



Use the following checklist to determine what tasks need to be completed in May to maintain compliance with state and federal program requirements.

X	Task	Notes
	Multiple Programs	
	Verify which programs contained in Consolidated Application (ConApp) the district intends to	
	participate in for the 2015-16 school year in preparation for Spring release of Consolidated Application	
	Reporting System (<u>CARS</u>) currently scheduled for <u>May 15, 2015</u> . <i>Refer to the Data Collection Release</i>	
	Schedule on the Consolidated Application (ConApp) page for a list of programs:	
	http://www.cde.ca.gov/fg/aa/co/	
	If the district will be carrying over 2012-13 Economic Impact Aid funds into the 2015-16 school year,	na/c
	schedule date(s) for review of the 2015-16 ConApp, as required, by appropriate district committees	
	(DELAC/DAC) prior to the date scheduled for local board approval. Refer to the Instructions for the	
	Application for Categorical Funding when available at: <u>http://www.cde.ca.gov/fg/aa/co/</u>	
	Prepare a <u>board agenda item</u> for approval of the <u>2015-16 ConApp</u> . <i>Refer to Instructions for the</i>	
	Application for Categorical Funding page when available: <u>http://www.cde.ca.gov/fg/aa/co/</u>	
	Determine if the district intends to take advantage of the <u>Substitute System for Time Accounting for</u>	
	Employees on Fixed Schedules. Prepare to indicate on the Spring ConApp submission if the district	
	wishes to request authorization to use the system for the 2015-16 school year Refer to April 9, 2013	
_	CDE letter for additional information: <u>http://www.cde.ca.gov/fg/ac/co/timeaccounting2013.asp</u>	
	Verify that the district has a written policy for the enrollment of homeless children and youth in	
	district schools that includes policies and practices that ensure homeless youth are not stigmatized or	
	segregated, includes a dispute resolution process, and ensures transportation is provided to and from	
	the school of origin if requested. Be prepared to certify, in the Spring ConApp submission, that the	
	policy is in place and meets all criteria. <i>Refer to compliance items II-HE 02, II-HE 04, and VI-HE 13 in</i>	
	the Homeless Education Compliance Instrument at: <u>http://www.cde.ca.gov/ta/cr/proginst201415.asp</u>	
	Ensure that the <u>district has designated</u> a staff person as the <u>homeless liaison</u> and be prepared to	
	submit the name and contact information for the homeless liaison in the Spring ConApp submission.	
	Refer to compliance item V-HE 12 in the Homeless Education Compliance Instrument at:	
_	http://www.cde.ca.gov/ta/cr/proginst201415.asp	
	Verify that <u>public notice of the educational rights of homeless children and youth</u> has been posted in	
	schools and community locations where homeless families receive services. <i>Refer to compliance item</i>	
	II-HE 05 in the Homeless Education Compliance Instrument at: http://www.cde.ca.gov/ta/cr/proginst201415.asp	
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Division of Accountability, Support & Monitoring 1





X	Task	Notes
	Multiple Programs (continued)	
	Maintain documentation to demonstrate that timely and meaningful consultation is taking place with	
	private non-profit schools that will be participating in Title I, Part A Title II Parts A, B, & D, or Title III,	
	Part A in the 2015-16 school year, and all required consultation areas are addressed. Refer to the list	
	of required consultation topics in the Title I Sample Template Nonprofit Private School Consultation	
	available at: http://www.cde.ca.gov/sp/sw/t1/privateschoolsvs.asp	
	Ensure that a process is in place to evaluate the effectiveness of services to participating non-profit	
	private school students and teachers for the current year. Refer to pg. 5 of the CDE correspondence,	
	August 2010, Title I Services to Eligible Private School Children:	
	http://www.cde.ca.gov/sp/sw/t1/documents/prvtschltr.pdf	
	Review meeting schedules for School Site Councils (SSC) to ensure they are available to approve school	
	plans prior to submission to the governing board for final approval (timelines will vary depending on	
	the district's plan development and approval cycle). Refer to SPSA Guide and Template:	
	http://www.cde.ca.gov/nclb/sr/le/singleplan.asp	
	Verify that no district policy exists that prevents or denies participation in constitutionally protected	
	prayer. To be documented on the certification page in the Spring Consolidated Application Reporting	
	(CARS). Refer to Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary	
	Schools: http://www2.ed.gov/policy/gen/guid/religionandschools/prayer_guidance.html	
	Ensure student discipline data is being collected through Uniform Management Information Reporting	
	System (UMIRS) for the End of Year (EOY) CALPADS submission. The data is used for identification of	
	Persistently Dangerous Schools and reporting for the Federal Gun-Free Schools Act. Submission	
	window June 1, 2015 to July 31, 2015 Refer to item 2.1.4 in the CALPADS Data Guide available on the	
	CALPADS web site, for additional information: <u>http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp</u> *	
	Verify that <u>data</u> is being maintained to report the number of <u>homeless youth</u> in the LEA and their	
	primary residence to be reported in the End of Year (EOY) CALPADS submission. Submission window	
	June 1 - July 31, 2015. Refer to section 3.1.5 in the CALPADS Data Guide:	
	http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp *	
	Verify that data is being maintained and updated on program participation for students participating	
	in: <u>Opportunity Programs</u> , California Partnership Academy, and Pregnant or Parenting Programs	
	(CAHSEE Intervention reporting, optional) for reporting in the EOY CALPADS submission. Certification	
	window June 1 - July 31, 2015. Refer to item 2.1.3 in the CALPADS Data Guide available on the	
	CALPADS web site, for additional information: <u>http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp</u> *	
	* Note: At the end of the school year, in CALPADS EOY 2 Program Participation submission, LEAs must	
	report all students who participated at any time during the year in any of the programs. If these data	
	are updated on an ongoing basis, EOY 2 submission will only require the LEAs to review and approve	
	the certification reports generated by CALPADS.	

