

**WYOMING DEPARTMENT OF EDUCATION
TITLE I SCHOOL AND LEA IMPROVEMENT MONITORING**

LEA: _____

LEA Contact: _____

Contact's Telephone: _____ Contact's e-mail: _____

The signatures below are an assurance that this district has reviewed each item that needs to be monitored and the documentation required, and that the district is in compliance with ALL NCLB and Wyoming State Statute requirements for Schools and LEAs in Improvement, Corrective Action, or Restructuring Status.

Superintendent (print name)

Board of Trustees Chair (print name)

Superintendent's Signature / Date

Board of Trustees Chair Signature / Date

An **original signed copy of this report** and **all necessary documentation** are to be submitted to the Wyoming State Title I Program Manager, at the Wyoming Department of Education, Federal Programs Unit, Hathaway Building, 2nd Floor, Room 229, 2300 Capitol Avenue, Cheyenne, WY 82002-0050.

Due date: November 15th, 2013

WYOMING DEPARTMENT OF EDUCATION

TITLE I SCHOOL AND LEA IMPROVEMENT MONITORING

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- Documentation is required for all items that apply to your LEA.
- Please submit documentation in a neat and organized manner – the easier documentation is to find, the easier the review will be and the likelihood of requests from the WDE for further documentation and clarification are reduced.
- Documentation will be submitted electronically
 - Use a flash/jump drive or CD – **do not** e-mail
 - Please file documentation in folders marked for each program and indicator based this document.
- Signature Page/Assurance must be sent in to the WDE with original signatures.
- Please send it to:

Wyoming Department of Education
Jennifer Peterson, Title I School Improvement Review
2300 Capitol Avenue, 2nd Floor Hathaway Building
Cheyenne, WY 82002
- Please have all documentation into the WDE by November 15, 2013.
- If an on-site review is not needed, the LEA will receive a letter asking for any further documentation or clarification by January 31, 2014.

**WYOMING DEPARTMENT OF EDUCATION
TITLE I SCHOOL AND LEA IMPROVEMENT MONITORING**

LEA: _____

**School and/or LEA in Improvement, Corrective Action, or Restructuring
Documentation (NCLB Section 1116)**

Documentation for 2013-2014 School Year

<u>ITEM MONITORED</u>	<u>DOCUMENTATION</u> Documentation is required for all items that are applicable.	Please check to indicate if you have the documentation. <i>If you do not have documentation, please indicate why in the space provided.</i>
<p>1. The LEA notified parents of the following:</p> <ul style="list-style-type: none"> 1) That their school has failed to meet adequate yearly progress; 2) That the district or school has been identified as in improvement, corrective action, or restructuring status; 3) The availability of Public School Choice; and 4) The availability of Supplemental Educational Services (if applicable). 	<ul style="list-style-type: none"> a. Copy of a notification letter(s) to all parents with all required elements and component 1. b. Copy of a notification letter(s) to all parents with all required elements and component 2. c. Copy of a notification letter(s) to all parents with all required elements and component 3. d. Copy of a notification letter(s) to all parents with all required elements and component 4 (if applicable). 	<ul style="list-style-type: none"> a. ____ b. ____ c. ____ d. ____ <p>____ All documents submitted via the WDE CG document review indicator A.10 d</p>

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<u>ITEM MONITORED</u>	<u>DOCUMENTATION</u> Documentation is required for all items that are applicable.	Please check to indicate if you have the documentation. <i>If you do not have documentation, please indicate why in the space provided.</i>
<p>2. If the LEA has a school in School Improvement Year 1 or higher, that the LEA gave parents of eligible students public school choice.</p>	<p>a. List of students eligible for Public School Choice with students that received services highlighted.</p> <p>b. Parent Public School Choice selection forms or letters.</p> <p>c. If Public School Choice was not an option for the LEA, documentation to show why.</p>	<p>a. ____</p> <p>b. ____</p> <p>c. ____</p>
<p>3. If the LEA has a school in School Improvement Year 1 or higher, that the LEA notified parents of their option for Public School Choice at least 14 days before the beginning of the school year.</p>	<p>a. Letter to parents and documentation as to when it was sent to parents, and</p> <p>b. Documentation on when the first day of school was for the school providing Public School Choice.</p>	<p>a. ____</p> <p>b. ____</p>

