

Written Procedure to Annually Evaluate and Revise the Section 31a Plan

The 31a Plan/Application is completed as part of the annual School Improvement Process. The Plan, based on analysis of student need, describes how the school will implement and evaluate its 31a program. The Section 31a Director/Director of State and Federal Programs will work with the Superintendent and Business manager to establish the budget for the program based on the district's identification of needs. The Section 31a Director/Director of State and Federal Programs will monitor actual expenditures closely to ensure that they are all properly recorded and approved by the State. The respective building principals, along with the Section 31a Director/Director of State and Federal Programs, will ensure that all employees that are charged to the grant have the necessary documentation to support the allocation. All principals will maintain a student list in the office that provides data to document which students meet the Section 31a criteria and to support which students receive services. Students eligible for and/or receiving Section 31a services will be coded on the district student system, PowerSchool, for monitoring and reporting purposes. The Section 31a Director/Director of State and Federal Programs will closely monitor to assure district programs follow Section 31a guidelines pertaining to allowable instructional and non-instructional funds and unallowable use of funds.

This process will be evaluated annually and updated as required.