



**pennsylvania**  
DEPARTMENT OF EDUCATION

May 30, 2019

Mr. Jim Smith  
CEO  
Bear Creek Community CS  
30 Charter School Way  
Bear Creek Township, PA 18702

Dear Mr. Smith:

I thank you and your staff for participating in the Federal Programs Consolidated Review for the 2018-19 school year. This review indicates that your Title I, Title II Part A, Title III (if applicable), and Title IV, Part A programs are in complete compliance with current statute, regulations, and guidance released by the United States Department of Education.

You can print off a copy of your completed Monitoring Instrument at <http://www.federalmonitor.com/pa> using the same username and password that you received in your monitoring notification letter sent to you in December/January. If you have any questions, please feel free to contact your regional coordinator.

Thank you for your cooperation.

Sincerely,

Susan McCrone  
Chief  
Division of Federal Programs

cc: Project File 2018-19

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF EDUCATION  
333 Market Street Harrisburg, PA 17126-0333

Division of Federal Programs  
Consolidated Program Review

2018-2019 School Year

Bear Creek Community CS  
30 Charter School Way  
Bear Creek Township, PA 18702

LEA Level Monitoring

	<u>Name</u>	<u>Phone Number</u>	Check if Interviewed
<b>Superintendent:</b>	Jim Smith	5708204070	<input checked="" type="checkbox"/>
<b>Business Manager:</b>	Tammy Miller	5708204070	<input checked="" type="checkbox"/>
<b>Federal Program Coordinator:</b>	Jim Smith	5708204070	<input checked="" type="checkbox"/>
<b>Parent/Family Member:</b>	Jennifer Smith		<input type="checkbox"/>

**Program(s) Reviewed:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Title IA: Program  | <input checked="" type="checkbox"/> Title IVA: Program |
| <input type="checkbox"/> Ed-Flex Waiver Review         | <input type="checkbox"/> Title VI-B REAP               |
| <input checked="" type="checkbox"/> Title IIA: Program | <input type="checkbox"/> Title VIII                    |

**Program Reviewer(s):** Ann Way

**Program Review Date:** 04/02/2019

# Title IA: Program

## Component I: Appropriately State Certified

The Local Education Agency (LEA) will ensure that all teachers and paraprofessionals working in a program supported with Title I and Title II funds meet applicable State certification and licensure requirements.

Section 1111(c)(6)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments		
1. Teachers and paraprofessionals working in a Title I and Title II program are appropriately state certified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> List of staff working in the Title IA program and their certifications.</li> <li><input checked="" type="checkbox"/> Samples of valid level I or II certificated with appropriate content areas aligned with class schedules.</li> <li><input type="checkbox"/> Emergency permits unacceptable except for Charter Schools - 25% rule</li> <li><input checked="" type="checkbox"/> Report by the LEA data system on staff qualifications</li> </ul>	<table border="1" style="width: 100%;"> <thead> <tr> <th data-bbox="1537 457 1999 506" style="text-align: center;">Monitor Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1537 506 1999 717">           4/2/2019 9:52:40 AM            Monitor Ann Way            All Bear Creek Community Charter staff are appropriately certified.         </td> </tr> </tbody> </table>	Monitor Comments	4/2/2019 9:52:40 AM Monitor Ann Way All Bear Creek Community Charter staff are appropriately certified.
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## Component II: Equity Plan

The LEA will describe how low-income and minority children enrolled in Title I schools are not served at disproportionate rates by ineffective, out-of-field, or inexperienced teachers.

Section 1111(b)(2)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments								
<p>1. The LEA has developed an Equity plan that assures, through the implementation of various strategies, poor and minority students are not taught at higher rates than other students by inexperienced, unqualified, or out-of-field teachers in Title I schools.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Equity Plan and agenda and sign in sheets</li> <li><input checked="" type="checkbox"/> Documentation of annual review of Equity Plan</li> <li><input type="checkbox"/> Teachers are reassigned, if applicable</li> <li><input type="checkbox"/> Changes to union contract are made, if applicable</li> <li><input checked="" type="checkbox"/> Sample class schedules with applicable staff and student percentages</li> </ul>									
<p>If you have additional comments to make about this section, enter them here:</p>													
				<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" data-bbox="1186 959 1999 1008" style="text-align: center;"><b>District Comments</b></th> </tr> </thead> <tbody> <tr> <td colspan="2" data-bbox="1186 1013 1999 1146"> <p>2/6/2019 9:48:48 AM Chief Executive Officer Jim Smith The latest Equity Plan Review completed on August 2, 2018.</p> </td> </tr> <tr> <th colspan="2" data-bbox="1186 1151 1999 1200" style="text-align: center;"><b>Monitor Comments</b></th> </tr> <tr> <td colspan="2" data-bbox="1186 1205 1999 1328"> <p>4/2/2019 5:37:15 PM Monitor Ann Way The Equity Plan was available for review during the visit.</p> </td> </tr> </tbody> </table>		<b>District Comments</b>		<p>2/6/2019 9:48:48 AM Chief Executive Officer Jim Smith The latest Equity Plan Review completed on August 2, 2018.</p>		<b>Monitor Comments</b>		<p>4/2/2019 5:37:15 PM Monitor Ann Way The Equity Plan was available for review during the visit.</p>	
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**Component III: Foster Care**

The Local Education Agency (LEA) must develop and implement clear written procedures for how transportation will be provided, arranged, and funded for the duration of the time in foster care.

Section 1112(c)(5)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
1. The LEA developed transportation procedures for students in foster care.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Written transportation procedures <input checked="" type="checkbox"/> Written transportation procedures with signatures	
If you have additional comments to make about this section, enter them here:	<b>District Comments</b>				
	2/6/2019 9:50:11 AM Chief Executive Officer Jim Smith A Memorandum of Understanding between Bear Creek Community Charter School and Luzerne County Children and Youth Agency was formalized on March 23, 2017. The School has written procedures in place.				
	<b>Monitor Comments</b>				
4/2/2019 5:38:28 PM Monitor Ann Way The MOU between Luzerne County Children and Youth services and the BCCCS was available for review during the monitoring visit.					

**Component IV: Head Start Coordination Requirements**

Each LEA receiving Title I funds must carry out the activities described in subsection (b) with Head Start agencies and, if feasible, other entities carrying out early childhood development programs. Each LEA shall develop agreements with such Head Start agencies and other entities to carry out such activities.

Section 1119(a-c)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
<p>1. The LEA developed a Memorandum of Understanding (MOU) with local Head Start agency(ies) that increase coordination. Required for all LEAs, including Charter Schools. The only exemption would be a Charter School that does not serve an elementary program.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Signed MOU between LEA and Head Start agency(ies)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1165 381 2005 430" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1165 433 2005 816"> <p>2/14/2019 9:29:46 AM                      Chief Executive Officer Jim Smith                      Bear Creek Community Charter School staff meets with Head Start staff and representatives of local day care and Pre-K providers each year, and has done so for the past three years. The School recently compiled the appropriate MOU based on guidance provided by PDE as well as other sources; which best align to the needs of the School and Head Start. We are awaiting a final signed copy from the Executive Director of Luzerne County Head Start.</p> </td> </tr> <tr> <th data-bbox="1165 820 2005 868" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1165 872 2005 1044"> <p>4/2/2019 5:40:36 PM                      Monitor Ann Way                      The signed MOU between the BCCCS and the Luzerne County Head Start was available for review during the monitoring visit.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/14/2019 9:29:46 AM                      Chief Executive Officer Jim Smith                      Bear Creek Community Charter School staff meets with Head Start staff and representatives of local day care and Pre-K providers each year, and has done so for the past three years. The School recently compiled the appropriate MOU based on guidance provided by PDE as well as other sources; which best align to the needs of the School and Head Start. We are awaiting a final signed copy from the Executive Director of Luzerne County Head Start.</p>	Monitor Comments	<p>4/2/2019 5:40:36 PM                      Monitor Ann Way                      The signed MOU between the BCCCS and the Luzerne County Head Start was available for review during the monitoring visit.</p>
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<p>If you have additional comments to make about this section, enter them here:</p>									

## Component V: Parent and Family Engagement

The LEA may receive funds under this part only if such agency conducts outreach to all parents and family members and implements programs, activities, and procedures for the involvement of parents and family members in programs. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of Title I students.

Section 1112(a)(1-3)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>1. LEA has a written Parent and Family Engagement policy and evidence that it is reviewed and updated annually. Required Components:</p> <ul style="list-style-type: none"> <li>description of how the LEA involves parents in the joint development of the Title I Plan (Title I Application)</li> <li>description of how the LEA provides the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent involvement and described in Section 1116 parent and family involvement activities to improve student academic achievement and school performance</li> <li>description of how the LEA coordinates and integrates parent and family engagement strategies under Title I, Part A with parent and family engagement strategies, with other relevant Federal, State, and local laws and programs</li> <li>description of how the LEA conducts with parents an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all school served under Title I, Part A, including identifying:</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> LEA Parent and Family Engagement policy, parent meeting agenda and sign in sheet and evidence of distribution, examples - website posting, handbook, mailing, etc.	<b>District Comments</b>
					<p>2/6/2019 9:53:52 AM Chief Executive Officer Jim Smith Bear Creek Community Charter School's Family Engagement Policy was reviewed and updated on September 26, 2018.</p>
					<b>Monitor Comments</b>
					<p>4/2/2019 5:41:56 PM Monitor Ann Way The meeting agenda, sign-in sheet and method of distribution was available for review during the visit.</p>