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Division of Accountability, Support & Monitoring 2





X	Task	Notes
	Multiple Programs (continued)	
	If a school will have 2012-13 remaining EIA carryover and intends to operate as a School Based	
	Coordinated Program in the 2015-16 school year, ensure that School Site Council minutes reflect this	
	decision. This must be voted on and approved by the SSC annually. <i>Refer to ed code section 52850:</i>	
	http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=edc&codebody=&hits=20	
	If the LEA is in Federal Program Monitoring (FPM) Cycle B or D, check the CDE web site to determine if	
	the district has been selected for online or on-site monitoring for 2015-16; if selected check the site in	
	mid-May for release of site selection and dates; identify and notify appropriate staff to attend FPM	
	training August 4 th and 5 th in Southern California locations. <i>Refer to the CDE Compliance Monitoring</i>	
	web site for registration information: <u>http://www.cde.ca.gov/ta/cr/</u>	
	Title I	
	Verify that processes are in place and actions are being taken to involve parents in the evaluation and	
	revision of school- and district-level parent involvement policies. Document that the evaluation	
	addresses the content and effectiveness of the policy in improving student achievement and	
	identifying barriers to parent participation. Refer to ESEA Section 1118(a)(2)(E):	
	http://www2.ed.gov/policy/elsec/leg/esea02/index.html and items I-CE 01 and I-CE 02 in the	
	Compensatory Education Compliance Instrument: <u>http://www.cde.ca.gov/ta/cr/proginst201415.asp</u>	
	Review Title I ranking and serving guidelines to determine schools to be served in the 2015-16 school	
	year. Use Free and Reduced Price Meals data submitted through the fall CALPADS report to make	
	preliminary ranking decisions in preparation for the Title I Ranking Decisions page in the Spring	
	submission of the ConApp. Keep in mind that, with the elimination of most state categorical programs,	
	it may not be possible to skip eligible schools in the ranking process unless the district will have 2012-	
	13 EIA/SCE carryover funds available for use in 2015-16 to use to replace funds the Title I funds the	
	school otherwise would have received. Refer to the district's 2014-15 Spring ConApp Planned School	
	Allocations page and to the federal Guidance on Identifying Eligible Title I School Attendance Areas at:	
	http://www2.ed.gov/policy/elsec/guid/edpicks.jhtml?src=In	
	Schedule an agenda item to request board approval for schools that have completed their year of	
	planning to operate a <u>SWP</u> in the 2015-16 school year. <i>Refer to the Title I Schoolwide Programs CDE</i>	
	Web page: <u>http://www.cde.ca.gov/sp/sw/rt/</u>	
	Consult with private schools to determine if services for 2015-16 will be provided directly through the	na/c
	district or through a <u>contract</u> with another provider. This information must be reported in the Spring	
	Consolidated Application Reporting (CARS). If the district chooses not to use a third party provider	
	despite the private school's request, maintain documentation to demonstrate that a written analysis	
	was provided to the private school officials regarding the decision. Refer to ESEA 1120(b)(1)(H):	
	http://www2.ed.gov/policy/elsec/leg/esea02/index.html and the Title I Services in Private Schools	
	section of the Guidance for the Consolidated Application:	
	http://www.cde.ca.gov/fg/aa/co/ca14squitoc.asp	

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Division of Accountability, Support & Monitoring 3