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<p>4. If the LEA has a school in School Improvement Year 1 or higher, then the LEA is required to prominently display on its Web site information regarding public school choice.</p>	<p>a. Beginning with data from the 2007-2008 school years, and for each subsequent school year, the number of students who were eligible for and who participated in the public school choice option.</p> <p>b. For the current school year, a list of available schools to which students eligible to participate in public school choice may transfer.</p> <p>c. An LEA should also consider including other information on its Web site that will help parents make an informed choice. See Public School Choice <i>Non-Regulatory Guidance</i>, section D-8 for more examples of what could be posted on the Web site.</p>	<p>Not applicable: ___ a. ___ b. ___ c. ___</p>
<p>5. If the LEA has a school in School Improvement Year 2 or higher (or Year 1 if the LEA elected to provide Supplemental Educational Services), that the LEA gave parents of eligible students the ability to select a provider of their choice.</p>	<p>a. Provide evidence that parents were given information on all approved providers for their district, including flyers, newsletters, advertisements, Provider Fairs, etc...</p> <p>b. Parent Supplemental Education Services selection forms or letters.</p>	<p>Not applicable: ___ a. ___ b. ___</p>

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<p>6. If the LEA has a school in School Improvement Year 2 or higher, then the LEA is required to prominently display on its Web site information regarding Supplemental Educational Services.</p>	<p>a. Beginning with data from the 2007-2008 school years, and for each subsequent school year, the number of students who were eligible for and who participated in Supplemental Educational Services.</p> <p>b. For the current school year, a list of Supplemental Educational Services approved by the State to serve the LEA and locations where services are provided.</p> <p>c. An LEA should display this information on its Web site in a place that is easy for parents to locate. Note: An LEA must list on its Web site all SES providers approved by the State to serve the LEA.</p>	<p>Not applicable: ___</p> <p>a. ___</p> <p>b. ___</p> <p>c. ___</p>
<p>7. If the LEA has a school in School Improvement Year 3 or 4, Corrective Action Status, that the LEA has imposed corrective action.</p>	<p>a. Copy of letter notifying the State Title I Director of the Corrective Action selected for each school, and/or Addendum C the WDE School Improvement Plan.</p> <p>b. Documentation of the implementation of that Corrective Action.</p>	<p>Not applicable: ___</p> <p>a. ___</p> <p>b. ___</p>

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8. If the LEA has a school in School Improvement Year 3 or 4, that the LEA has published and disseminated information regarding any Corrective Action the LEA decides to take with that school.	a. Copy of public notice of Corrective Action sent through means such as the Internet, media, or other public agencies. b. Copy of a notification letter to all parents with all required elements.	Not applicable: ____ a. ____ b. ____
9. If the LEA has a school or schools in School Improvement Year 5 that the LEA has implemented or began implementation of the school's approved Restructuring Plan.	a. Evidence of implementation of the approved Restructuring Plan.	Not applicable: ____ a. ____
10. If the LEA has a school in School Improvement Year 5, that the LEA has published and disseminated information regarding the implementation of the schools approved Restructuring Plan.	a. Copy of public notice of Restructuring sent through means such as the Internet, media, or other public agencies. b. Copy of a notification letter to all parents with all required elements.	Not applicable: ____ a. ____ b. ____

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<u>ITEM MONITORED</u>	<u>DOCUMENTATION</u> Documentation is required for all items that are applicable.	Please check to indicate if you have the documentation. <i>If you do not have documentation, please indicate why in the space provided.</i>
11. If the LEA has a school in School Improvement Year 5, that the LEA has provided the teachers and parents of the school with adequate notice of implementation of the Restructuring Plan.	a. Copy of notice to teachers and parents of the development of the Restructuring Plan b. Evidence showing parent and/or teacher involvement in the implementation of the Restructuring Plan	Not applicable: _____ a. _____ b. _____

