

**OKCPS TITLE I, PART A COMPLIANCE REVIEW PROTOCOL**

**SCHOOL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

As a recipient of Title I, Part A state grant funds from the United States Department of Education (USDE), Oklahoma City Public Schools is required to conduct compliance reviews during the award program to ensure Title I funds are used in accordance with the purposes of the authorizing statue. The review will also ensure that federal policies and procedures are followed.

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 overall 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, the 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: GMS Plan status and implementation, Title I Budget and financial expenditure update, integration of Federal Programs and Oklahoma State Department and United States Department of Education Compliance Areas.
5. Resolution of any compliance issues may be accomplished through technical assistance by phone, email, or virtual meeting. When warranted, additional on-site technical assistance visits will be scheduled by the Tile I School Support Coordinator.

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| **School Name:** | |  | |
| **Principal:** | |  | |
| **School Support Coordinator:** | |  | |
| **Review Period** | **Fall ( )** | | **Spring ( )** |
| **Date:** | **Time In:** | | **Time Out:** |
| **Schoolwide ( )** | **ATSI ( )** | | **CSI ( )** |

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| Review Areas- **F/S/B**  Fall-Spring-Both | **F/S/B** | **Compliant** | **Partial Compliance** | **Out of Compliance** | **Not Applicable** |
| Evidence of Comprehensive Needs Assessment Sec 1114 (b)(A) | **B** |  |  |  |  |
| Evidence of annual Schoolwide Plan Sec 1114 (4)(b)(1)-(6) | **B** |  |  |  |  |
| Evidence of Professional Development Plan with sign-in sheets and agendas Sec 1114 (a)(4) | **B** |  |  |  |  |
| Evidence of annual Title I Parent Meeting Sec 1116 (c) | **F** |  |  |  |  |
| Evidence of annual Title I Staff Meeting Sec 1112 (d)(1) | **F** |  |  |  |  |
| Evidence of Transition Strategies Sec 1114 (b)(G) | **B** |  |  |  |  |
| Evidence of Homeless Services training to teachers and Homeless liaison designated –posters displayed(must have all three for full compliance) | **F** |  |  |  |  |
| Evidence of complete/updated Continuous Improvement Plan (CIP)in GMS; Uploaded to Canvas | **B** |  |  |  |  |
| Evidence of assignments completed in Canvas | **B** |  |  |  |  |
| Evidence of inventory updates and uploaded to Canvas-code of Federal Regulation Title 34, Vol.1 part 80.32 | **B** |  |  |  |  |
| Evidence of current budgets and percentage of funds spent documentation from SAP.  (F)511\_\_\_\_\_\_\_\_\_\_\_\_(S)511\_\_\_\_\_\_\_\_  (F)515\_\_\_\_\_\_\_\_\_\_\_\_(S)515\_\_\_\_\_\_\_\_\_ | **B** |  |  |  |  |
| Paraprofessional Schedule-under supervision of certified teacher | **B** |  |  |  |  |
| Family and Community Advocate duties and responsibilities | **B** |  |  |  |  |
| Title I funded iCoach duties and responsibilities | **B** |  |  |  |  |
| Remedial Specialist Schedule | **B** |  |  |  |  |
| Title I funded Counselor duties and responsibilities | **B** |  |  |  |  |
| Distribution of the State School Report Card Sec 1111(h) | **S** |  |  |  |  |
| Collaboration and integration among funds and programs Sec 1114 (b)(J) Sec1112-9(a)(E) | **F** |  |  |  |  |
| Evidence of planned Parent Outreach activities –upload in CANVAS | **B** |  |  |  |  |
| Evidence of responsibilities/schedule for other Title I funded  personnel | **B** |  |  |  |  |
| **Distribution of parent letters:**  Parent Right to Know  Date sent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent & Family Engagement Policy  Date sent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent Compact  Date sent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  District Parent & Family Policy  Date sent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  All parent letters are posted on the school’s website (recommended) | **F** |  |  |  |  |
| All teachers meet Oklahoma certification laws and requirements Sec 1111 (g)(2)(J) | **F** |  |  |  |  |
| Paraprofessionals meet the Title IA requirements Sec1111 (g) (2) | **F** |  |  |  |  |
| Evidence of evaluation of your schoolwide site Title I Plan (required before the close of the school year)  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **S** |  |  |  |  |

Protocol Notes:

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\*\*F/S/B=fall, spring, both