X	Task	Notes
	Title I (continued)	
	<u>Maintain documentation</u> to demonstrate that <u>consultation took place</u> with officials in participating non-profit private schools <u>prior to</u> making <u>decisions</u> that could have an <u>impact on services</u> to private school students. <i>Refer to ESEA 1120(b)(2):</i> <u>http://www2.ed.gov/policy/elsec/leg/esea02/index.html</u>	na/c
	Once consultation with eligible private schools has concluded addressing all required topics, and agreements have been finalized regarding services for the 2015-16 school year, obtain written <u>affirmation</u> from participating <u>private school</u> officials that timely and meaningful <u>consultation</u> has occurred. <i>Refer to CDE web site for sample affirmation:</i> <u>http://www.cde.ca.gov/sp/sw/t1/privateschoolsvs.asp</u>	na/c
	Verify that documentation is available to demonstrate that <u>parents of Title I students</u> were <u>involved</u> in decisions regarding how the Title I <u>parent involvement set-aside</u> was allotted for parent involvement activities, in preparation for documentation in the Spring ConApp submission. <i>Refer to item I-CE 01 in the Compensatory Education Compliance Instrument:</i> <u>http://www.cde.ca.gov/ta/cr/programinst201314.asp</u>	
	Verify that documentation exists to demonstrate that <u>school-level parent involvement policies</u> were <u>jointly developed</u> with parents and describe the <u>means for carrying</u> out the policy and the date of approval of the policy by the SSC or other Title I parent group. Information required for Spring ConApp submission. <i>Refer to item I-CE 02 in the Compensatory Education Compliance Instrument:</i> <u>http://www.cde.ca.gov/ta/cr/proginst201415.asp</u>	
	Ensure that a process is in place for all <u>Schoolwide Title I schools</u> to complete an <u>annual evaluation</u> of the program. (School Plan evaluation required for all schools receiving Title I and/or EIA funds.) <i>Refer</i> to 2006 Designing Schoolwide Guidance, Section D on the U.S. Dept. of Ed. Website for additional information: <u>http://www2.ed.gov/policy/elsec/guid/edpicks.jhtml?src=In</u> and to the evaluation section of the Single Plan for Student Achievement (SPSA) template at: <u>http://www.cde.ca.gov/nclb/sr/le/singleplan.asp</u>	
	Ensure that <u>student outcomes</u> , facilities, demographics (LEP & SWD) and academic performance data for Title I, Part D programs is being collected and available for reporting on Spring Consolidated Application submission. <i>Refer to the Guidance and Instructions for the 2015-16 ConApp when</i> <i>available:</i> <u>http://www.cde.ca.gov/fg/aa/co/index.asp</u>	
	Verify that data is available to meet ConApp Spring submission Title I staff <u>reporting</u> requirements including: the number of Title I paid <u>instructional assistants</u> who <u>assist with instruction</u> (all Title I funded schools/public and private) and meet <u>ESEA requirements (public schools only</u>); the number of new teachers hired with Title I funds and the number of those who do not meet HQT (Targeted Assistance Schools/TAS only); the number of Title I funded teachers in private school programs; the number of administrative and clerical staff paid with Title I funds (TAS schools only); the number of administrators and support staff paid with Title I funds (TAS schools only); other staff paid with Title I funds (public and private schools). <i>Refer the district's 2013-14 Title I, Part A School Funded Staff</i> <i>Report in the 2014-15 Spring ConApp and the Title I Paraprofessionals Guidance and Highly Qualified</i>	

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Division of Accountability, Support & Monitoring 4