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LEA: _____

**School and/or LEA in Improvement, Corrective Action, or Restructuring
Documentation (NCLB Section 1116)**

Documentation for 2012-2013 School Year

<u>ITEM MONITORED</u>	<u>DOCUMENTATION</u> Documentation is required for all items that are applicable.	Please check to indicate if you have the documentation. <i>If you do not have documentation, please indicate why in the space provided.</i>
<p>12. If the LEA has a school in School Improvement Year 2 or higher (or Year 1 if the LEA elected to provide Supplemental Educational Services), that the LEA provided Supplemental Educational Services to all eligible students who requested services.</p>	<p>a. List of students eligible for Supplemental Educational Services with students that received services highlighted.</p> <p>b. If supplemental services were not provided, the LEA must provide reasoning as to why services were not provided and provide documentation that all necessary steps were taken to provide services.</p>	<p>Not applicable: ____</p> <p>a. ____</p> <p>b. ____</p>
<p>13. If the LEA has a school in School Improvement Year 2 or higher (or Year 1 if the LEA elected to provide Supplemental Educational Services), that the LEA offered Supplemental Educational Services to all eligible students who requested services.</p>	<p>a. Copies of letters to parents offering services, and;</p> <p>b. Agendas or meeting announcements for SES Provider Fairs or district SES Informational meetings with parents.</p>	<p>Not applicable: ____</p> <p>a. ____</p> <p>b. ____</p>

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14. If the LEA has a school in School Improvement Year 2 or higher, and the LEA can not feasibly provide Supplemental Education Services, that the LEA has applied for a Waiver from the WDE requesting that the requirement to provide Supplemental Education Services be waived.	<ul style="list-style-type: none"> a. Copy of the Waiver Request, including the reason as to why Supplemental Education Services cannot be provided, and; b. All necessary documentation to show that the LEA could not provide services, or documentation that all necessary steps were taken to provide services. 	<p>Not applicable: ____</p> <ul style="list-style-type: none"> a. ____ b. ____
15. If the LEA has a school in School Improvement Year 4, that the LEA has prepared a plan and made necessary arrangements to carry out the alternative governance provisions under NCLB Section 1116 and WDE Restructuring Policy and Guidance	<ul style="list-style-type: none"> a. Copy of the approved Restructuring Plan or a copy of Addendum A and B from the WDE School Improvement Plan. 	<p>Not applicable: ____</p> <ul style="list-style-type: none"> a. ____
16. If the LEA has a school in School Improvement Year 4, that the LEA has published and disseminated information regarding the Restructuring Plan the LEA decides to take with that school.	<ul style="list-style-type: none"> a. Copy of public notice of Planning for Restructuring sent through means such as the Internet, media, or other public agencies. b. Copy of a notification letter to all parents with all required elements. 	<p>Not applicable: ____</p> <ul style="list-style-type: none"> a. ____ b. ____

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<p>17. If the LEA has a school in School Improvement Year 4 that the LEA has provided the teachers and parents of the school with an adequate opportunity to comment before the LEA develops the Restructuring Plan.</p>	<p>a. Copy of notice to teachers and parents of the development of the Restructuring Plan</p> <p>b. Evidence showing parent and/or teacher involvement in the development of the Restructuring Plan</p>	<p>Not applicable: ____</p> <p>a. ____</p> <p>b. ____</p>
<p>18. The LEA spent an amount equal to 20% of its Title I, Part A; grant on choice-related transportation for students in Title I schools and/or Supplemental Education Services, or a lesser amount if needed.</p> <p>1) Choice: a school in an LEA has been identified in year one of School Improvement.</p> <p>2) Choice/supplemental services: a school in an LEA has been identified in year two of School Improvement or higher.</p> <p>[NCLB Section 1116]</p>	<p>a. Expenditure verification showing that an amount equal to 20% of the Title I, Part A, funds (or a lesser amount if needed) was spent on choice-related transportation and/or supplemental education services</p> <p><u>Note:</u> State or local funds may also be used to meet this requirement.</p>	<p>Not applicable: ____</p> <p>a. ____</p>

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<p>19. If an LEA was authorized by WDE to use flexibility provisions under NCLB (e.g., transferability of funds into but not out of Title I-A, or REAP flexible uses of funds), the affected funds were spent, tracked, and reported appropriately and the LEA followed the constraints that specifically apply to Title I-A - an amount equal to 20% of the transferred-in money was used for choice and/or supplemental education services:</p> <ul style="list-style-type: none"> a. Choice: a school in an LEA has been identified in year one of School Improvement. b. Choice/supplemental services: a school in an LEA has been identified in year two of School Improvement or higher. <p><u>Note:</u> For school wide programs, districts are not required to maintain separate fiscal accounting records by program that ID the specific activities supported by those particular funds as long as it maintains records that demonstrate the school-wide program, considered as a whole, addresses the intent and purposes of each federal program.</p> <p>[NCLB Titles VI and IX]</p>	<p>a. List of expenditures in the amount equal to 20% of the transferred-in money for choice and/or supplemental services.</p>	<p>Not Applicable ____</p> <p>a. ____</p>

