



2018-2019 Title I School-based Ongoing Monitoring Self-Audit

Compliance Item(s)	Descriptor	Evidence Provided	Meets Compliance	Comments:
	Required Documentation	<p>Title I Comprehensive Needs Assessment and Budget (signed and approved)</p> <p>School Improvement Plan (SIP) SIP Mid-Year Reflection Report showing alignment with federal funds Parent and Family Engagement Plan (PFEP) Assurances (signed and dated) Academic Intervention Instructional Coaching Parent Liaison VPK</p>		District uploads CNA and Budget
AIA-3 AIA-4 KIA-1 KIA-2 KIA-3 KIA-6 LIA-1	School Improvement Plan (SIP)	<p>HQ attestation (signed by principal on school letterhead) District HQ and non-HQ teacher list Parent notification when teacher of record is not HQ Faculty meeting sign-in sheet, agenda, and minutes documenting SIP development Evidence that migratory students were considered in the development of the SIP Evidence of invitation to parents for SIP input (e.g., Connect Ed, school webpage, newsletter, flyer, marquee) (2-3 samples) Evidence of SIP dissemination</p>		
AIA-2 AIA-3 AIA-4 KIA-1 KIA-4 KIA-5 KIA-6	School Advisory Council (SAC)	<p>Official SAC membership roster SAC bylaws (approved and recorded in SAC minutes) SAC sign-in sheet, agenda, and minutes documenting parent input and discussion about Title I spending, budget, and parent involvement (3 samples) SAC sign-in sheet, agenda, and minutes documenting parent input regarding SIP development</p>		
KIA-1 KIA-3 KIA-4 KIA-5 KIA-6	Parent & Family Engagement	<p>PTA or SAC sign-in sheet, agenda, and minutes indicating that parents were involved in the development, evaluation, and updating of the Parent and Family Engagement Plan (PFEP) Evidence of PFEP dissemination Documentation of how HQ "Right to Know" information is disseminated Calendar of family engagement activities Invitation, sign-in sheet, agenda, and random samples of completed exit surveys documenting 2 academically focused family engagement activities Faculty meeting sign-in sheet, agenda, and minutes documenting staff training to build capacity of parent involvement Title I School/Parent Compact and evidence indicating parent input in its development Evidence that the School/Parent Compact was discussed at parent-teacher conferences (elementary only) – 2 Samples Parent Resource Center Para II – upload monthly Outlook Calendar (2 samples)</p>		
AIA-3 KIA-4	Title I Annual Meeting	<p>Principal Assurance Form signed stating the Title I Annual Meeting took place at 2 or 3 different times Dated/titled agenda with key points Parent invitation to each Title I Annual Meeting (showing that the meeting was offered at different times to accommodate parents' work schedules) Random samples of completed parent exit surveys related to the Title I Annual Meeting</p>		

Volusia County Schools

AIA-2	Professional Learning Communities (PLC) and Data Chats	Sign-in sheets (2 samples) Titled/dated agendas (2 samples) Meeting notes/minutes (2 samples) Evidence that assessment data was used to identify students at risk for Reading failure and instructional program was changed to meet the specific needs of the students – 2 Samples School's PLC schedule		
AIA-7 IIA-6	Coaching (provided by the district)	Coaching Interaction Log: One-on-One Coaching Interaction Log: PLC		
AIA-7	Professional Development (PD)	Focus data used to determine Professional Development Plan School Professional Development Plan		
AIA-2 IIA-6	Academic Intervention Teachers (district will collect the documentation from intervention teachers)	Intervention teachers' schedules Student roster Evidence that assessment data was used to identify students at risk for Reading failure and instruction was changed to meet the needs of the students Progress monitoring to show impact on student achievement		
AIA-2 IIA-6	Additional Support Personnel	Sysop (DJJ) schedule Instructional paraprofessional schedules		
AIA-2	School-based tutoring	Tutoring plan Tutoring schedule (with dates) Student sign-in sheet (2-3 students with dates) Attendance Roster Evidence that assessment data was used to identify students at risk of reading failure and tutoring was designed to meet the needs of the students		
IIA-3	Property Inventory (provided by the district)	School property inventory which includes property purchased with Title I funds (located in building ____, room ____) (to include but not limited to: Waterford computers, SuccessMaker computers, iPads, iPods, Macbooks, Sync carts		

I hereby certify that the identified documentation was actually collected by me as required by the Federal Title I laws in the performance of my official duties as Principal of a Title I school. I further certify this documentation will remain at the school site for a period of five (5) years, plus the current operating year, after which the documents will be destroyed in compliance with the district's archive and records disposal policy.

Principal's Signature _____

School Name _____ Date _____

Leticia Roman, Director
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RETURN ORIGINAL SIGNED DOCUMENT TO:
Leslie Frazee, Assistant Director, Title I
Herbert Street Center
Upload Deadline: Friday, March 1, 2019
Due Date: Friday, March 14, 2019