

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

<b>DISTRICT</b>	<b>DISTRICT TITLE I COORDINATOR</b>	<b>KDE TITLE I CONSULTANT</b>	<b>DATE OF MONITORING VISIT</b>	<b>COMPLIANCE TARGET DATE</b>
Covington Independent	Suzanne Thompson	David Millanti (Assisted by Claude Christian and Frank Crossman)	4-17 and 4-18-12	Varied—See Action Descriptions

<b>AREAS REVIEWED DISTRICT</b>	<b>FINDINGS</b>	<b>ACTIONS NEEDED TO ADDRESS FINDINGS</b>
<b>I. ELIGIBLE PUBLIC SCHOOLS AND ALLOCATIONS</b> <b>Section 1113</b>	The Title I school allocations reported in MUNIS do not match those reported on the Ranking Report.	The district must revise within MUNIS all Title I school allocations to match those reported on the most recently revised 2011-12 Ranking Report. <b>Documentation must include a revised MUNIS report and must be submitted to KDE by May 15, 2012.</b>
<b>II. LOCAL INSTITUTIONS FOR NEGLECTED AND DELINQUENT CHILDREN</b> <b>Section 1113</b>	There were no findings for this section.	N/A
<b>III. HOMELESS CHILDREN AND YOUTH</b> <b>Section 1113</b>	There were no findings for this section.	N/A
<b>IV. PARENT INVOLVEMENT</b> <b>Section 1118</b>	There were no findings for this section.	N/A

AREAS REVIEWED DISTRICT	FINDINGS	ACTIONS NEEDED TO ADDRESS FINDINGS
<b>V. TITLE I SCHOOL IMPROVEMENT Section 1116</b>	<b>Sixth District, Ninth District, Holmes High, Holmes Middle, and John G. Carlisle:</b> For each school listed, the district could not document that 10% of the schools' allocations are reserved for professional development.	The district must submit to KDE a MUNIS report or another appropriate form of evidence to show that each school in improvement reserves and spends at least 10% of its allocation for professional development. <b>Evidence must be submitted by May 15, 2012.</b>
<b>VI. TITLE I DISTRICT IMPROVEMENT Section 1116</b>	There were no findings for this section.	N/A
<b>VII. HIGHLY QUALIFIED STAFF Section 1119</b>	There were no findings for this section.	N/A
<b>VIII. CONSULTATION Section 1112</b>	There were no findings for this section.	N/A
<b>IX. SERVICES TO ELIGIBLE PRIVATE SCHOOL CHILDREN Section 1120</b>	<ol style="list-style-type: none"> <li>1. The allocation in MUNIS for Covington Latin was \$1,070. On the Ranking Report, the equitable instructional amount is \$1,080</li> <li>2. The district does not have in place written agreements, such as compacts, between the district and parents of private school students participating in Title I, Part A services regarding the responsibilities of the district, parents, and students.</li> </ol>	<ol style="list-style-type: none"> <li>1. The allocation for Covington Latin must be revised within MUNIS to reflect the equitable amount of \$1,080. <b>A copy of the revised MUNIS report must be submitted to KDE by May 15, 2012.</b></li> <li>2. The district must develop a compact for each served private school in consultation with parents of students participating in Title I, Part A services. The compact must address district, parent, and student responsibilities in the Title I program, parent involvement meetings, and communication between the Title I teacher and parents regarding student academic performance. The compact may be</li> </ol>

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<p><b>IX. SERVICES TO ELIGIBLE PRIVATE SCHOOL CHILDREN</b>  <b>Section 1120 (continued)</b></p>	<p>3. No evidence was provided to show that the district conducts an annual evaluation of Title I services at each private school.</p> <p>4. <b>At Montessori Early Learning, Holy Cross High, and Covington Latin</b> there are no processes in place to identify and select children to participate in Title I services. The schools are provided materials or equipment only, which does not constitute quality private school services. There is no district oversight</p>	<p>modeled after existing public school compacts. Evidence may include a compact sample, documentation of parent meetings in which the compact was discussed or designed, or another form of appropriate documentation. <b>This evidence must be submitted to KDE by September 1, 2012.</b></p> <p>3. The district will choose one of the following options to satisfy this finding. <b>Evidence must be submitted by August 1, 2012.</b></p> <p>a. The district must produce evidence, such as meeting minutes or data collection and analysis, to show that it has conducted an annual evaluation of Title I services for each private school.</p> <p><b>OR</b></p> <p>b. The district will submit to KDE for approval and implement beginning this school year a plan outlining how the effectiveness of private school Title I services will be assessed.</p> <p>4. The district must submit to KDE for approval and implement beginning with the 2012-13 school year a plan outlining how students will be selected to participate in Title I services and how the district will directly oversee the Title I programs at these schools. Evidence must show that the plans for each</p>

