

# Title VI Rural and Low-Income Schools (RLIS) Program

## Local Educational Agency (District) Monitoring Tool

Program Period: 2010-2011 (FY2011)

**Due Date: Friday, February 4, 2011**

District Name \_\_\_\_\_ District Number \_\_\_\_\_

County Name \_\_\_\_\_ County Number \_\_\_\_\_

District Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Number of teachers \_\_\_\_\_ Number of students \_\_\_\_\_

Number of schools (total) \_\_\_\_\_ Elementary \_\_\_\_\_ Middle \_\_\_\_\_ High \_\_\_\_\_

This monitoring tool and supplemental documentation is submitted under my authorization.

District Superintendent \_\_\_\_\_ Date \_\_\_\_\_

### **ATTENTION DISTRICT PERSONNEL**

Please submit the following documentation in addition to the completed monitoring tool:

- Provide an inventory for any purchases out of the FY 2011 Title VI RLIS application. (The inventory should include all purchases made in object code 600/700 on the application.) Inventory should include all required information. See Code of Federal Regulations Title 34, Volume 1, Part 80.32.
- Provide documentation to verify that the district provided opportunity for systematic consultation and development of recommendations for the use of funds with parents, teachers, administrative personnel and other appropriate groups through planning, implementation and evaluation. Documentation should include the names and areas of representation of committee members, agendas, sign-in sheets, and minutes of meetings.

## **FY2010 Title VI RLIS Compliance Review Policy and Procedures**

As a recipient of Title VI RLIS state grant funds from the United States Department of Education (USDE), the Oklahoma State Department of Education (SDE) is required to conduct compliance reviews during the award program to ensure that subgrants of Title VI RLIS funds to school districts are used in accordance with the purposes of the authorizing statute.

### **Objectives**

- To assess the degree to which program requirements are being fulfilled and make recommendations when appropriate.
- To provide technical assistance and guidance to strengthen program administration and improve the quality of programs and projects.

### **Instructions**

1. The district Title VI RLIS program officer will complete and return the monitoring tool and any requested documentation to the Oklahoma State Department of Education, Title I, II, and VI office, 2500 North Lincoln Boulevard, Suite 311 Oklahoma City, Oklahoma 73105 by the indicated date.
2. A copy of the Title VI RLIS monitoring tool document is available on the School District Reporting Site (SDRS) in the District Consolidated Application – Fiscal Year 2011 under the General Information tab.
3. Areas reviewed for compliance will include: (1) program development, implementation, and evaluation (2) the financial management, (3) program funds, and (4) records management. All compliance areas should be completed. Related information to be reviewed by SDE staff will include district applications, expenditure reports, expenditure analysis, Highly Qualified Teacher System, School Personnel Records Report, and the Application for Accreditation.
4. District monitoring tool and supporting documentation will be reviewed by SDE staff members. When necessary, a telephone conference with the district will be scheduled to discuss items requiring clarification, additional information, or additional documentation.
5. District personnel may leave comments or explanations on the final page of the monitoring tool.
6. Districts undergoing compliance review may expend funds during the review process.
7. Resolution of compliance issues will be accomplished through technical assistance by phone to minimize paperwork and travel time. When warranted, an on-site technical assistance visit will be scheduled by the SDE staff member. After satisfactory completion of the monitoring process, a letter of compliance for the scope of the monitoring will be issued. If the monitoring process is not completed; or if monitoring findings are not addressed by the due date, the Office of Accreditation will be notified.
8. All district hearing rights relative to the resolution on noncompliance findings are preserved under applicable state and federal statutes.

**2011 Title VI Rural and Low-Income Schools (RLIS) Program  
DISTRICT MONITORING TOOL**

**Title VI RLIS - Program Development, Implementation and Evaluation**

Directions: Please place a “Yes,” “No,” or “NA” to the right of *each* statement or question.

