2018-2019
District
Title V, Part B, Subpart 2
Rural and Low-Income Schools Program (RLIS)
Consolidated Monitoring Form

District:	Title I, Part A Coordinator:	Finance Officer:

Additional Information: *(Check all that apply.)*	Date(s) of Monitoring Visit:	KDE Program Monitor(s):
☐ Private School(s) ☐ Neglected Institution(s) ☐ RLIS ☐ McKinney-Vento		

The following checklist is used in the evaluation of a district's Title V, Part B, Subpart 2 activities and procedures. Program compliance and/or effectiveness is determined based on responses and supporting evidence for each of the monitoring questions.

The checklist contains several monitoring questions that will be evaluated individually. The list found beside *Suggested Documentation* (within each monitoring question) contains examples of documentation that may be submitted for review. Please note that in some cases, all items may not be required. Additionally, only documentation for the current school year must be submitted unless the program monitor(s) request(s) prior year information or it is applicable to the question.

During monitoring, the program monitor(s) will select *yes* on the checklist when the district is in compliance with that question or when the district is effectively implementing that indicator. A selection of *no* on the checklist indicates that the district needs technical assistance to be in compliance with that question or more intentional work/planning must occur to effectively implement that indicator. Findings and/or recommendations will be stated on the final monitoring report submitted to the district. *Best Practices* (found at the end of the checklist) are examples of practices or procedures that the Kentucky Department of Education (KDE) staff have observed in other districts that may enhance program effectiveness.

Should you need clarification on a question or in understanding more about the monitoring tool, feel free to contact a program consultant at (502) 564-3791.

	YES	NO	N/A
1. Does the district use RLIS funds to support local education reform efforts that are consistent with statewide education reform efforts? **Suggested Documentation:** *Needs Assessment*, school plan, observations, interviews, budget meeting minutes **Notes:**			
2. Is the funding used to implement reform programs and school improvement programs that are evidence-based? **Suggested Documentation:** Meeting notes, *Needs Assessment*, school plan, MUNIS reports **Notes:**			
3. What activities does the funding support which assist in the achievement of program goals and the provision of a well-rounded education for students? For example— • Professional development for teachers • Technology training to improve teacher instruction • Educational technology to improve the academic achievement of students • Other **Suggested Documentation:** Professional development reports, MUNIS reports, *Needs Assessment,* interviews with staff, school plan, lesson plans **Notes:**			

	YES	NO	N/A
6. How is funding used to reach targeted populations: subgroups, homeless, migrant, instructional and administrative staff, paraprofessionals, and parents? **Suggested Documentation:** Interviews with staff, school plan, coordination of programs to serve students **Notes:**			
8. What parent involvement activities do RLIS funds support? **Suggested Documentation:** Sign-in sheets, interviews with district staff, meeting minutes **Notes:**			

	YES	NO	N/A
9. Is funding used for activities within the district that would be allowable expenditures of the Title I, Part A program? **Suggested Documentation:** Meeting notes, planning policies, *Needs Assessment*, detailed MUNIS reports **Notes:**			
10. Are the financial expenditures consistent with approved Title I allowable expenses? **Suggested Documentation:** Detailed MUNIS budget, interviews, coordination of RLIS funds with other funding sources **Notes:**			
11. Are expenditures supported by appropriate documentation? **Suggested Documentation:** *Needs Assessment*, detailed MUNIS budget, appropriate assessment data showing progress of students **Notes:**			

Best Practices

- District staff can articulate the process for allocating funds. Funds are allocated based on needs.
- School improvement plans are reviewed throughout the year and new needs are identified.
- State test scores show growth in achievement. The scores are not stagnant.
- The district coordinates RLIS funds with other funding sources.
- Funds are used to support programs and initiatives at non-Title I, Part A funded schools.