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<b>IX. SERVICES TO ELIGIBLE PRIVATE SCHOOL CHILDREN</b> Section 1120 ( <i>continued</i> )	of the services provided at these schools.	school were developed in consultation with private school officials. <b>This evidence must be submitted by August 1, 2012.</b>
<b>X. FISCAL MANAGEMENT</b> Section 1120A	The district does not document a) twice a year that central office staff paid solely with Title I funds work solely with that program <b>or</b> b) monthly that district staff paid partially from Title I funds work directly with Title I and other programs on a prorated basis.	The district must submit to KDE copies of personnel activity reports or another type of certification to document district employee time and effort. A sample personnel activity report can be found in the Title I, Part A handbook. <b>Evidence must include time and effort certifications that include time worked during the first half of the 2011-12 school year and must be submitted by May 15, 2012.</b>

AREAS REVIEWS SCHOOLWIDE PROGRAM Section 1114	FINDINGS	ACTIONS NEEDED TO ADDRESS FINDINGS
<b>I. NEEDS ASSESSMENT</b>	There were no findings for this section	N/A
<b>II. PROGRAM DESIGN AND EFFECTIVENESS</b>	1. Adequate evidence was not provided to prove that schools were meeting cap size requirements prior to using Title I, Part A funds to hire staff. Several principals stated that they would not have been able to meet cap size without using Title I, Part A funds.	1. For all schools, the district must submit evidence to show that cap size was met by schools prior to using Title I funds to hire staff. Evidence may consist of the number of certified staff hired through general funds at each school and the enrollments for which

<p align="center"><b>AREAS REVIEWS SCHOOLWIDE PROGRAM Section 1114</b></p>	<p align="center"><b>FINDINGS</b></p>	<p align="center"><b>ACTIONS NEEDED TO ADDRESS FINDINGS</b></p>
	<p>2. <b>Ninth District, Latonia, Glenn O. Swing, John G. Carlisle, Sixth District, Holmes Middle, and Holmes High:</b> There was not adequate evidence provided to show that each school is fully addressing the ten components of a schoolwide program nor could principals articulate how the components were being met.</p>	<p>staffing projections were made or another form of appropriate evidence. <b>This evidence must be submitted by May 15, 2012.</b></p> <p>2. For each school listed in the finding, the district must submit to KDE evidence that shows how they are meeting the ten schoolwide components. This could be a separate schoolwide plan or other designations within the CSIPs that show how each component is being addressed. Schoolwide planning information and sample documents can be found on pp. 27-44 of the Title I handbook. <b>Evidence must be submitted by August 1, 2012.</b></p>
<p><b>III. PARENT INVOLVEMENT</b></p>	<p>1. <b>Ninth District, Latonia, Glenn O. Swing, John G. Carlisle, Sixth District, Holmes Middle, and Holmes High:</b> Parents are not effectively involved with planning the expenditure of school level parent involvement funds, the development of school level parent involvement policies, and the development of school parent compacts.</p> <p>2. <b>Ninth District, John G. Carlisle, Sixth District, Holmes Middle, and Holmes High:</b> Annual parent evaluation findings are not used to evaluate and revise as necessary the schoolwide program to ensure effectiveness.</p>	<p>1. Schools must develop and implement a system to involve parents in these activities. Parents beyond those serving on the SBDM councils at each school must be involved in these processes. <b>The district must submit by September 1, 2012 evidence that each school listed in the finding has effectively involved parents in these activities.</b></p> <p>2. For each school listed, the district must submit to KDE evidence to show that a parent evaluation for school year 2011-12 has been administered and that the results have been compiled and used as necessary to revise the schoolwide plan. <b>Evidence may consist of</b></p>

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		survey samples and results, including comments, and must be submitted by August 1, 2012.