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<p>20. Each Title I school in School Improvement status in the LEA spent at least 10% of its Title I-A allocation for professional development activities that address the reason the school was identified for improvement (Applicable only to schools identified for improvement and follows the School Improvement Plan).</p> <p>[NCLB Section 1116]</p>	<p>a. List of activities and expenditures for each building's professional development activities addressing the reason(s) the school was identified for improvement and follows the School Improvement Plan.</p>	<p>Not Applicable ____ a. ____</p>
<p>21. The LEA spent at least 10% of its Title I-A allocation for professional development activities that address the reason the LEA was identified for improvement</p> <p>[NCLB Section 1116]</p>	<p>a. List of activities and expenditures aligned to reasons the district/school is in improvement.</p>	<p>Not Applicable ____ a.</p>

**End of School and/or LEA in Improvement, Corrective Action, or Restructuring Section
(NCLB Section 1116)**

WYOMING DEPARTMENT OF EDUCATION TITLE I SCHOOL AND LEA IMPROVEMENT MONITORING

LEA: _____

School Improvement Grant Documentation

If your LEA did not receive a School Improvement Grant for 2012-2013, please indicate that here. No documentation would then be required. If you (LEA) received more than one grant, documentation must be sent in for each grant separately.

_____ Our LEA did not receive a School Improvement Grant for 2012-2013

<u>ITEM MONITORED</u>	<u>DOCUMENTATION</u>	Please check to indicate if you have the documentation. <i>If you do not have documentation, please indicate why in the space provided.</i>
SI.01 Grant activities approved for funding in last year's application were completed. [NCLB Section 9302, 9305, and 9306; EDGAR 34 CFR Part 76 and 80]	a. Detailed expenditure report (by building) corresponding to the School Improvement activities listed in the application (this must include purchase order number, date, detailed description of expenditure, purchase amount). <u>Note:</u> Salaries and benefits for staff need to be broken out by building.	a. ____

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<u>ITEM MONITORED</u>	<u>DOCUMENTATION</u>	<p style="text-align: center;">Please check to indicate if you have the documentation. <i>If you do not have documentation, please indicate why in the space provided.</i></p>
<p>SI.02 Grant expenditures were</p> <ol style="list-style-type: none"> 1) Used for allowable activities; 2) Accurately charged by program; and 3) Used for identified students and/or staff. <p><u>Note:</u> This item does not apply to school wide schools.</p> <p>[NCLB 9305 and 9306; EDGAR 34 CFR Parts 76 and 80]</p>	<p>a. Use expenditure report from Number SI.01.</p> <p><u>Note:</u> District may be asked to provide documentation, such as purchase orders/invoices, to verify program expenditures.</p>	<p>a. ____</p>
<p>SI.03 If the LEA used their School Improvement Grant funds differently than described in the originally approved application, all required amendments (both programmatic and/or fiscal) were filed with WDE and in a timely fashion.</p>	<p>a. Copies of all amendments.</p>	<p>Not Applicable ____</p> <p>a. ____</p>
<p>SI.04 Grant dollars were used to supplement and in no case supplant state or local dollars.</p> <p>[NCLB 1120A]</p>	<p>a. Use expenditure report from Number SI.01.</p>	<p>a. ____</p>

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<p>SI.05 Personnel whose salary was funded 100% from a single federal fund submitted a signed, bi-annual certification. Personnel whose salary was split-funded, whether between various federal funds or between federal and state funds, maintained accurate time/effort logs, except in Title I school wide schools.</p> <p>[OMB Circ. A-87]</p>	<p>a. List of personnel by building whose salary was funded 100% from a single federal fund.</p> <p>b. Copy of bi-annual certifications for personnel whose salary was funded 100% from a single federal fund.</p> <p>c. Copies of time/effort logs for personnel whose salary was split-funded, whether between various federal funds or between federal and state funds.</p>	<p>a. ____</p> <p>b. ____</p> <p>c. ____</p> <p>____ Submitted via the WDE CG documentation review indicator B. 09</p>

End of School Improvement Grant Section