

**TITLE I, PART A
ACTIONS NEEDED FORM
BASED ON MONITORING VISIT**

DISTRICT	DISTRICT TITLE I COORDINATOR	KDE TITLE I CONSULTANT	DATE OF MONITORING VISIT	COMPLIANCE TARGET DATE
Monroe County	Cecelia Stephens	Daniel Davison	3/8/2012	Varied – See Action Descriptions

AREAS REVIEWED DISTRICT	FINDINGS	ACTIONS NEEDED TO ADDRESS FINDINGS
I. ELIGIBLE PUBLIC SCHOOLS & ALLOCATIONS Section 1113	There were no findings for this section.	N/A
II. LOCAL INSTITUTIONS FOR NEGLECTED CHILDREN Section 1113	N/A	N/A
III. HOMELESS CHILDREN AND YOUTH Section 1113 of Title I and Section X	There were no findings for this section.	N/A

<p style="text-align: center;">AREAS REVIEWED DISTRICT</p>	<p style="text-align: center;">FINDINGS</p>	<p style="text-align: center;">ACTIONS NEEDED TO ADDRESS FINDINGS</p>
<p>IV. PARENT INVOLVEMENT Section 1118</p>	<ol style="list-style-type: none"> 1. There was no evidence that the district parent involvement policy was developed in consultation with parents. 2. There was no evidence that there was an annual meeting to inform parents of program requirements, the rights of parents to be involved in planning, review and improvement of parent programs. 3. There was no evidence that an annual evaluation was used to determine whether there are barriers to greater participation by parents who lack literacy, language skills, are disabled or are economically disadvantaged and that the evaluation findings are used to revise district and school-level policies so that they promote the improvement of student academic achievement, the social and emotional welfare of students and the school's teaching and learning environment. 	<ol style="list-style-type: none"> 1. The district must provide evidence that the parent involvement policy have been developed or reviewed using parent input. Evidence may consist of parent meetings agendas or minutes in which feedback about the policies were addressed, sign in sheets for those meetings, or another form of evidence. This evidence must be provided by September 3, 2012. 2. The district must provide evidence of a meeting where parents were informed of program requirements, their rights to be involved in planning, reviewing and improvement of parent programs. Evidence may consist of parent meetings agendas or minutes in which these items were addressed, sign in sheets for those meetings, or another form of evidence. This evidence must be provided by September 3, 2012. 3. The district must provide evidence that an annual evaluation was used to revise district and school-level policies. Evidence may consist of a written summary of annual evaluation of parent involvement program presented at a meeting, agenda and minutes from meeting. This evidence must be provided by September 3, 2012.

AREAS REVIEWED DISTRICT	FINDINGS	ACTIONS NEEDED TO ADDRESS FINDINGS
V. TITLE I SCHOOL IMPROVEMENT Section 1116	There were no findings for this section.	N/A
VI. TITLE I DISTRICT IMPROVEMENT Section 1116	There were no findings for this section.	N/A
VII. HIGHLY QUALIFIED STAFF Section 1119	There were no findings for this section.	N/A
VIII. CONSULTATION Section 1112	There were no findings for this section.	N/A
IX. SERVICES TO ELIGIBLE PRIVATE SCHOOL CHILDREN Section 1120	N/A	N/A
X. FISCAL MANAGEMENT Section 1120A	<ol style="list-style-type: none"> 1. MUNIS has a \$2,500 budget item for auditing services (0342) that is not reflected in the Ranking Report. This may be allowable if it is only the Title I portion of the financial audit. 2. MUNIS code 0539 "Other Communications" is not allowed for Title I and has a budget of 293.00 with expenditures of 51.17 on March 2012 report. 3. MUNIS code 0580 "Travel" is now required to be broken out to 0581 - In District, 582 – Out of District and 0584 – Out of State travel. 	<ol style="list-style-type: none"> 1. The District must provide evidence that the \$2,500 auditing charge is the Title I portion of the financial audit and add this information to the Title I Ranking report Administrative Costs Description or remove this line item from MUNIS. (JE) 2. The district must use Journal entries to move this item to an acceptable code. 3. Journal entries should be used to distribute the Travel to the codes allowed. <p>Evidence of these changes to Project 3102 must be provided by April 27, 2012.</p>

AREAS REVIEWED SCHOOLWIDE PROGRAM Section 1114	FINDINGS (List schools findings apply to.)	ACTIONS NEEDED TO ADDRESS FINDINGS
I. NEEDS ASSESSMENT	There were no findings for this section.	N/A
II. PROGRAM DESIGN AND EFFECTIVENESS	<ol style="list-style-type: none"> <li data-bbox="657 399 1220 683"> 1. Monroe County Middle School – There was no evidence that school council/school staff was aware of their Title I allocation and involved in making decisions about the design and implementation of the program, parent involvement and professional development. <li data-bbox="657 805 1220 1130"> 2. Monroe County Middle School, Tompkinsville Elementary, Gamaliel Elementary, Joe Harrison Carter Elementary – There is no evidence that the schools addressed all 10 components of the Schoolwide plan (SWP). This should be in the SWP Report updated annually. 	<ol style="list-style-type: none"> <li data-bbox="1297 399 1934 789"> 1. The district must provide evidence to show that the school council and staff have been made aware of the Title I allocation and their role in making decisions about the design, implementation of the program, parent involvement and professional development. Evidence provided could include meeting agendas, minutes and sign in sheets. This evidence must be provided by April 27, 2012. <li data-bbox="1297 805 1934 1156"> 2. Each school should produce a SWP Report and update it annually. The report should be provided to the Title I Coordinator by the Principals in the schools on an annual basis. Schools should annually review the implementation of and results achieved by the schoolwide program. This evidence must be provided by April 27, 2012.

<p style="text-align: center;">AREAS REVIEWED SCHOOLWIDE PROGRAM Section 1114</p>	<p style="text-align: center;">FINDINGS (List schools findings apply to.)</p>	<p style="text-align: center;">ACTIONS NEEDED TO ADDRESS FINDINGS</p>
<p>III. PARENT INVOLVEMENT</p>	<ol style="list-style-type: none"> <li data-bbox="657 302 1184 623"> <p>1. Monroe County Middle School, Tompkinsville Elementary, Gamaliel Elementary, Joe Harrison Carter Elementary – There was no evidence that the Parent Involvement Policy and Compact was developed in consultation with and reviewed by parents.</p> <li data-bbox="657 737 1220 989"> <p>2. Monroe County Middle School, Tompkinsville Elementary, Gamaliel Elementary, Joe Harrison Carter Elementary – There was no evidence of a written summary of the annual evaluation of the parent involvement program.</p> 	<ol style="list-style-type: none"> <li data-bbox="1304 302 1940 699"> <p>1. The district must provide evidence to show that there are school level parent involvement policies and a compact in place that have been developed or revised using parent input. Evidence may consist of parent meetings, agendas or minutes in while feedback about the policy and compact were addressed, sign in sheets for those meetings or another form of evidence. This evidence must be provided by September 3, 2012.</p> <li data-bbox="1304 737 1940 1101"> <p>2. The district must provide copies of each school’s annual written evaluation of their parent involvement program. The evaluation may be based on a survey and must document and summarize the evaluation findings and how the information will be used to improve the parent involvement program. This evidence must be provided by September 3, 2012.</p>