



Relevant Academy of Eaton County
220 Lamson Street
Grand Ledge, MI
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Process for Visiting / Monitoring Title I and Other Categorical Program Implementation

In an effort to support schools receiving Title I Part A funds, Relevant Academy will annually review their implementation of Title I Part A funded programs (and other categorical programs), as described in their School Improvement Plans to assure for compliance.

Prior to review, staff members will review the School Improvement Plans, budget sheets, staff sheets, and other relevant documents.

The first stage of review will take place once in the 1st semester, as schedules allow (October – November). The items to review at this time will include:

- Ensure that grant funded staff know how they are funded and what they are doing is in compliance with program requirements.
- Ensure that grant funded staff are completing the required Time and Effort documentation as required for their assignment(s), Personnel Activity Reports (PARs) or Semi-Annual Staff Certification forms.
- Become familiar with the Title I programs/activities and staff in each school by conducting a building observation walkthrough.
- Verify that students eligible for services and/or receiving services under Section 31a (At-Risk) funds are properly tagged in the student information system.
- Verify that equipment purchased with federal funding is properly tagged and inventoried, with all required documentation, according to the district procedures.
- Verify that any reduced/smaller size classrooms funded under Section 31a are operating within required parameters as determined by the legislation and use of funds guidelines published by the Michigan Department of Education.
- Offer technical assistance with any problems they may have implementing programs, removing barriers, etc.
- Inform them that a follow up review will occur in the 2nd semester with additional monitoring.
- Ensure that School Improvement Teams have started to review student achievement data, school process data, demographic data, and stakeholder input data to prepare for program evaluations, needs analysis, and planning for the next year's school improvement cycle.
- Collect data about program implementation and look for any potential compliance issues using a checklist to document observations.



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- Verify building profile, SIP, and building-level program evaluations are being completed. Technical assistance will be offered if needed.

Upon completion of the review, the Executive Director will log their visit on the visitation/monitoring calendar.

The second stage of the review will take place in early 2nd semester (February/March). During the second review the Executive Director and staff member will:

- Ensure that funds are being spent properly by selecting some items from the school's Title I Part A budget and determining if those items have been purchased or ordered, are in place and used as intended.
- Offer technical assistance with any problems they may have implementing programs, removing barriers, etc.
- Ensure that grant funded staff know how they are funded and what they are doing is in compliance with program requirements.
- Ensure that grant funded staff are completing the required Time and Effort documentation as required for their assignment(s), PARs or Semi-Annual Staff Certification forms.
- Ensure and review documentation that school has conducted annual Title I Parent meeting
- Ensure that School Improvement Teams have started to review student achievement data, school process data, demographic data, and stakeholder input data to prepare for program evaluations, needs analysis, and planning for the next year's school improvement cycle.
- Collect data about program implementation and look for any potential compliance issues using a checklist to document observations.
- Verify building profile, SIP, and building-level program evaluations are being completed. Technical assistance will be offered if needed.

Upon returning to the office, the Executive Director will log their visit on the Google calendar.