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
<ul style="list-style-type: none"> <li>○ barriers to greater participation in activities,</li> <li>○ the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers</li> <li>○ strategies to support successful school and family interactions</li> <li>• description of how the LEA uses the findings of the evaluation to design evidence-based strategies for more effective parental involvement, and how to revise, if necessary, the parent and family engagement policies, and</li> <li>• description of involvement of parents in the activities of the Title I schools.</li> </ul>									
<p>2. Each LEA shall reserve at least one percent of its Title I allocation to assist schools to carry out the activities in this section, unless the LEA receives less than \$500,000 in Title I funds. (This can be marked N/A in the LEA receives less than \$500,000 in Title I funds.)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Consolidated Application, Reservation of Funds	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1373 764 2001 818" style="text-align: center;"><b>District Comments</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="1373 818 2001 1027"> <p>2/6/2019 9:53:13 AM Chief Executive Officer Jim Smith Bear Creek Community Charter School receives less than \$500,000 annually in Title I funds.</p> </td> </tr> <tr> <th data-bbox="1373 1027 2001 1081" style="text-align: center;"><b>Monitor Comments</b></th> </tr> <tr> <td data-bbox="1373 1081 2001 1250"> <p>4/2/2019 10:02:13 AM Monitor Ann Way The Bear Creek Community Charter School receives less than \$500,000.00.</p> </td> </tr> </tbody> </table>	<b>District Comments</b>	<p>2/6/2019 9:53:13 AM Chief Executive Officer Jim Smith Bear Creek Community Charter School receives less than \$500,000 annually in Title I funds.</p>	<b>Monitor Comments</b>	<p>4/2/2019 10:02:13 AM Monitor Ann Way The Bear Creek Community Charter School receives less than \$500,000.00.</p>
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Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
<p>3. Parents and family members of Title I students shall be involved in the decisions regarding how funds reserved are allotted for parental involvement activities. (This can be marked N/A if the LEA did not reserve funds for Parent and Family Engagement)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Agendas and sign in sheets demonstrating parents were included in the decision on how to use the set aside</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1373 131 2005 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1373 180 2005 391"> <p>2/6/2019 9:54:26 AM Chief Executive Officer Jim Smith Bear Creek Community Charter School receives less than \$500,000 annually in Title I funds; therefore this does not apply.</p> </td> </tr> <tr> <th data-bbox="1373 391 2005 440" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1373 440 2005 651"> <p>4/2/2019 10:02:35 AM Monitor Ann Way Bear Creek Community Charter School receives less than \$500,000 annually in Title I funds; therefore this does not apply.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 9:54:26 AM Chief Executive Officer Jim Smith Bear Creek Community Charter School receives less than \$500,000 annually in Title I funds; therefore this does not apply.</p>	Monitor Comments	<p>4/2/2019 10:02:35 AM Monitor Ann Way Bear Creek Community Charter School receives less than \$500,000 annually in Title I funds; therefore this does not apply.</p>
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Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
<p>4. If the LEA received \$500,000 or more in Title I funds, the set aside funds shall be used to carry out activities and strategies consistent with the LEA Parent and Family Engagement Policy, including at least one of the following:</p> <ul style="list-style-type: none"> <li>• supporting schools and nonprofit organizations in providing professional development for LEA and school personnel regarding parent and family engagement strategies.</li> <li>• supporting programs that reach parents and family members at home, in the community, and at school</li> <li>• disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members</li> <li>• collaborating, or providing subgrants to schools to enable such schools to collaborate with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement</li> <li>• engaging in any other activities and strategies that the LEA determines appropriate and consistent with the Parent and Family Engagement Policy. (This can be marked N/A if the LEA received \$500,000 or less in Title I funds.)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> LEA Parent and Family Engagement policy, parent meeting agenda and sign in sheet	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1373 131 2005 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1373 180 2005 391"> <p>2/6/2019 9:54:45 AM Chief Executive Officer Jim Smith Bear Creek Community Charter School receives less than \$500,000 annually in Title I funds; therefore this does not apply.</p> </td> </tr> <tr> <th data-bbox="1373 391 2005 440" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1373 440 2005 651"> <p>4/2/2019 10:02:47 AM Monitor Ann Way Bear Creek Community Charter School receives less than \$500,000 annually in Title I funds; therefore this does not apply.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 9:54:45 AM Chief Executive Officer Jim Smith Bear Creek Community Charter School receives less than \$500,000 annually in Title I funds; therefore this does not apply.</p>	Monitor Comments	<p>4/2/2019 10:02:47 AM Monitor Ann Way Bear Creek Community Charter School receives less than \$500,000 annually in Title I funds; therefore this does not apply.</p>
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Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments		
<p>5. LEA must conduct an annual evaluation of the content and effectiveness of the parent and family engagement policy use the findings of the evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policies.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Agendas and sign in sheets from meeting with parents to discuss the evaluation</li> <li><input checked="" type="checkbox"/> Surveys and collated results to demonstrate evaluation process</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1375 131 2003 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1375 180 2003 566"> <p>2/6/2019 9:57:15 AM            Chief Executive Officer Jim Smith            A policy/program review meeting was held on September 18, 2018. The school conducted a school-wide Parent Satisfaction Survey to gauge appropriate feedback from parents, which is incorporated into the decision-making process regarding policy and program. The results of this survey is also made available to staff, parents and the general public.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 9:57:15 AM            Chief Executive Officer Jim Smith            A policy/program review meeting was held on September 18, 2018. The school conducted a school-wide Parent Satisfaction Survey to gauge appropriate feedback from parents, which is incorporated into the decision-making process regarding policy and program. The results of this survey is also made available to staff, parents and the general public.</p>
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<p>If you have additional comments to make about this section, enter them here:</p>							

**Component VI: Schoolwide Programs**

A LEA may consolidate and use funds under this part, together with other Federal, State, and local funds, in order to upgrade the entire educational program of a school that serves an eligible school attendance area in which not less than 40 percent of the children are from low-income families, or not less than 40 percent of the children enrolled in the school are from such families.

Section 1114

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
1. The LEA is consolidating funds (state, local, and federal) in the Schoolwide program. (If not applicable, mark N/A)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Approval letter from PDE	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1461 415 2003 467" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1461 467 2003 643">                             2/6/2019 9:57:59 AM                              Chief Executive Officer Jim Smith                              Bear Creek Community Charter School does not consolidate funds.                         </td> </tr> <tr> <th data-bbox="1461 643 2003 695" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1461 695 2003 868">                             4/2/2019 10:06:15 AM                              Monitor Ann Way                              Bear Creek Community Charter School does not consolidate funds.                         </td> </tr> </tbody> </table>	District Comments	2/6/2019 9:57:59 AM Chief Executive Officer Jim Smith Bear Creek Community Charter School does not consolidate funds.	Monitor Comments	4/2/2019 10:06:15 AM Monitor Ann Way Bear Creek Community Charter School does not consolidate funds.
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If you have additional comments to make about this section, enter them here:									

## Component VII: Nonpublic Schools

The LEA provides Title I services to eligible children attending nonpublic schools.

Sections 1117, 8501, and 8503 Uniform Grants Guidance (UGG) Sec. 200.313 and 200.320

**If the LEA is not required to provide nonpublic services or the nonpublic official has declined services, this section can be skipped.**

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
1. LEA has procedures for provision of services to eligible children attending nonpublic school officials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Consolidated application, Performance Goals section listing nonpublic student's measurable goals and detailing the services provided to nonpublic students.	
2. Consultation has occurred between LEA and nonpublic officials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Copies of letters, e-mails, consultation forms, meeting sign-in sheets between LEA and nonpublic officials <input type="checkbox"/> Consolidated application Nonpublic Involvement section showing record of contacts between LEA and nonpublic schools	
3. The results of agreement following consultation have been transmitted to the SEAs equitable services ombudsman.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Affirmation of Consultation <input type="checkbox"/> eGrants affirmation upload <input type="checkbox"/> LEA documentation that consultation has, or attempts at such consultation have, taken place <input type="checkbox"/> Required ONLY if the nonpublic official fails to sign the affirmation: <input type="checkbox"/> Emails, Return Receipt mail card, and/or Certified Letter postage receipt	
4. LEA regularly monitors the provision of Title I services to nonpublic students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Evaluation data <input type="checkbox"/> Needs assessment survey form and collated results <input type="checkbox"/> Assessment data	

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
5. LEA is evaluating the Title I program serving nonpublic school students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Evaluation data <input type="checkbox"/> Needs assessment survey form and collated results <input type="checkbox"/> Assessment data	
6. Nonpublic school students are receiving equitable services as discussed during consultation and Parent & Family Engagement if allocation is \$500,000 and over.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Non-Public Organizations Summary and Non-Public Institutions sections of eGrants <input type="checkbox"/> Announcements/sign-in sheets for Parent & Family Engagement opportunities for nonpublic teachers and parents if required	
7. LEA's budget documents appropriate set-asides.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Title I budget/Budget Summary section of eGrants	
8. LEAs are properly monitoring the distribution and use of equipment and supplies purchased for the purposes of providing equitable services to eligible private school students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Inventory list of items purchased with Title I A nonpublic funds <input type="checkbox"/> Documentation that a physical inventory is conducted annually at the end of the school year	
9. LEA has third-party contracts (per Uniform Grants Guidance / Procurement procedures) that include the proportionate share of Title I funds determined by eGrants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Copy of third-party contracts that include a breakdown of instructional costs, amount of services to be delivered, and administrative costs for nonpublic schools	
10. LEA has Title I complaint procedures available for nonpublic schools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Copy of Complaint Procedure and verification of distribution to nonpublic schools	
If you have additional comments to make about this section, enter them here:					

## Comments

Two parents were interviewed during the monitoring visit. They were highly satisfied with the way in which the federal program funding is utilized. The paraprofessionals are an extremely helpful resource to teachers and especially students. They related that the school provides many forms of support to parents so they can better assist their children. They related that teachers respond to them very quickly. They each gave accounts of how the federal program funds support helped their children.

**Title IIA: Program**

**Requirements**

The purpose of this title is to provide grants to State educational agencies and subgrants to local educational agencies to (1) increase student achievement consistent with the challenging State academic standards; (2) improve the quality and effectiveness of teachers, principals, and other school leaders; (3) increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and (4) provide low-income and minority students greater access to effective teachers, principals, and other school leaders.

