

# Monthly Compliance Checklist for Schools Receiving State and Federal Categorical Funds

## December 2014

Date Completed	Task	Comments
//////////	<b>Multiple Programs</b>	
	Implement <u>monitoring activities</u> as described in the Single Plan for Student Achievement (SPSA) to ensure planned activities are being implemented according to timelines in the plan and are being effective in improving student achievement. Verify that School Site Council (SSC) minutes reflect that the SSC was involved in the process and understand the results of monitoring.	
	Obtain <u>updated budget</u> information for categorical programs from district Categorical Program staff and schedule time on School Site Council (SSC) agenda in January to consider any necessary budget revisions. Verify that the SSC minutes reflect approval of any SPSA changes.	
	Verify that all teachers meet NCLB Highly Qualified Teacher (HQT) requirements and are teaching within their <u>appropriate authorization</u> .	
	Verify that school staff members are <u>informed</u> of the duties of the district <u>homeless liaison</u> and aware of services available to support homeless students.	
	<b>Title I Programs</b>	
	If the school is operating a Targeted Assistance program (TAS) verify that <u>personnel paid with Title I funds</u> assume <u>duties</u> assigned to non-Title I funded staff only if the assignment is similar and the amount of time spent on such duties is equivalent to that of similar personnel. Verify that job descriptions, duty statements and time accounting logs provide supporting documentation.	
	If the school is operating a Title I Schoolwide Program (SWP), verify that processes are in place to <u>include teachers in decisions regarding the use academic assessments</u> to provide information on, and to improve, the achievement of individual students and the overall instructional program as described in the SPSA.	
	If the school is identified as Program Improvement (PI) Year 1, ensure that the <u>revision of the SPSA</u> is taking place in time to meet the 90 day plan revision requirement and <u>that all required elements are included</u> in the revised plan. <u>Maintain documentation</u> of meeting agendas and minutes to demonstrate the plan revision process is taking place. (applies to high schools only for 2014-15)	

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## December 2014

Date Completed	Task	Comments
	<b>Title I Programs (continued)</b>	
	If the school is identified for PI verify that <u>teacher mentoring activities</u> are being implemented as described in the revised SPSA. (Revised plan should be implemented as soon as possible after approval in year 1 of PI but not later than the beginning of the following school year.)	
	If the school is identified for Program Improvement Year 2, or beyond, prepare to work with the district to implement <u>second enrollment window</u> for Supplemental Educational Services (SES).	
	If the school is in year 2 or beyond of PI, verify that teachers are regularly <u>informed of the progress of students receiving SES</u> in accordance with the district agreement with the provider.	
//////////	<b>Programs for English Learners</b>	
	Verify that all teachers of English learners have <u>appropriate certification</u> or are actively in training for appropriate EL authorization.	
	Verify that all teachers of English learners <u>can identify the language proficiency level of all students</u> in their classes and are implementing appropriate <u>differentiated strategies</u> to meet the needs of students at various levels of English proficiency.	
	Verify and maintain documentation to demonstrate that teachers, administrators and other personnel are receiving high-quality professional development: <ul style="list-style-type: none"> <li>• Designed to improve instruction and assessment of ELs</li> <li>• Designed to enhance the teacher’s ability to understand and use curricula, assessment and instructional strategies for ELs</li> <li>• Based on research on increasing English proficiency or subject matter knowledge</li> <li>• Of sufficient intensity and duration to have a positive/lasting impact (not one day workshops).</li> </ul>	
//////////	<b>Additional Tasks to be Determined by District</b>	