1.	Are Title VI RLIS funds used in accordance with No Child Left Behind (NCLB) and the approved plan on file at the SDE?	
2.	Are Title VI RLIS funds used to address needs that have been identified through a comprehensive needs assessment?	
3.	Are the grant funds used to support programs that have specific measurable goals and objectives that increase student academic achievement and/or decrease student dropout rates? §6223(b)	
4.	Has the district made adequate yearly progress (AYP) for the past three years? §6224(e)	
5.	If question number 4 is no, does the district use all of its Title VI RLIS funds for district improvement activities addressing area(s) of needs? §6224(e)	
6.	If applicable, has the district submitted a Title VI RLIS Improvement Plan reporting the use of the program funds to carry out improvement requirements of section 1116? Rural Education Achievement Program (REAP) Non-Regulatory Guidance June 2003 III-D-3.	
7.	Does the district maintain an inventory of all materials/equipment purchased with Title VI RLI funds?	
8.	Are all contracts and agreements for products and services made in accordance with applicable federal and state regulations and audit guidelines?	
9.	Are all teachers funded with Title VI RLIS certified and highly qualified for the subject area/grade level in which they teach?	
10.	Is there evidence of overall impact of Title VI RLIS on the improvement of student achievement and attaining the goal(s) stated in the application?	
11.	Does the district use Title VI RLIS funds only to <b>supplement</b> and, to the extent practical, increase the level of funds that would, in the absence of funds available under Title VI, be made available from nonfederal sources?	
12.	Documentation is available to verify that the school district provided opportunity for systematic consultation with parents, teachers, administrative personnel and other appropriate groups through the planning and implementation. The names and areas of representation of committee members are documented. Agendas, minutes of meetings, and signatures attest to involvement in the consultation process and development of recommendations for the use of funds.	
13.	When determining the use of program funds, the district will target schools that have the lowest proportion of highly qualified teachers, have the largest average class size, or are identified for school improvement under Title I, Section 1116(b).	
14.	Professional development needs of teachers and administrators are determined by analysis of data compiled through such processes as achievement test results, needs assessments, and surveys.	

15.	Professional development activities are based on a review of scientific research, meet the federal criteria for professional development and are focused on supporting teachers in meeting the highly qualified requirements.	
16.	All professional development equipment and materials purchased with Title VI, RLI funds are permanently identified with “ <i>Title VI, RLIS</i> ” and “ <i>FY2011</i> ” prior to placement. A current inventory of Title VI, RLI purchases is on file. The inventory includes all necessary information. <b><i>Code of Federal Regulations Title 34, Volume 1, Part 80.32</i></b>	
17.	Class-size reduction needs are determined by analysis of data compiled through such processes as achievement test results, needs assessments, and class size data reviews. Decision dates and enrollment data (October and Spring of previous year) are available for review.	
18.	Class-size reduction teachers are utilized to reduce class size beyond the state requirements. Any paraprofessionals utilized to meet the state requirements before hiring an additional teacher are still serving in that capacity.	
19.	Class sizes in Grades K-3 have been reduced to 20 or below in all schools prior to reducing class sizes in other grades.	
20.	Personnel compensated from Title VI RLIS funds are performing assignments appropriate to the program implementation as approved in the district’s Title VI RLIS application. Time and effort documentation is maintained.	
21.	Programs, services and other activities were implemented shortly after approval of the FY2010 application. If implementation was delayed, provide explanation.	
22.	All expenditures logically relate to the program(s) outlined in the application. Evidence of the expenditure of state and local funds (e.g., computer printouts, paid claims, and invoices) is available to document the use of Title VI RLI funds to supplement not supplant the program outlined in the FY2011 application.	
23.	A plan has been established to provide valid evaluation information on all Title VI RLIS programs.	

**Title VI RLI - Financial Management**

Directions: Please place a “Yes,” “No,” or “NA” to the right of *each* statement.

24.	All activities approved in the FY2011 application are being implemented in a timely fashion that ensures all FY2011 funds will be obligated by Thursday, June 30, 2011, and claimed by Monday, August 1, 2011.	
25.	The district Title VI RLIS program officer works closely with the district’s business manager to ensure Title VI, RLIS funds are properly budgeted, expended, and reported using appropriate the Oklahoma Cost Accounting System (OCAS) codes.	

**Title VI, RLIS - Records Management**

The district maintains complete files for the Title VI RLI program for auditing purposes. Please place a “Yes,” “No,” or “NA” to the right of *each* item that is maintained for at least three years.

District Consolidated Application Plan workbook	
Original application and copies of any application revisions	
Allocation notices	
Claims for expenditure reimbursements	
Copies of purchase orders and invoices	
Notices of payments received	
Final expenditure reports	
Inventories (if applicable)	
Time and effort logs (if applicable)	
Documentation of consultation committee members and meetings	
Professional development documents for Title VI RLI program	
Records of professional development activities and staff attending	
Documentation of district’s internal control procedures	

**Title VI, RLIS – Comments**

District personnel may make comments in the space below. If comments are being left for a specific question please include the question number, or list the bold section title.