Section 2001

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
<p>1. The LEA provides evidence that Title II activities are data driven and that if data indicates a need in higher poverty schools, priority is given to these school(s).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Evidence of data used to indicate large class sizes or justification for the types of professional development activities offered.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1283 524 2009 581" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1283 581 2009 930"> <p>2/6/2019 10:02:37 AM Chief Executive Officer Jim Smith Bear Creek Community Charter School is a single-school LEA. Professional development is determined through a professional development staff survey; administrator needs assessment, teacher self-reflection as part of the School's teacher evaluation process, through school performance data and feedback from the Annual Parent Satisfaction Survey.</p> </td> </tr> <tr> <th data-bbox="1283 930 2009 987" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1283 987 2009 1266"> <p>4/2/2019 10:11:10 AM Monitor Ann Way The Staff Survey and Administrator Needs Assessment was completed and results compiled at the end of the 2017-18 school year. Professional development for the 2018-19 year was based on the results of the surveys.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 10:02:37 AM Chief Executive Officer Jim Smith Bear Creek Community Charter School is a single-school LEA. Professional development is determined through a professional development staff survey; administrator needs assessment, teacher self-reflection as part of the School's teacher evaluation process, through school performance data and feedback from the Annual Parent Satisfaction Survey.</p>	Monitor Comments	<p>4/2/2019 10:11:10 AM Monitor Ann Way The Staff Survey and Administrator Needs Assessment was completed and results compiled at the end of the 2017-18 school year. Professional development for the 2018-19 year was based on the results of the surveys.</p>
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Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments		
2. The LEA provides evidence of stakeholder engagement in the development of Title II activities e.g. parents, community members, schools staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Meeting notices, <input checked="" type="checkbox"/> agendas and sign-in sheets, <input type="checkbox"/> invitations	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1289 131 2003 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1289 180 2003 425"> <p>2/6/2019 10:04:50 AM            Chief Executive Officer Jim Smith            Parents provide input in the development of Title II activities as part of monthly parent/teacher meetings; as well as through the Annual Parent Satisfaction Survey process.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 10:04:50 AM            Chief Executive Officer Jim Smith            Parents provide input in the development of Title II activities as part of monthly parent/teacher meetings; as well as through the Annual Parent Satisfaction Survey process.</p>
District Comments							
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Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments		
<p>3. All expenditures are supplemental in nature and do not supplant, or replace, activities the LEA is required to provide under state or local law, including board approved policy.</p> <ul style="list-style-type: none"> <li>• Detailed list of ESSA-authorized activities:</li> <li>• Teacher/principal evaluation.</li> <li>• Recruitment and retention.</li> <li>• Class size reduction.</li> <li>• PD tech integration, data usage, parent engagement, IEP, ELL, early learning, selecting and implementing assessments.</li> <li>• Identify trauma, mental illness, and intervention.</li> <li>• Safety, drug and alcohol abuse, chronic absenteeism.</li> <li>• Gifted learning.</li> <li>• Library programs.</li> <li>• Sex abuse.</li> <li>• STEM.</li> <li>• Improved staff working conditions (feedback).</li> <li>• Career/tech ed integration and work-based learning to prepare for workforce or post-secondary transition</li> <li>• Other uses that at meet the intent of Title IIA</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Expenditure printouts indicating detailed Title II activities	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1289 126 2005 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1289 180 2005 529"> <p>2/6/2019 10:08:00 AM            Chief Executive Officer Jim Smith            Bear Creek Community Charter School utilizes federal funds to supplement and not supplant; which is evidenced by financial reporting documentation available to the Federal Programs Monitor. Title II funds are primarily used for supplemental professional development for certified and paraprofessional staff.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 10:08:00 AM            Chief Executive Officer Jim Smith            Bear Creek Community Charter School utilizes federal funds to supplement and not supplant; which is evidenced by financial reporting documentation available to the Federal Programs Monitor. Title II funds are primarily used for supplemental professional development for certified and paraprofessional staff.</p>
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Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>4. The LEA utilizes appropriately state certified teachers to reduce class size. Only applies to those teachers working in a Title I program. Can be marked N/A if operating only Targeted Assistance programs in all Title I Schools.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Class-size reduction teacher rosters</li> <li><input type="checkbox"/> List of CSR staff and their certifications</li> <li><input type="checkbox"/> Copies of CSR teacher certificates (blackout social security numbers)</li> </ul>	<div style="text-align: center; background-color: #cccccc; padding: 2px;"><b>District Comments</b></div> <p>2/6/2019 10:11:22 AM Chief Executive Officer Jim Smith Bear Creek Community Charter School has implemented targeted class-size reduction strategies; however, the School does not currently utilize Title IIA funding in support of these efforts - other funding is utilized.</p> <div style="text-align: center; background-color: #cccccc; padding: 2px;"><b>Monitor Comments</b></div> <p>4/2/2019 10:16:12 AM Monitor Ann Way It was established during the monitoring visit, that Bear Creek does not use Title IIA funding for a class-size reduction teacher.</p>
<p>3. LEA has submitted the Performance Goal Output Report for Title II.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Consolidated Application, Performance Goal Output Report in Title II.</li> </ul>	<div style="text-align: center; background-color: #cccccc; padding: 2px;"><b>District Comments</b></div> <p>2/6/2019 10:12:42 AM Chief Executive Officer Jim Smith Performance data is available and documented; however the submission of the Performance Goal Report for Title IIA was delayed due to an issue with E-Grants where the original performance goals did not appear in the approved Consolidated Application. The School is awaiting direction on PDE's Division of Federal Programs as to how to rectify the situation using E-Grants.</p>

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
4. Backup documentation exists for the performance goal report that aligns with the data indicated in the goals that would be used to determine success.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Data reports/summaries	<div style="text-align: center; background-color: #cccccc; padding: 2px;"><b>District Comments</b></div> <p>2/6/2019 10:25:32 AM Chief Executive Officer Jim Smith Performance goals relating to professional development strategies and their impact on student achievement.</p> <div style="text-align: center; background-color: #cccccc; padding: 2px;"><b>Monitor Comments</b></div> <p>4/2/2019 6:06:25 PM Monitor Ann Way Data reports and summaries were available for review during the monitoring visit.</p>
If you have additional comments to make about this section, enter them here:					

**Title IVA: Program**

**Requirements**

The Student Support and Academic Enrichment (SSAE) program is intended to: 1) provide all students with access to a well-rounded education, 2) improve school conditions for student learning, and 3) improve the use of technology to improve the academic achievement and digital literacy of all students. (ESEA section 4101)

Sec. 4101

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
1. The LEA involves stakeholders (parents, school staff, and community members) in the planning of the Title IV application and activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Meeting notices, <input checked="" type="checkbox"/> agendas and sign-in sheets	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1293 492 2009 545" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1293 545 2009 930">                             2/6/2019 10:34:35 AM                              Chief Executive Officer Jim Smith                              Bear Creek Community Charter School held a meeting with staff, parents and administrators on August 17, 2018 to discuss priorities for Title I, Title II and Title IV funding, including parent involvement activities, staff professional development and innovative environmental education programming. The group also review school performance data and the results of the Annual Parent Satisfaction Survey.                         </td> </tr> <tr> <th data-bbox="1293 930 2009 984" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1293 984 2009 1196">                             4/2/2019 10:24:07 AM                              Monitor Ann Way                              The agenda and sign-in sheet for the stakeholder meeting was available for review during the monitoring visit.                         </td> </tr> </tbody> </table>	District Comments	2/6/2019 10:34:35 AM Chief Executive Officer Jim Smith Bear Creek Community Charter School held a meeting with staff, parents and administrators on August 17, 2018 to discuss priorities for Title I, Title II and Title IV funding, including parent involvement activities, staff professional development and innovative environmental education programming. The group also review school performance data and the results of the Annual Parent Satisfaction Survey.	Monitor Comments	4/2/2019 10:24:07 AM Monitor Ann Way The agenda and sign-in sheet for the stakeholder meeting was available for review during the monitoring visit.
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Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
2. If the LEA distributed funds to schools, it targeted schools that have the greatest needs; have the highest percentages or numbers of children low-income; are identified as CSI and TSI; or are identified as persistently dangerous.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Consolidated application Selection of Schools ranking page	<div data-bbox="1293 123 2011 180" style="background-color: #cccccc; text-align: center;"><b>District Comments</b></div> <div data-bbox="1293 180 2011 354"> <p>2/6/2019 10:35:04 AM Chief Executive Officer Jim Smith Bear Creek Community Charter School is a single-school LEA.</p> </div> <div data-bbox="1293 354 2011 410" style="background-color: #cccccc; text-align: center;"><b>Monitor Comments</b></div> <div data-bbox="1293 410 2011 586"> <p>4/2/2019 10:24:27 AM Monitor Ann Way Bear Creek Community Charter School does not consolidate funds.</p> </div>
3. The LEA continued to consult with stakeholders to improve the activities it conducts and coordinates implementation with other related activities conducted in the community	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Meeting notices, <input checked="" type="checkbox"/> agendas and sign-in sheets	<div data-bbox="1293 586 2011 643" style="background-color: #cccccc; text-align: center;"><b>District Comments</b></div> <div data-bbox="1293 643 2011 862"> <p>2/6/2019 10:36:51 AM Chief Executive Officer Jim Smith Bear Creek Community Charter School meets monthly with parent representatives as well as staff to solicit ongoing input regarding school activities.</p> </div>
4. LEA has only budgeted for 15% of the amount budgeted in Effective Use of Technology for technology infrastructure (devices, equipment, and software applications to address readiness shortfalls, blended learning technology software and platforms, the purchase of digital instructional resources, initial professional development activities, and one-time information technology purchases).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Consolidated application showing funds in the Effective Use of Technology expenditure section	<div data-bbox="1293 862 2011 919" style="background-color: #cccccc; text-align: center;"><b>District Comments</b></div> <div data-bbox="1293 919 2011 1092"> <p>2/6/2019 10:37:43 AM Chief Executive Officer Jim Smith Bear Community Charter School did not utilize Title IV funding for technology purchases.</p> </div> <div data-bbox="1293 1092 2011 1149" style="background-color: #cccccc; text-align: center;"><b>Monitor Comments</b></div> <div data-bbox="1293 1149 2011 1318"> <p>4/2/2019 10:25:05 AM Monitor Ann Way Bear Community Charter School did not utilize Title IV funding for technology purchases.</p> </div>