X	Task	Notes
	Verify that data is being maintained on Title I, Part A program participation for schools operating a	
	Targeted Assistance (TAS) model for submission on the CALPADS EOY Reporting. Certification window	
	June 1 - July 31, 2015. Refer to section 2.1.3 in the CALPADS Data Guide:	
	http://www.cde.ca.gov/ds/sp/cl/systemdocs.asp	
	Title I Program Improvement (PI)	
	Verify that all "reallocation criteria" have been met if funds reserved for the 20% Choice/SES set-aside	
	are reallocated for other uses (criteria includes: notice to parents; partnered with community	
	organizations to inform parents; sign-up forms for SES distributed and made widely available; at least	
	two enrollment windows for SES; equal access to facilities for SES providers). Refer to Compliance item	
	III-CE 22.5 in the Compensatory Education Compliance Monitoring Instrument:	
	http://www.cde.ca.gov/ta/cr/proginst201415.asp	
	Review district access to facilities policy to ensure it will allow equal access to facilities for SES	
	providers for the 2015-16 school year. Refer to items L-1 (#3) and L-12. L-13 and L-14 in the	
	Supplemental Educational Services Guidance:	
	http://www2.ed.gov/policy/elsec/guid/edpicks.jhtml?src=In	
	Title I Program Improvement (PI) (continued)	
	Verify that data is available to meet ConApp expenditure and activity reporting requirements for	
	Choice and SES for 2014-15 (number of students who applied Choice under PI; number of students	
	who transferred under PI Choice; number of students who transferred under state or local choice	
	program; number of students who applied for and number who received SES; expenditures for Choice	
	and SES from Title I, Part A and non-Title I funds; expenditures for parent outreach from Title I, Part A	
	and non-Title I funds). Refer to the district's 2013-14 Title I, Part A Program Improvement Activity and	
	Expenditure Report in the 2014-15 Spring ConApp; Compliance item III-CE 22.5 in the Compensatory	
	Education Compliance Monitoring Instrument: <u>http://www.cde.ca.gov/ta/cr/proginst201415.asp</u> and	
	to the 2015-16 ConApp Guidance and Instructions when available at:	
	http://www.cde.ca.gov/fg/aa/co/	
	Title II	
	Verify that Title II funds are being expended in a timely manner and that funding amounts for specified	
	Title II expenditures are available to meet ConApp reporting requirements including Compliance	
	Monitoring Interventions and Sanctions (CMIS) related allowable expenditures for districts in CMIS	
	level C. Refer to the district's 2013-14 Title II Part A Expenditure Report in CARS and the CMIS web	
	page at: <u>http://www.cde.ca.gov/nclb/sr/tq/tiicmis.asp</u> and to the 2015-16 ConApp Guidance and	
	Instructions when available at: <u>http://www.cde.ca.gov/fg/aa/co/</u>	
	Programs for English Learners	
	Verify that Title III, Part A LEP and Immigrant funds are being expended in a timely manner and that	
	information is available to complete the 2013-14, 24 month and 2014-15, 12 month Expenditure	
	Reports required for the Spring submission of the ConApp. Refer to the district's 2013-14 Title III	
	Obligation Reports submitted in the Spring 2014-15 ConApp and to the 2015-16 ConApp Guidance and	
	Instructions when available at: http://www.cde.ca.gov/fg/aa/co/	

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Division of Accountability, Support & Monitoring 5





K	Task	Notes
	Programs for English Learners (continued)	
Τ	Develop a <u>budget</u> for the 2015-16 school year for <u>Title III, Part A LEP and Immigrant funds</u> , to be	
	included in the LEA Plan or the Title III Improvement Plan, to meet ConApp reporting requirements.	
	Ensure that a direct link to the posted document containing the budget is provided in the Spring	
	ConApp. Refer to the district's 2014-15 Title III, Part A LEP and Immigrant Proposed Obligations in the	
	2014-15 Spring ConApp and to the 2015-16 ConApp Guidance and Instructions when available at:	
	<u>http://www.cde.ca.gov/fg/aa/co/</u>	
Τ	If the district will have 2012-13 EIA carryover funds remaining in the 2015-16 school year, review	na/c
	requirements regarding the Intra-district allocation plan for ranking and allocating EIA/LEP and EIA/SCE	
	funds to schools in preparation for EIA ranking in Spring submission of the ConApp. Refer to the	
	district's EIA School Allocation Plan from the 2014-15 ConApp and Consolidated Application Guidance	
	when available at: <u>http://www.cde.ca.gov/fg/aa/co/</u>	
T	Ensure that documentation is available to demonstrate that the district has evaluated the program for	
	English learners and modified the program as needed to ensure ELs achieve English proficiency and	
	grade level academic achievement as rapidly as possible. Refer to Compliance Item IV-EL 13 in the	
	English Learner Compliance Instrument: <u>http://www.cde.ca.gov/ta/cr/proginst201415.asp</u>	
Τ	Local Control Funding Formula	
T	Verify that processes are in place for the superintendent to review the Single Plans for Student	
	Achievement from school sites to ensure that strategies in the district's Local Control and	
	Accountability Plan (LCAP) are consistent with strategies in school plans. Refer to ed code 52062(a)(3):	
	http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=52062.	
T	Ensure that dates have been established for the superintendent to present the LCAP to the two	na/c
	required advisory committees (parent advisory committee and English learner parent advisory	
	committee) prior to submission to the governing board. Refer to ed code 52062(a)(1)(2):	
	http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=52062.	
Τ	Verify that <u>all goals</u> , outcomes, actions/services and expenditures from the district's county approved	
	plan are <u>included and addr</u> essed in the <u>Annual Update</u> . <i>Refer to the instructions for the Annual Update</i>	
	in the State Board Approved LCAP Template posted under Legislation and Regulations:	
	<u>http://www.cde.ca.gov/fg/aa/lc/</u>	
T	Verify that two board dates have been scheduled for consideration of the LCAP and district budget:	Not legal
	one public hearing and subsequent to that a separate meeting to adopt the LCAP and budget. Refer to	mandated for Charte
	ed code 52062(b)(1)(2):	schools, b
	http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=52062.	encourage
T	Verify that goals and actions addressing all eight state priorities are included in the district LCAP. Refer	
	to ed code 52060(a)(1):	
	http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=52060.	
	Other Tasks	

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Division of Accountability, Support & Monitoring 6





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