

**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
Lincoln County	Angela Cain	Daniel Davison	3/13/2012	Varied – See Action Descriptions

AREAS REVIEWED DISTRICT	FINDINGS	ACTIONS NEEDED TO ADDRESS FINDINGS
I. ELIGIBLE PUBLIC SCHOOLS & ALLOCATIONS Section 1113	1. The free and reduced lunch counts for January 31, 2011 had been mistakenly shredded during a move and could not be reproduced.	1. The district must keep the three most recent records on hand and archive the ten most recent. Free and reduced lunch counts are to be pulled from Infinite Campus or other source for the 2010-11 school year and if the counts are different then the allocation amounts on Worksheet 2 or the Ranking Report will have to be changed to reflect these numbers. This evidence must be provided by April 6, 2012.
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	Recommend that funds set aside for homeless be expended to provide services for homeless students to remove potential barriers that impede student achievement.	Continue to monitor spending on this MUNIS code and make High School aware of the availability of these funds.

AREAS REVIEWED DISTRICT	FINDINGS	ACTIONS NEEDED TO ADDRESS FINDINGS
<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. 	<ol style="list-style-type: none"> 1. The district must provide evidence that the parent involvement policy has 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.
<p>V. TITLE I SCHOOL IMPROVEMENT Section 1116</p>	<p>There were no findings for this section.</p>	<p>N/A</p>
<p>VI. TITLE I DISTRICT IMPROVEMENT Section 1116</p>	<p>There were no findings for this section.</p>	<p>N/A</p>

AREAS REVIEWED DISTRICT	FINDINGS	ACTIONS NEEDED TO ADDRESS FINDINGS
VII. HIGHLY QUALIFIED STAFF Section 1119	1. Music teacher (Highland and Waynesburg Elementary) replaced in mid-year is currently being taught by a long term substitute. Letters have been sent home to parents of students and there are plans to hire a highly qualified teacher prior to the start of the new school year.	1. Follow through with plans to hire a new music teacher prior to the start of next year. This evidence must be provided by September 3, 2012.
VIII. CONSULTATION Section 1112	There were no findings for this section.	N/A

AREAS REVIEWED DISTRICT	FINDINGS	ACTIONS NEEDED TO ADDRESS FINDINGS
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 code 0580 "Travel" is now required to be broken out to 0581 - In District, 582 – Out of District and 0584 – Out of State travel. 2. 30% sick pay toward teacher retirement was not prorating the years of service as a Title I teacher. An estimate was used instead of the actual calculation. 3. MUNIS Fixed Asset Module was used but the Title I assets were not identified and a report of Title I fixed assets was not possible. 	<ol style="list-style-type: none"> 1. Journal entries should be used to distribute the Travel to the codes allowed. Evidence of these changes to Project 3102 must be provided by April 27, 2012. 2. The formula should be used to calculate the actual sick pay toward teacher retirement. This calculation should be put in the Ranking Report, the amount changed and the budget amount adjusted on MUNIS report. Evidence of these changes to Project 3102 must be provided by April 27, 2012. 3. The Title I assets should be identified on all Title I vouchers and a list of Title I fixed assets produced. Actual fixed assets in schools and district office should be labeled to identify them as Title I assets. The Title I fixed asset list must be provided by April 27, 2012. Labels should be attached during next physical inventory by September 3, 2012.

AREAS REVIEWED SCHOOLWIDE PROGRAM Section 1114	FINDINGS (List schools findings apply to.)	ACTIONS NEEDED TO ADDRESS FINDINGS
I. NEEDS ASSESSMENT	<ol style="list-style-type: none"> 1. Stanford Elementary – Read to Achieve teacher is listed in the “other column on Worksheet 3 of Ranking report and should just be added to the teacher column. 2. Waynesburg Elementary – Paraeducators should be expressed in FTE (Full time equivalent) so the Technology paraeducator should be .6 and the total paraeducators should be 2.6 instead of 3.0. 	<ol style="list-style-type: none"> 1. Change the Ranking Report Worksheet 3 to reflect 3.38 teachers and 0.00 “Other” for Stanford Elementary. 2. Change the Ranking Report Worksheet 3 to reflect 2.6 paraeducators instead of 3.0 currently listed. <p>Evidence of these changes to Ranking Report must be provided by April 27, 2012.</p>
II. PROGRAM DESIGN AND EFFECTIVENESS	<ol style="list-style-type: none"> 1. Stanford Elementary – Substitutes are not obtained when the Title I paraeducators are absent because of the specialized nature of the RTI they are providing. (Check to make sure all schools are hiring substitutes when needed.) 	<ol style="list-style-type: none"> 1. Substitutes could be included in RTI training or retired teachers used that have the specialized training so that these services may still be provided even though a paraeducator is absent. Sign in sheets for paraeducators included in training and/or records showing substitutes were obtained when paraeducators were absent. Evidence of these changes must be provided by September 3, 2012.

AREAS REVIEWED SCHOOLWIDE PROGRAM Section 1114	FINDINGS (List schools findings apply to.)	ACTIONS NEEDED TO ADDRESS FINDINGS
III. PARENT INVOLVEMENT	<p>1. Crab Orchard Elementary, Highland Elementary, Hustonville Elementary, Lloyd McGuffey Sixth Grade Center, McKinney Elementary, Stanford Elementary, Waynesburg Elementary – There was no evidence that the Parent Involvement Policy and Compact was developed in consultation with and reviewed by parents.</p>	<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 which feedback about the policy and compact were addressed, sign in sheets for those meetings or another form of evidence. Both the policy and compact could have a line added to the bottom of the document stating when it was last reviewed and/or changed. This evidence must be provided by September 3, 2012.</p>