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
5. If the LEA has received more than \$30,000 in Title IV funds, a needs assessment was completed (and will be completed once every 3 years).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Needs Assessment with date	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1299 131 2005 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1299 180 2005 423"> <p>2/6/2019 10:38:42 AM</p> <p>Chief Executive Officer Jim Smith</p> <p>Bear Creek Community Charter School did not receive more than \$30,000 in Title IV funds; however the School did seek stakeholder input in determining the use of funds.</p> </td> </tr> <tr> <th data-bbox="1299 423 2005 472" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1299 472 2005 721"> <p>4/2/2019 10:25:22 AM</p> <p>Monitor Ann Way</p> <p>Bear Creek Community Charter School did not receive more than \$30,000 in Title IV funds; however the School did seek stakeholder input in determining the use of funds.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 10:38:42 AM</p> <p>Chief Executive Officer Jim Smith</p> <p>Bear Creek Community Charter School did not receive more than \$30,000 in Title IV funds; however the School did seek stakeholder input in determining the use of funds.</p>	Monitor Comments	<p>4/2/2019 10:25:22 AM</p> <p>Monitor Ann Way</p> <p>Bear Creek Community Charter School did not receive more than \$30,000 in Title IV funds; however the School did seek stakeholder input in determining the use of funds.</p>
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6. If the LEA has received more than \$30,000 in Title IV funds, 20% has been budgeted for Well-Rounded Educational activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Consolidated application Well-Rounded narrative completed.  <input type="checkbox"/> Consolidated application showing funds in the Well-Rounded expenditure section	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1299 735 2005 784" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1299 784 2005 959"> <p>2/6/2019 10:39:09 AM</p> <p>Chief Executive Officer Jim Smith</p> <p>Bear Creek Community Charter School did not receive more than \$30,000 in Title IV funds.</p> </td> </tr> <tr> <th data-bbox="1299 959 2005 1008" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1299 1008 2005 1179"> <p>4/2/2019 10:25:33 AM</p> <p>Monitor Ann Way</p> <p>Bear Creek Community Charter School did not receive more than \$30,000 in Title IV funds.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 10:39:09 AM</p> <p>Chief Executive Officer Jim Smith</p> <p>Bear Creek Community Charter School did not receive more than \$30,000 in Title IV funds.</p>	Monitor Comments	<p>4/2/2019 10:25:33 AM</p> <p>Monitor Ann Way</p> <p>Bear Creek Community Charter School did not receive more than \$30,000 in Title IV funds.</p>
District Comments									
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Monitor Comments									
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Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
7. If the LEA has received more than \$30,000 in Title IV funds, 20% has been budgeted for Safe and Healthy activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Consolidated application Safe and Healthy narrative completed.  <input type="checkbox"/> Consolidated application showing funds in the Safe and Healthy expenditure section	<div style="text-align: center;"><b>District Comments</b></div> 2/6/2019 10:39:19 AM Chief Executive Officer Jim Smith Bear Creek Community Charter School did not receive more than \$30,000 in Title IV funds. <div style="text-align: center;"><b>Monitor Comments</b></div> 4/2/2019 10:25:43 AM Monitor Ann Way Bear Creek Community Charter School did not receive more than \$30,000 in Title IV funds.
8. If the LEA has received more than \$30,000 in Title IV funds, some funds are budgeted for Effective Use of Technology activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Consolidated application Effective Use of Technology narrative completed.  <input type="checkbox"/> Consolidated application showing funds in the Effective Use of Technology expenditure section	<div style="text-align: center;"><b>District Comments</b></div> 2/6/2019 10:39:35 AM Chief Executive Officer Jim Smith Bear Creek Community Charter School did not receive more than \$30,000 in Title IV funds. <div style="text-align: center;"><b>Monitor Comments</b></div> 4/2/2019 10:25:56 AM Monitor Ann Way Bear Creek Community Charter School did not receive more than \$30,000 in Title IV funds.
If you have additional comments to make about this section, enter them here:					



**Title VIII: (Title IIA, IIIA, and IVA): Non-Public Equitable Services**

**Requirements**

The LEA provides Title services to eligible children attending non-public schools.

Secs. 8501, and 8503

Uniform Grants Guidance (UGG) Sec. 200.313 and 200.320

The equitable services requirements that apply to those programs are contained in ESEA section 8501.

Title VIII Programs Covered Under the Division of Federal Programs purview:

- Title II, Part A Supporting effective instruction state grants
- Title III, Part A English language acquisition, language enhancement, and academic achievement
- Title IV, Part A Student support and academic enrichment grants

Secs. 8501, and 8503

Uniform Grants Guidance (UGG) Sec. 200.313 and 200.320

**If the LEA has no nonpublic schools within the boundary of your district attendance areas or have no participating nonpublic schools, this section can be skipped.**

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
1. Consultation has occurred between the LEA and Non-public school official regarding the provision of services, whether to pool funds, and the transfer of funds* if applicable. *Title III funds may not be transferred.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Copies of letters, e-mails, meeting agendas and sign-in sheets between LEA and nonpublic officials.	
2. The results of agreement following consultation have been transmitted to the equitable services ombudsman.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Signed Affirmation of Consultation form, eGrants affirmation upload or LEA documentation that consultation has, or attempts at such consultation have, taken place (see Additional Evidence - required ONLY if the nonpublic official fails to sign the affirmation). Additional Evidence: Return Receipt mail card or Certified Letter postage receipt	

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
3. The LEA is serving schools located within their geographical boundaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Title IIA Participation list and eGrants - list of non-public schools entered in the Non-Public Allocation Breakout area of Equitable Non-Public Share section. Participation list and schools listed in eGrants must match, or back up documentation to verify inaccuracy is required.  <input type="checkbox"/> Title III only: The participation list of schools should be used to determine Title III NP eligibility, NOT the enrollment counts. Total school enrollment counts are used for Title IIA and Title IV equitable share but NOT for Title III.	
4. LEA has accurately determined the amount required for equitable services to NP school teachers and other educational personnel now based on the LEA's total allocation for Titles IIA, III and IVA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> eGrants - Calculation/equitable share in Equitable Non-Public Share section.  <input type="checkbox"/> Title III only - LEA will provide NP Title III equitable share total based on Title III EL counts provided to PDE in October of each year via PIMS upload	
5. LEA has procedures for provision of services to eligible NP School Students, Teachers, and Other Educational Personnel (Title VIII).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Consolidated application, Performance Goals section listing measurable goal(s) and detailing the services provided for NP School Students, Teachers, and Other Educational Personnel (Title VIII).	
If you have additional comments to make about this section, enter them here:					

## Personnel Interviews

<b>Building</b>	<b>Date</b>	<b>Staff Member Interviewed</b>	<b>Staff Member Position</b>
Bear Creek Community Charter School	4/2/2019	Brandy Lewis	Parent
Bear Creek Community Charter School	4/2/2019	Jill Limongelli	Parent
Bear Creek Community Charter School	4/2/2019	Jim Smith	CEO, BCCCS
Bear Creek Community Charter School	4/2/2019	Kristen Young	Director of Curriculum Instruction, BCCCS
Bear Creek Community Charter School	4/2/2019	Tammy Miller	Business Manager, BCCCS

**Division of Federal Program  
Consolidated Program Review  
2018-2019 School Year  
Bear Creek Community CS**

**Bear Creek Community Charter School**

**SCHOOL Level Monitoring**

	<b>Name</b>	<b>Check if Interviewed</b>
Principal:	Jim Smith, Chief Executive Officer	<input checked="" type="checkbox"/>
Parent:	Jennifer Smith	<input type="checkbox"/>
Parent:	Brandy Lewis	<input checked="" type="checkbox"/>
Parent:	Jill Limongelli	<input checked="" type="checkbox"/>
Parent:	_____	<input type="checkbox"/>
Parent:	_____	<input type="checkbox"/>

Program Reviewers: Ann Way                      Visit Date: 4/2/2019

## School Level Monitoring

### Component I: Appropriately State Certified

The Local Education Agency (LEA) and the Title I School has professional standards for paraprofessionals working in a program supported with Title I and Title II funds.

Sec. 1112(c)(6) Sec. 1112(e)(1)(A)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
1. All instructional paraprofessionals working in a Title I program are appropriately certified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> List of paraprofessionals & their qualifications: HS Diploma plus 2 years of college (48 credits), AA Degree or local assessment	<p style="text-align: center;"><b>District Comments</b></p> <p>2/6/2019 10:43:33 AM Chief Executive Officer Jim Smith All teacher are appropriately state certified for the subject and grade levels for which they teach. All paraprofessionals have either a high school diploma plus two years of college or have completed an appropriate local assessment (on file). All paraprofessionals also participate in an ongoing professional development program.</p>
2. Parents (in Title I schools only) are directly notified annually that they may request information regarding the professional qualifications of their child's teacher(s), and of paraprofessionals who provide instructional services to their children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Copy of Right-to-Know - Teacher Qualifications letter and evidence of distribution date	<p style="text-align: center;"><b>District Comments</b></p> <p>2/6/2019 10:46:40 AM Chief Executive Officer Jim Smith Letters were mailed at the beginning of the 2017 and 2018 school year. All appropriate language has been included in the Parent/Student Handbook, which is made available to parents and students each year, and which students and parents sign and return an annual acknowledgment.</p> <p style="text-align: center;"><b>Monitor Comments</b></p> <p>4/2/2019 10:30:47 AM Monitor Ann Way The Right-to-Know teacher Qualifications letter was sent via the USPS on September 18, 2018.</p>

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>3. Parents (in Title I schools only) are notified if their child is assigned to or being taught for four or more consecutive weeks by a teacher working in a Title I program that is not appropriately state certified. (This cannot be marked N/A.)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> Copy of Right-to-Know - Four Consecutive Week letter  <input type="checkbox"/> Evidence of distribution date, if applicable	<div style="text-align: center; background-color: #cccccc; padding: 2px;"><b>District Comments</b></div> <p>2/6/2019 10:49:50 AM Chief Executive Officer Jim Smith All Bear Creek Community Charter School teachers are properly certified; however, the School does have a process in place for such notifications. A draft letter is available for use and review.</p> <div style="text-align: center; background-color: #cccccc; padding: 2px;"><b>Monitor Comments</b></div> <p>4/2/2019 10:32:43 AM Monitor Ann Way The Four Consecutive Week letter has not been needed, but is available should it be necessary to use.</p>
<p>If you have additional comments to make about this section, enter them here:</p>					

## Component II: Transition Plan

The Title I School will support, coordinate, and integrate Title I services with early childhood education programs at the local educational agency or individual school level, including plans for the transition of participants in such programs to local elementary school programs. The Title I School will implement strategies to facilitate effective transitions for students from middle grades to high school and from high school to postsecondary education.

Sec. 1112(b)(8) Sec. 1112(b)(10) Sec. 1114

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
1. The Title I School implements strategies to facilitate effective transitions for students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Transition Plan	<b>District Comments</b>
					2/6/2019 10:51:43 AM Chief Executive Officer Jim Smith Bear Creek Community Charter School has a plan in place, along with annual implementation strategies for the transition of students into the school for kindergarten as well as from other schools; and also has a plan to support the transition of students from 8th grade to high school.
					<b>Monitor Comments</b>
					4/2/2019 6:09:22 PM Monitor Ann Way The Transition Plan was available for review during the visit.
2. The Title I School will include transition activities for students from Head Start or other early childhood education programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Transition Plan	<b>District Comments</b>
					2/6/2019 1:10:55 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School has a plan in place, along with annual implementation strategies for the transition of students into the school for kindergarten, including from Head Start. Kindergarten teachers meet with representatives of Head Start to facilitate transition.
If you have additional comments to make about this section, enter them here:					

**Component III: Parent and Family Engagement**

The LEA may receive funds under this part only if such agency conducts outreach to all parents and family members and implements programs, activities, and procedures for the involvement of parents and family members in programs. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of Title I students.

