part A monitoring protocol will be electronically distributed to all principals prior to the on-site visit.
2. At the time of the site visit, Title I School Support Coordinator will indicate on the protocol the applicable compliance status for each item listed on the protocol.
3. The monitoring protocol will be completed during the site visit to determine the compliance status.
4. Areas reviewed for compliance will include: (1) GMS Plan Implementation (2) Title I Budget and Supporting Documentation (3) Integration of Federal Programs, and (4) Oklahoma State Department of Education (OSDE) and United States Department of Education (USDE) Compliance Areas.
5. Resolution of any compliance issues may be accomplished through technical assistance by phone or e-mail. When warranted, additional on-site technical assistance visits will be scheduled by the Title I School Support Coordinator.



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Schoolwide/School Improvement Plan and Implementation Requirements	In Compliance	Partial Compliance	Out of Compliance	Not Applicable
Evidence of a Comprehensive Needs Assessment	<i>Examples of Evidence: Most current 19-20 Needs Assessment approved by ILD maintained at school site **NEW SITES ONLY</i>			
Evidence of annual Schoolwide Plan	<i>Examples of Evidence: Most current 19-20 GMS SW-SI Plan approved by OSDE maintained at school site</i>			
Evidence of Professional Development Activity and Plan	<i>Examples of Evidence: Agendas, sign-in sheets, and meeting minutes of professional development training attended. Ex: AVID, Summit, Striving Readers, Mastery Connect, Fuel Ed, Data Summit, Academic RtI, Guided Reading, PBIS, Marzano, Technology, Project Based Learning, Differentiated Instruction, Reading/Math Strategies, Kagan, GE, Art Integration, FOSS Science, Pathways and any In/Out District Conferences</i>			
Evidence of Transition Strategies	<i>Examples of Evidence: Agendas, sign-in sheets, and meeting minutes of transitional strategies implemented. Ex: Transitions between grade levels within the school Horizontal/Vertical Team Meetings, Academic Standards Team Collaboration/Curriculum Alignment RSA Meetings, Data Review Meetings and record of Intervention Schedules, Transition Communication with Feeder Schools, Contact Logs, Flyers/Invitations, Extended Learning, Presentations/Speakers, Fieldtrips to Feeder Schools</i>			
Evidence of annual Title I Parent Meeting	<i>Examples of Evidence: Agenda, sign-in sheets, and meeting minutes of Annual Title I Parent Meeting, Invitations/Flyers, PowerPoint Presentation, and Handouts</i>			
Evidence of annual Title I Staff Meeting	<i>Examples of Evidence: Agenda, sign-in sheets, and meeting minutes of Annual Title I Staff Meeting, Invitations/Flyers, PowerPoint Presentation, Email Communication, and Handouts</i>			
Paraprofessional Schedule	<i>Examples of Evidence: Provide completed template to record the paras daily schedule in the classroom with a supervising certified teacher</i>			
Remedial Specialist Schedule	<i>Examples of Evidence: Provide any remedial specialists' schedule paid with Title I funds</i>			
Integration of Federal Programs				
Collaboration and integration among funds and programs	<i>Examples of Evidence: Record of how various funding sources are integrated, Requisition Logs, Invoices, Material/Equipment Dissemination Log</i>			

OSDE and USDE Compliance	
Title IA Budget and Documentation requirements	<u>Examples of Evidence:</u> Most current Budgets 511/515 (Title I/ School Improvement) Proof of spending percentage of budget from SAP at time of site visit
Title IA Inventory	<u>Examples of Evidence:</u> Current Title I Inventory recorded on official Title I Inventory form. <u>ONLY Technology purchases are required to be placed on the inventory.</u>
Distribution of the School and LEA Parental Engagement Policy	<u>Examples of Evidence:</u> Provide the date the Parent and Family Engagement Policy was sent distributed to parents
Distribution of the Parent-School Compact	<u>Examples of Evidence:</u> Parent Compacts available during site visit for School Support Coordinator review Ex: Compact completed examples should be uploaded to Google Classroom – Provide the date the Parent Compact was sent-distributed to parents
OSDE and USDE Compliance	
Distribution of the Parents Right-to-Know Policy	<u>Examples of Evidence:</u> Parents' Right-to-Know Letter available during site visit for School Support Coordinator to review Provide the date the letter was distributed to parents
Distribution of the State School Report Cards	<u>Examples of Evidence:</u> Provide the date the letter was sent/ distributed to parents when made available.
Evidence of Homeless Services available to families (posters) and Homeless Services liaison designation.	<u>Examples of Evidence:</u> Be prepared to show your coordinator where homeless posters are located and tell who is the designated liaison.
Paraprofessional meets the Title IA requirements	<u>Examples of Evidence:</u> Provide the schedule for the paraprofessional it must include sessions that tell what certified teacher is supervising them at all times when working with students.

Comments:	