Sec. 1116

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
<p>1. Schools receiving Title I funds shall jointly develop with, and distribute to, Title I parents and family members a written parent and family engagement policy. Parents shall be notified of the policy in an understandable and uniform format and to the extent practicable in a language the parents can understand. The policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school. Required components:</p> <ul style="list-style-type: none"> <li>• Convene an annual meeting at a convenient time, to which all Title I parents shall be invited and encouraged to attend, to inform parents of their schools Title I program and to explain the requirements of Title I and the right of parents to be involved.</li> <li>• Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child care, or home visits, as such services relate to parental involvement</li> <li>• Involve parents, in an organized ongoing, and timely way, in the planning, review, and improvement of the Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan, if applicable, except that is a school has a process in place in process for involving parents in the joint planning and design of the schools programs, the school may use the process, if such process included an adequate representation of Title I.</li> <li>• Provide Title I parents</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> School Parent and Family Engagement policy, Parent meeting agenda & sign-in sheets, and method of distribution	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">District Comments</th> </tr> </thead> <tbody> <tr> <td>2/6/2019 1:28:01 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School's Family Engagement Policy was reviewed and updated on September 26, 2018.</td> </tr> <tr> <th style="background-color: #e0e0e0;">Monitor Comments</th> </tr> <tr> <td>4/2/2019 10:37:23 AM Monitor Ann Way The Family Engagement Policy was reviewed and updated on September 26, 2018. The policy was handed out at various parent activities and PTO meetings.</td> </tr> </tbody> </table>	District Comments	2/6/2019 1:28:01 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School's Family Engagement Policy was reviewed and updated on September 26, 2018.	Monitor Comments	4/2/2019 10:37:23 AM Monitor Ann Way The Family Engagement Policy was reviewed and updated on September 26, 2018. The policy was handed out at various parent activities and PTO meetings.
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Monitor Comments									
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Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<ul style="list-style-type: none"> <li>○ Timely information about Title I programs</li> <li>○ A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards</li> <li>○ If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practicably possible.</li> <li>○ If the schoolwide plan is not satisfactory to Title I parents, submit any parent comments on the plan when the school makes the plan available to the LEA. (Only applies to Schoolwide schools).</li> <li>○ Shall educate teachers, specialized instructional support personnel, and other staff, with the assistance of parents, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent programs, and build ties between parents and family members and the school.</li> <li>○ Describes how the school will aid parents in understanding the State's academic content standards and student achievement standards, local academic assessments and how to monitor a child's progress and work with teachers to improve the achievement of their children.</li> </ul>					

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<ul style="list-style-type: none"> <li>○ States that a school-parent compact was jointly developed with parents and the compact outlines how parents, the entire school staff and students will share in the responsibility for improved student achievement.</li> <li>○ Describes how the school provides materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement.</li> <li>○ States how the school will, to the extent feasible and appropriate, coordinate, and integrate parent involvement programs and activities with other Federal, State, and local programs including public preschool programs and conduct other activities, that encourage and support parents and family members in more fully participating in the education of their children.</li> <li>○ States how the school will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents and family members of participating children in a format and to the extent practicable, in a language the parents and family members can understand.</li> <li>○ States how the school, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children).</li> </ul>					

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments		
<p>2. Convene an annual meeting at a convenient time, to which all Title I parents shall be invited and encouraged to attend, to inform parents of their schools Title I program and to explain the requirements of Title I and the right of parents to be involved.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Title I meeting agenda & sign-in sheets	<table border="1"> <thead> <tr> <th data-bbox="1419 131 2003 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1419 180 2003 456"> <p>2/6/2019 1:13:35 PM            Chief Executive Officer Jim Smith            The annual Title I meeting was held on September 27, 2018, and was held in conjunction with a school-wide Math Night, making participation more convenient for parents.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 1:13:35 PM            Chief Executive Officer Jim Smith            The annual Title I meeting was held on September 27, 2018, and was held in conjunction with a school-wide Math Night, making participation more convenient for parents.</p>
District Comments							
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Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments		
<p>3. Each Title I school shall jointly develop with parents of Title I children a school parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the school and parents will build and develop a partnership to help children achieve the States high standards. The compact shall</p> <ul style="list-style-type: none"> <li>• describe the schools responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables Title I children to meet the State academic standards, and the ways in which each parent will be responsible for supporting their childrens learning; volunteering in their childs classroom, and participating as appropriate, in decisions relating to the education of their children and positive use of extracurricular time, and</li> <li>• address the importance of communication between teachers and parents on an ongoing basis through at a minimum: parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual childs achievement; frequent reports to parents on their childrens progress; reasonable access to staff, opportunities to volunteer and participate in their childs class, and observation of classroom activities; and ensuring two way meaningful communication between family members and school staff, and to the extent practicable, in a language that family members can understand.</li> </ul>	☑	☐	☐	<p>☑ School-parent compact, Staff-parent meeting agenda, sign-in sheets and method of distribution</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1419 131 2005 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1419 180 2005 634"> <p>2/6/2019 1:16:10 PM Chief Executive Officer Jim Smith The school parent compact is incorporated into the Student/Parent Handbook that is made available annually to students and parents; for which they sign and return an acknowledgment to the school. Copies of the compact are also made available at school-wide activities such as Math Night and Literacy Night. The meeting to review and obtain input was held on August 17, 2018.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 1:16:10 PM Chief Executive Officer Jim Smith The school parent compact is incorporated into the Student/Parent Handbook that is made available annually to students and parents; for which they sign and return an acknowledgment to the school. Copies of the compact are also made available at school-wide activities such as Math Night and Literacy Night. The meeting to review and obtain input was held on August 17, 2018.</p>
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Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>4. Title I Schools shall aid parents of Title I children in understanding such topics as the challenging State academic standards, State and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children.</p>	☑	☐	☐	<ul style="list-style-type: none"> <li>☑ Title I meeting agenda &amp; sign-in sheets</li> <li>☑ Staff/Parent meeting agendas and sign-in sheets</li> </ul>	<div style="background-color: #e0e0e0; text-align: center; padding: 2px;"><b>District Comments</b></div> <p>2/6/2019 1:17:42 PM Chief Executive Officer Jim Smith Parents are provided opportunities to have input and engage in the academic process in multiple ways, including the Title I Parent Meeting, Math Night (September), Literacy Night (March) and monthly school-wide parent meetings (second Wednesday evening) of each month.</p> <div style="background-color: #e0e0e0; text-align: center; padding: 2px;"><b>Monitor Comments</b></div> <p>4/2/2019 10:45:33 AM Monitor Ann Way The information is given to parents at several parent activities. Agendas and sign-in sheets were available for review. Flyers are also sent home to parents.</p>
<p>5. Title I Schools shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy) as appropriate, to foster parent involvement.</p>	☑	☐	☐	<ul style="list-style-type: none"> <li>☑ Training materials, evaluations, agendas &amp; sign-in sheets, calendar of events</li> <li>☑ Workshops</li> </ul>	<div style="background-color: #e0e0e0; text-align: center; padding: 2px;"><b>District Comments</b></div> <p>2/6/2019 1:19:22 PM Chief Executive Officer Jim Smith Math Night for families was held on September 27, 2018. Literacy Night will be held on March 14, 2019. Monthly parent/student breakfasts are held the last Thursday morning of each month on topics relating to parenting, student achievement, etc.</p>

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>6. Title I Schools shall educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents.</p>	☑	☐	☐	<p>☑ Staff/Parent meeting agendas and sign-in sheets</p> <p>☐ SPAC skits and staff agendas and sign in sheets</p>	<p style="text-align: center;"><b>District Comments</b></p> <p>2/6/2019 1:20:54 PM Chief Executive Officer Jim Smith A school-wide meeting including school staff is held the second Wednesday evening of each month for this purpose; and parents actively engage in school programs such as classroom assistants, breakfast cart, lunch monitors, and many other school-wide programs held each year.</p>
<p>7. Title I Schools shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.</p>	☑	☐	☐	<p>☐ Transition Plan</p> <p>☑ Parent training materials, evaluations, agendas, calendar of events</p> <p>☑ Staff/Parent meeting agendas and sign-in sheets</p>	<p style="text-align: center;"><b>District Comments</b></p> <p>2/6/2019 1:23:22 PM Chief Executive Officer Jim Smith Parents participate in the annual new student orientation process; and evening programs are conducted for parent training relating to Math, Literacy, Science and Technology. The school provides parents with literature on school and community resources available to them, and provides parents with access to online materials.</p> <p style="text-align: center;"><b>Monitor Comments</b></p> <p>4/2/2019 10:53:15 AM Monitor Ann Way Parent training materials, agendas and sign-in sheets were available for review. A calendar of events is published and up-dates are provided via the school newsletters.</p>

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
<p>8. Title I schools shall ensure that information related to school and parent programs, meetings, and other activities is sent to Title I parents in a format and, the extent practicable, in a language the parents can understand.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Translated documents such as fliers, letters, web site postings</p> <p><input type="checkbox"/> Translated Schoolwide Plan</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1419 131 2003 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1419 180 2003 532"> <p>2/6/2019 1:24:50 PM Chief Executive Officer Jim Smith Information is disseminated to parents through the school web site, social media, e-mail blasts, hard-copy flyers sent home with students, direct mailing, and through parent meetings. The school provides documents in foreign languages as needed, and has interpreter services available.</p> </td> </tr> <tr> <th data-bbox="1419 532 2003 581" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1419 581 2003 756"> <p>4/2/2019 10:54:16 AM Monitor Ann Way Should it be needed, translation services are available.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 1:24:50 PM Chief Executive Officer Jim Smith Information is disseminated to parents through the school web site, social media, e-mail blasts, hard-copy flyers sent home with students, direct mailing, and through parent meetings. The school provides documents in foreign languages as needed, and has interpreter services available.</p>	Monitor Comments	<p>4/2/2019 10:54:16 AM Monitor Ann Way Should it be needed, translation services are available.</p>
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Monitor Comments									
<p>4/2/2019 10:54:16 AM Monitor Ann Way Should it be needed, translation services are available.</p>									
<p>If you have additional comments to make about this section, enter them here:</p>									

## Component IV: Schoolwide Programs

An eligible school operating a schoolwide program shall develop a comprehensive plan (or amend a plan for such a program that was in existence on the day before the date of the enactment of the Every Student Succeeds Act)

Sec. 1114

**If the school does not operate a Schoolwide Program, this section can be skipped.**

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
<p>1. Have a completed/revised Schoolwide Plan. Plan is based on a comprehensive needs assessment of the entire school that takes into account information on the academic achievement of children in relation to the challenging State academic standards, particularly the needs of those children who are failing, or are at -risk of failing, to meet the challenging State academic standards and any other factors as determined by the local educational agency; and includes a description of the strategies that the school will be implementing to address school needs, including a description of how such strategies will provide opportunities for all children, including each of the subgroups of students (as defined in section 1111(c)(2)) to meet the challenging State academic standards; use methods and instructional strategies that strengthen the academic program in the school, increase the amount and quality of learning time, and help provide an enriched and accelerated curriculum, which may include programs, activities, and courses necessary to provide a well-rounded education; and address the needs of all children in the school, but particularly the needs of those at risk of not meeting the challenging State academic standards.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Copy of the School Level/Improvement Plan. Must provide agendas and sign-in sheets, demonstrating plan was updated within a year of the monitoring visit.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1604 472 2003 524" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1604 524 2003 1013"> <p>2/6/2019 1:26:53 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School has a Schoolwide Plan that is provided to PDE in electronic format, and reviewed annually with the appropriate stakeholder groups as required. The last meeting/review was held on August 17, 2019.</p> </td> </tr> <tr> <th data-bbox="1604 1013 2003 1065" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1604 1065 2003 1239"> <p>4/2/2019 6:11:16 PM Monitor Ann Way The Schoolwide Plan was available for review.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 1:26:53 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School has a Schoolwide Plan that is provided to PDE in electronic format, and reviewed annually with the appropriate stakeholder groups as required. The last meeting/review was held on August 17, 2019.</p>	Monitor Comments	<p>4/2/2019 6:11:16 PM Monitor Ann Way The Schoolwide Plan was available for review.</p>
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Monitor Comments									
<p>4/2/2019 6:11:16 PM Monitor Ann Way The Schoolwide Plan was available for review.</p>									
<p><b>Note: If the school does not have an approved Schoolwide Plan, must monitor requirements in the Targeted Assistance section.</b></p>									
<p>If you have additional comments to make about this section, enter them here:</p>									



## Component V: Targeted Assistance Programs

In all schools selected to receive funds under section 1113(c) that are ineligible for a schoolwide program under section 1114, have not received a waiver under section 1114(a)(1)(B) to operate such a schoolwide program, or choose not to operate such a schoolwide program, a local educational agency serving such school may use funds received under this part only for programs that provide services to eligible children under subsection (c) identified as having the greatest need for special assistance.

Sec. 1113

**If the school does not operate a Targeted Assistance Program, this section can be skipped.**

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
1. The Title I school determines which students will be served, and serves participating students identified as eligible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Selection criteria and student roster with test scores that includes rank order listing.	
2. The Title I school uses resources under this part to help eligible children meet the challenging State academic standards, which may include programs, activities, and academic courses necessary to provide a well-rounded education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> List of programs, activities, and academic courses provided to eligible children	
3. The Title I school uses methods and instructional strategies to strengthen the academic program of the school through activities, which may include expanded learning time, before- and after-school, and summer programs and opportunities; and a schoolwide tiered model to prevent and address behavior problems, and early intervening services, coordinated with similar activities and services carried out under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> List of instructional strategies including activities that strengthen the academic program provided to eligible children	
4. The Title I school coordinates with and supports the regular education program, which may include services to assist preschool children in the transition from early childhood education programs such as Head Start, the literacy program under subpart 2 of part B of title II, or State-run preschool programs to elementary school programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Documentation of regular team meetings, agenda, sign-in sheets, and minutes	
5. The Title I school provides professional development with resources provided under this part, and, to the extent practicable, from other sources, to teachers, principals, other school leaders, paraprofessionals, and, if appropriate, specialized instructional support personnel, and other school personnel who work with eligible children in programs under this section or in the regular education program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> List of professional development activities, agendas, and sign in sheets	

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p style="text-align: center;">If you have additional comments to make about this section, enter them here:</p>					

**Comments**

The CEO, Director of Curriculum & Instruction and Business Manager were very well prepared for the monitoring visit. They are to be commended for effectively arranging their evidence and documents.



# Title IA: Fiscal

## Component I: General Fiscal Requirements/Uniform Grants Guidance

Fiscal monitoring is different than program monitoring: Fiscal monitoring will include a review of a subgrantees financial operations, which may include a review of internal controls for program funds in accordance with state and federal requirements, an examination of principles, laws and regulations, and a determination of whether costs are reasonable and necessary to achieve program objectives. This activity involves an assessment of financial statements, records, and procedures. It is similar to an audit but has a lesser degree of detail and depth and, usually, a higher degree of frequency.

Fiscal monitoring includes, but is not limited to:

- Reviewing a random sample (usually 3-5 per program) of invoices or bills for expenditures charged to the program to determine if appropriate units of measure are reported and that costs (units x rate) are correct and that costs align with grant objectives and were approved in the application for funds.
- Comparing budgets or budget limits to actual costs to determine if the LEAs expenditures are likely to be more or less than budgeted
- Obtaining documentation that services billed or items purchased were actually delivered according to the contract
- Comparing invoices with supporting documentation to determine that costs were allowable, necessary, and allocable.

An expenditure is allowable if it is an approved use of funds under the statute or regulations governing a program and meet the intent of the program.

An expenditure is necessary if it is part of an approved application for funding.

An expenditure is allocable to the extent that the expenditure is used to meet the intent of the grant program (costs are pro-rated across grants if used to meet several grant program objectives).

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
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Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>1. Audits</p> <p>The SEA ensures that the State and the LEAs are audited annually, if required, and that all corrective actions identified through this process are fully implemented</p> <p>Uniform Grants Guidance Section 200.501</p>	<p>1. Copies of single audit reports (2 most recent), corrective action plans and approval documents for the LEA</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Two most recent audit reports (federal programs only)</p> <p><input type="checkbox"/> LEA response to findings</p> <p><input type="checkbox"/> PDE follow-up review of findings</p> <p><input type="checkbox"/> Independent auditor report shows that LEA has completed all corrective actions</p>	<p style="text-align: center;"><b>District Comments</b></p> <p>2/6/2019 1:31:27 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School is not required to have a single audit completed since it does not meet the appropriate federal funding threshold.</p> <p style="text-align: center;"><b>Monitor Comments</b></p> <p>4/2/2019 11:35:31 AM Monitor Ann Way The two-most recent audit reports were provided for the monitoring visit. There were no findings.</p>
<p>2. Equipment and Related Property</p> <p>UGG Sec. 200.313</p>	<p>1. LEA maintains Inventory records, purchase orders and receipts for equipment (over \$5,000) purchased and Computing Devices and Special Purpose Equipment (\$300 - \$4,999)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Inventory list of items purchased with Title I A and D, Title II, Title III, and Title IV</p>	<p style="text-align: center;"><b>District Comments</b></p> <p>2/6/2019 1:31:57 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School does not utilize federal funds for the purchase of equipment.</p> <p style="text-align: center;"><b>Monitor Comments</b></p> <p>4/2/2019 11:04:21 AM Monitor Ann Way Bear Creek Community Charter School does not utilize federal funds for the purchase of equipment.</p>

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
	2. LEA conducts a physical inventory of all items every two years	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Documentation that physical inventory was conducted within the last two years	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1610 131 2007 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1610 180 2007 461">           2/6/2019 1:32:32 PM            Chief Executive Officer Jim Smith            Bear Creek Community Charter School does not utilize federal funds for the purchase of equipment.         </td> </tr> <tr> <th data-bbox="1610 461 2007 509" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1610 509 2007 755">           4/2/2019 11:04:32 AM            Monitor Ann Way            Bear Creek Community Charter School does not utilize federal funds for the purchase of equipment.         </td> </tr> </tbody> </table>	District Comments	2/6/2019 1:32:32 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School does not utilize federal funds for the purchase of equipment.	Monitor Comments	4/2/2019 11:04:32 AM Monitor Ann Way Bear Creek Community Charter School does not utilize federal funds for the purchase of equipment.
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Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
<p>3. Obligating Funds UGG Sec. 200.309</p>	<p>1. LEA began obligating funds on or after the programs' approved date</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Documentation that program funds were not spent prior to program approval date</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1612 131 2007 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1612 180 2007 532"> <p>2/6/2019 1:33:07 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School does not obligate funds until after the program approval date from the Pennsylvania Department of Education.</p> </td> </tr> <tr> <th data-bbox="1612 532 2007 581" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1612 581 2007 896"> <p>4/2/2019 11:05:15 AM Monitor Ann Way Bear Creek Community Charter School did not obligate funds until after the program approval date (7-2-18) from the Pennsylvania Department of Education.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 1:33:07 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School does not obligate funds until after the program approval date from the Pennsylvania Department of Education.</p>	Monitor Comments	<p>4/2/2019 11:05:15 AM Monitor Ann Way Bear Creek Community Charter School did not obligate funds until after the program approval date (7-2-18) from the Pennsylvania Department of Education.</p>
District Comments										
<p>2/6/2019 1:33:07 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School does not obligate funds until after the program approval date from the Pennsylvania Department of Education.</p>										
Monitor Comments										
<p>4/2/2019 11:05:15 AM Monitor Ann Way Bear Creek Community Charter School did not obligate funds until after the program approval date (7-2-18) from the Pennsylvania Department of Education.</p>										

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
<p>4. Record Retention UGG Sec. 200.333</p>	<p>1. Federal program records are maintained for a period of 7 years (current year plus 6 prior)</p>	☑	☐	☐	<p>☑ Documentation that records are maintained for a period of seven years</p>	<table border="1"> <thead> <tr> <th data-bbox="1614 128 2001 180">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1614 180 2001 532"> <p>2/6/2019 1:33:34 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School retains program records for a seven (7) year minimum. These documents are available for review.</p> </td> </tr> <tr> <th data-bbox="1614 532 2001 581">Monitor Comments</th> </tr> <tr> <td data-bbox="1614 581 2001 792"> <p>4/2/2019 11:07:09 AM Monitor Ann Way The program records for the past seven years are stored digitally.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 1:33:34 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School retains program records for a seven (7) year minimum. These documents are available for review.</p>	Monitor Comments	<p>4/2/2019 11:07:09 AM Monitor Ann Way The program records for the past seven years are stored digitally.</p>
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<p>5. Performance Goal Reporting Verification UGG 200.328</p>	<p>1. LEA has submitted the Performance Goal Output Report for Title I and/or Title ID, where applicable.</p>	☑	☐	☐	<p>☑ Consolidated Application, Performance Goal Output Report in Title I and/or Title ID, where applicable.</p>	<table border="1"> <thead> <tr> <th data-bbox="1614 802 2001 854">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1614 854 2001 1174"> <p>2/6/2019 1:34:16 PM Chief Executive Officer Jim Smith The performance goal report for Title I has been completed and submitted to the Pennsylvania Department of Education.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 1:34:16 PM Chief Executive Officer Jim Smith The performance goal report for Title I has been completed and submitted to the Pennsylvania Department of Education.</p>		
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	<p>2. Backup documentation exists for the performance goal report that aligns with the data indicated in the goals that would be used to determine success.</p>	☑	☐	☐	<p>☑ Data reports/summaries</p>	<table border="1"> <thead> <tr> <th data-bbox="1614 1183 2001 1235">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1614 1235 2001 1474"> <p>2/6/2019 1:58:42 PM Chief Executive Officer Jim Smith Data is available to support the School's performance goal report.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 1:58:42 PM Chief Executive Officer Jim Smith Data is available to support the School's performance goal report.</p>		
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Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
<p>6. Conflict of Interest Policy</p> <p>UGG Sec 200.112</p>	<p>1. Conflict of Interest Requirement the non-federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with the applicable Federal awarding agency policy, which includes:</p> <ul style="list-style-type: none"> <li>• Standards of Conduct (covering conflicts of interest when governing the actions of its employees engaged in the selection award and administration of contracts)</li> <li>• Organizational Conflicts - (relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization)</li> <li>• Disciplinary Actions- (actions taken against an individual who violates the standards of conduct)</li> <li>• Mandatory Disclosure- (potential conflict disclosed in writing)</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Board Approved policy,</p> <p><input type="checkbox"/> Self-disclosure form,</p> <p><input type="checkbox"/> Resolution form or other evidence of how it was resolved (waived, or disciplinary actions taken)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1608 123 2009 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1608 180 2009 846"> <p>2/6/2019 1:37:46 PM</p> <p>Chief Executive Officer Jim Smith</p> <p>The School is unaware of any current or prior conflict of interest; however, if one were to be known, the School would make the appropriate disclosure as well as remedy the conflict. A Board-approved policy is in place addressing conflicts or perceived conflicts related to the conduct of both Trustees and Employees which comply with federal procurement requirements.</p> </td> </tr> <tr> <th data-bbox="1608 846 2009 902" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1608 902 2009 1479"> <p>4/2/2019 11:08:36 AM</p> <p>Monitor Ann Way</p> <p>The most recent version of the Conflict of Interest Policy was board approved on March 7, 2019.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 1:37:46 PM</p> <p>Chief Executive Officer Jim Smith</p> <p>The School is unaware of any current or prior conflict of interest; however, if one were to be known, the School would make the appropriate disclosure as well as remedy the conflict. A Board-approved policy is in place addressing conflicts or perceived conflicts related to the conduct of both Trustees and Employees which comply with federal procurement requirements.</p>	Monitor Comments	<p>4/2/2019 11:08:36 AM</p> <p>Monitor Ann Way</p> <p>The most recent version of the Conflict of Interest Policy was board approved on March 7, 2019.</p>
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<p>7. Allowability of Costs UGG Sec 200.43</p>	<p>1. Allowability of Costs Requirement Expenditures must be aligned with approved budgeted items and when determining how the District expends its funds the procedures must include the following cost principles:</p> <ul style="list-style-type: none"> <li>• Necessary, reasonable and allocable</li> <li>• Conform with federal law and grant terms</li> <li>• Consistent with state and local policies</li> <li>• Adequately documented</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Review program expenditures</p> <p><input checked="" type="checkbox"/> Review Allowability of Costs Procedures to check for internal controls relating to bulleted items.</p>	<table border="1" style="width: 100%;"> <thead> <tr> <th data-bbox="1612 131 2003 180">Monitor Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1612 180 2003 391"> <p>4/2/2019 11:09:53 AM Monitor Ann Way The Allowability of Costs policy was approved by the board on December 6, 2018.</p> </td> </tr> </tbody> </table>	Monitor Comments	<p>4/2/2019 11:09:53 AM Monitor Ann Way The Allowability of Costs policy was approved by the board on December 6, 2018.</p>
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<p>8. Procurement</p> <p>UGG Sec 200.320, 100.67, 200.88</p>	<p>1. Procurement the LEA maintains purchasing procedures</p> <p>Micro-purchases (purchase up to \$10,000)</p> <ul style="list-style-type: none"> <li>• Small Purchase (between \$10,000-\$250,000)</li> <li>• Sealed Bids (purchases over \$250,000 with formal advertising)</li> <li>• Competitive Proposals (more than one source submitting a proposal)</li> <li>• Non-competitive Proposals i.e. Sole Source (Solicitation of a proposal from only one source)</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Procurement procedures exist and include the specific procedures to be followed internally for the five procurement levels</p> <p><input type="checkbox"/> Evidence that procurement procedures were followed for 3-5 tested random expenditures.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1614 131 2003 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1614 180 2003 776"> <p>2/6/2019 1:40:34 PM</p> <p>Chief Executive Officer Jim Smith</p> <p>Bear Creek Community Charter School utilizes Title I funds for salary and benefits; any purchases would be nominal and would fall within the micro-purchase threshold. Bear Creek Community Charter School has adopted, and complies with the Uniform Grant Guidance relating to purchases made with federal funds.</p> </td> </tr> <tr> <th data-bbox="1614 776 2003 824" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1614 824 2003 1000"> <p>4/2/2019 11:13:39 AM</p> <p>Monitor Ann Way</p> <p>The Procurement Policy was approved by the board.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 1:40:34 PM</p> <p>Chief Executive Officer Jim Smith</p> <p>Bear Creek Community Charter School utilizes Title I funds for salary and benefits; any purchases would be nominal and would fall within the micro-purchase threshold. Bear Creek Community Charter School has adopted, and complies with the Uniform Grant Guidance relating to purchases made with federal funds.</p>	Monitor Comments	<p>4/2/2019 11:13:39 AM</p> <p>Monitor Ann Way</p> <p>The Procurement Policy was approved by the board.</p>
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<p>9. Cash Management Procedures</p> <p>UGG Sec 200.305</p>	<p>1. Cash Management the LEA must maintain written procedures to implement the following cash management requirements:</p> <ul style="list-style-type: none"> <li>• Reimbursements explain what happens if the LEA is initially charging federal grant expenditures to nonfederal funds</li> <li>• Advances explain what happens if the LEA receives advance payments of federal grant funds</li> <li>• Interest explain how the LEA will manage interest earned on federal grant awards</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Procedures are available that address the three components</p> <p><input type="checkbox"/> Evidence that LEA returned interest earned in excess of \$500 to federal government, if applicable</p>	<table border="1" style="width: 100%;"> <thead> <tr> <th data-bbox="1612 131 2005 180">Monitor Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1612 180 2005 391"> <p>4/2/2019 11:14:48 AM</p> <p>Monitor Ann Way</p> <p>The Cash Management policy was approved December 6, 2018.</p> </td> </tr> </tbody> </table>	Monitor Comments	<p>4/2/2019 11:14:48 AM</p> <p>Monitor Ann Way</p> <p>The Cash Management policy was approved December 6, 2018.</p>
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10. Travel Reimbursement UGG Sec 200.474	1. Travel the LEA must have written travel policies for travel costs to be allowable <ul style="list-style-type: none"> <li>• Types of travel (single day, overnight or out-of-state)</li> <li>• What expenses may be reimbursed (food, lodging, transportation, airfare)</li> <li>• What type of documentation is needed for reimbursement (pre-approval travel form, receipts, post travel form)</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Board approved policies available for review <input type="checkbox"/> Samples of travel requests reviewed followed policy <input type="checkbox"/> Prior written approval was obtained by PDE for out of state travel	<table border="1" style="width: 100%;"> <thead> <tr> <th data-bbox="1612 131 2005 180">Monitor Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1612 180 2005 391">           4/2/2019 11:15:45 AM            Monitor Ann Way            The Travel Reimbursement Policy was revised by the board on March 7, 2019.         </td> </tr> </tbody> </table>	Monitor Comments	4/2/2019 11:15:45 AM Monitor Ann Way The Travel Reimbursement Policy was revised by the board on March 7, 2019.
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<p>11. Prior Written Approval for Various Expenditures            UGG Sec 200.413, 200.474, 200.438, 200.439, 200.454</p>	<p>1. LEA must obtain prior written approval for the following expenditures:</p> <ul style="list-style-type: none"> <li>• Salaries of Administrative Staff (Clerical and Federal Program Coordinators) (200.413(c))</li> <li>• Out of State Travel for workshops/conferences (200.474)</li> <li>• Entertainment Costs (200.438)</li> <li>• Equipment (200.439)</li> <li>• Student Activity Costs</li> <li>• Memberships, subscriptions, and Professional Activities (200.454)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Items were included in approved consolidated application budgets and/or narratives</li> <li><input type="checkbox"/> Emails or other correspondence with regional coordinator requesting and receiving approval for expenditures.</li> </ul>	<table border="1" style="width: 100%;"> <thead> <tr> <th data-bbox="1608 123 2011 180" style="text-align: center;">Monitor Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1608 180 2011 391"> <p>4/2/2019 11:20:00 AM            Monitor Ann Way            The Bear Creek Charter School did not require prior written approval.</p> </td> </tr> </tbody> </table>	Monitor Comments	<p>4/2/2019 11:20:00 AM            Monitor Ann Way            The Bear Creek Charter School did not require prior written approval.</p>		
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<p>12. Carryover</p> <p>The LEA complies with the carryover provisions of Title I.</p> <p>Sec. 1127</p>	<p>1. LEAs with Title I allocations greater than \$50,000 per year have not carried over more than 15% of their allocation from one year to next unless the SEA has waived the limitation (allowable once every 3-year cycle if the SEA believes the request is reasonable and necessary</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consolidated Application Carryover section</li> <li><input type="checkbox"/> Waiver request and Carryover Waiver Approval Letter</li> </ul>	<table border="1" style="width: 100%;"> <thead> <tr> <th data-bbox="1608 865 2011 922" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1608 922 2011 1203"> <p>2/6/2019 1:42:16 PM            Chief Executive Officer Jim Smith            Bear Creek Community School does not carry-over federal funds from one fiscal year to the next.</p> </td> </tr> <tr> <th data-bbox="1608 1203 2011 1260" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1608 1260 2011 1498"> <p>4/2/2019 11:20:12 AM            Monitor Ann Way            Bear Creek Community School did not carry-over federal funds from one fiscal year to the next.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 1:42:16 PM            Chief Executive Officer Jim Smith            Bear Creek Community School does not carry-over federal funds from one fiscal year to the next.</p>	Monitor Comments	<p>4/2/2019 11:20:12 AM            Monitor Ann Way            Bear Creek Community School did not carry-over federal funds from one fiscal year to the next.</p>
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<p>13. Rank Order</p> <p>The LEA ensures that it complies with the requirements of Title I when allocating funds to eligible school attendance areas or schools in rank order of poverty based on the number of children from low-income families who reside in an eligible school attendance area.</p> <p>Sec. 1113</p>	<p>1. The LEA is serving all buildings over 75% low-income, regardless of grade span, in rank order. Buildings below 75% can be served in rank order in two manners, either still in rank order regardless of grade span, or by rank order within grade span."</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Consolidated Application, Selection of Schools	<table border="1"> <thead> <tr> <th data-bbox="1608 123 2011 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1608 180 2011 496"> <p>2/6/2019 1:42:54 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School is a single-school LEA with a low-income population less than 75%.</p> </td> </tr> <tr> <th data-bbox="1608 496 2011 553" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1608 553 2011 828"> <p>4/2/2019 11:20:42 AM Monitor Ann Way Bear Creek Community Charter School is a single-school LEA with a low-income population less than 75%.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 1:42:54 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School is a single-school LEA with a low-income population less than 75%.</p>	Monitor Comments	<p>4/2/2019 11:20:42 AM Monitor Ann Way Bear Creek Community Charter School is a single-school LEA with a low-income population less than 75%.</p>
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Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
	<p>2. Buildings above 75% low-income must be served and can only not be served after written approval has been established by PDE. The same analysis should occur for buildings below 75% regardless of grade span when that ranking methodology is chosen, and when the ranking by grade span methodology is chosen then this analysis should occur within any established grade span.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Consolidated Application, Selection of Schools</p>	<p style="text-align: center;"><b>District Comments</b></p> <p>2/6/2019 1:43:19 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School is a single-school LEA with a low-income population less than 75%.</p> <p style="text-align: center;"><b>Monitor Comments</b></p> <p>4/2/2019 11:20:50 AM Monitor Ann Way Bear Creek Community Charter School is a single-school LEA with a low-income population less than 75%.</p>
	<p>3. High schools (grades 9-12) may be served out of rank order at the discretion of the LEA. If the LEA exercises this discretion, any High School that is over 50% low-income shall be treated and ranked as if it is at the 75% low-income level. In this manner a High School would have to be served in rank order regardless of grade span as it would be considered to be at the 75% level.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Consolidated Application, Selection of Schools</p>	<p style="text-align: center;"><b>District Comments</b></p> <p>2/6/2019 1:43:33 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School is a single-school LEA and only operates K-8.</p> <p style="text-align: center;"><b>Monitor Comments</b></p> <p>4/2/2019 11:21:07 AM Monitor Ann Way Bear Creek Community Charter School is a single-school LEA and only operates K-8.</p>



Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
	4. Allocations to each eligible school remain in rank order per the method established during the Consolidated Application submission and as analyzed in the bullets above, however variance in per pupil expenditure may vary and may only be in an anticipated format as this analysis is occurring mid-year.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> The Title I budget, including specific salary and benefits for personnel and supply orders for actual and anticipated expenditures, must be used for this analysis	<div data-bbox="1608 123 2007 180" style="background-color: #cccccc; text-align: center;"><b>District Comments</b></div> <div data-bbox="1608 180 2007 427"> <p>2/6/2019 1:43:40 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School is a single-school LEA.</p> </div> <div data-bbox="1608 427 2007 483" style="background-color: #cccccc; text-align: center;"><b>Monitor Comments</b></div> <div data-bbox="1608 483 2007 691"> <p>4/2/2019 11:22:07 AM Monitor Ann Way Bear Creek Community Charter School is a single-school LEA.</p> </div>
	5. Pre-kindergarten children are excluded from the poverty count of any school	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> PIMS Report on Economically Disadvantaged	<div data-bbox="1608 691 2007 748" style="background-color: #cccccc; text-align: center;"><b>District Comments</b></div> <div data-bbox="1608 748 2007 1101"> <p>2/6/2019 1:43:57 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School is a single-school LEA. Bear Creek Community Charter School does not operate a pre-kindergarten program.</p> </div> <div data-bbox="1608 1101 2007 1157" style="background-color: #cccccc; text-align: center;"><b>Monitor Comments</b></div> <div data-bbox="1608 1157 2007 1396"> <p>4/2/2019 11:22:26 AM Monitor Ann Way Bear Creek Community Charter School does not operate a pre-kindergarten program.</p> </div>

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>14. Supplement/Supplant</p> <p>The LEA ensures that Federal funds are used only to supplement or increase non-Federal sources used for the education of participating students and not to supplant funds from non-Federal sources</p> <p>Sec. 1118(b)</p>	<p>1. Title I only - The LEA has shall demonstrate that the methodology used to allocated State and local funds to each school receiving assistance under Title I, Part A ensures that the school receives all the State and local funds it would otherwise receive if it were not receiving Title I funds.</p>	☑	☐	☐	<p>☑ Documentation of LEA methodology for allocating state and local funds to buildings.</p>	<p style="text-align: center;"><b>District Comments</b></p> <p>2/6/2019 1:45:12 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School is a single-school LEA. Bear Creek Community Charter School utilizes federal funds to supplement, and not supplant.</p>
<p>15. Comparability</p> <p>The LEA complies with the comparability provisions of Title I</p> <p>Sec. 1118(c)</p>	<p>1. Title I Comparability Report comparing Title I schools to non-Title I schools reported to SEA annually in Pennsylvania and submitted by November 15</p>	☑	☐	☐	<p>☐ Detailed Data Sheet and Assurance page</p> <p>☑ Assurance page for those LEAs that are exempt</p>	<p style="text-align: center;"><b>District Comments</b></p> <p>2/6/2019 1:46:04 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School has fulfilled its reporting requirement to the Pennsylvania Department of Education relating to comparability.</p> <p style="text-align: center;"><b>Monitor Comments</b></p> <p>4/2/2019 11:27:21 AM Monitor Ann Way The Assurance page was available for review.</p>

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<p>16. Maintenance of Effort (MOE)</p> <p>Sec. 1118(a)</p>	<p>1. LEAs combined fiscal effort per student on the aggregate expenditures of the LEA from the preceding year must not be less than 90% of the second preceding year</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Maintenance of Effort Letter indicating compliance/non-compliance</p>	<table border="1"> <thead> <tr> <th data-bbox="1608 123 2011 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1608 180 2011 638"> <p>2/6/2019 1:46:48 PM</p> <p>Chief Executive Officer Jim Smith</p> <p>The Pennsylvania Department of Education has indicated Bear Creek Community Charter School is compliant with Maintenance of Effort. A copy of the PDE MOE letter is on file and available for review.</p> </td> </tr> <tr> <th data-bbox="1608 638 2011 695" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1608 695 2011 1109"> <p>4/2/2019 11:27:55 AM</p> <p>Monitor Ann Way</p> <p>The Pennsylvania Department of Education has indicated Bear Creek Community Charter School is compliant with Maintenance of Effort. A copy of the PDE MOE letter was available for the monitoring review.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 1:46:48 PM</p> <p>Chief Executive Officer Jim Smith</p> <p>The Pennsylvania Department of Education has indicated Bear Creek Community Charter School is compliant with Maintenance of Effort. A copy of the PDE MOE letter is on file and available for review.</p>	Monitor Comments	<p>4/2/2019 11:27:55 AM</p> <p>Monitor Ann Way</p> <p>The Pennsylvania Department of Education has indicated Bear Creek Community Charter School is compliant with Maintenance of Effort. A copy of the PDE MOE letter was available for the monitoring review.</p>
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<p>2/6/2019 1:46:48 PM</p> <p>Chief Executive Officer Jim Smith</p> <p>The Pennsylvania Department of Education has indicated Bear Creek Community Charter School is compliant with Maintenance of Effort. A copy of the PDE MOE letter is on file and available for review.</p>										
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<p>4/2/2019 11:27:55 AM</p> <p>Monitor Ann Way</p> <p>The Pennsylvania Department of Education has indicated Bear Creek Community Charter School is compliant with Maintenance of Effort. A copy of the PDE MOE letter was available for the monitoring review.</p>										

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
<p>17. Compliance to Reservations</p> <p>The LEA complies with requirements regarding the reservation of funds.</p> <p>Sec. 1113(c)(3), 42 U.S.C 11432</p> <p>Sec. 1116(a)(3)</p>	<p>1. The LEA has reserved funds for Homeless students at both Title I served and non-Title I served buildings. This is a district-level reservation.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consolidated Application Reservation of Funds page</li> <li><input type="checkbox"/> Consolidated Application Title I budget</li> <li><input checked="" type="checkbox"/> Statement of expenditures for homeless</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1614 128 2003 180" style="text-align: center;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1614 180 2003 532"> <p>2/6/2019 1:48:08 PM</p> <p>Chief Executive Officer Jim Smith</p> <p>Bear Creek Community Charter School includes a \$1,000 allocation in its general fund budget to provide for homeless students.</p> </td> </tr> <tr> <th data-bbox="1614 532 2003 581" style="text-align: center;">Monitor Comments</th> </tr> <tr> <td data-bbox="1614 581 2003 860"> <p>4/2/2019 11:28:38 AM</p> <p>Monitor Ann Way</p> <p>The Bear Creek Community Charter School has reserved \$1,000.00 in its general fund to support homeless students.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 1:48:08 PM</p> <p>Chief Executive Officer Jim Smith</p> <p>Bear Creek Community Charter School includes a \$1,000 allocation in its general fund budget to provide for homeless students.</p>	Monitor Comments	<p>4/2/2019 11:28:38 AM</p> <p>Monitor Ann Way</p> <p>The Bear Creek Community Charter School has reserved \$1,000.00 in its general fund to support homeless students.</p>
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Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
	<p>2. LEAs receiving more than \$500,000 in Title I funds have reserved a minimum of 1% of the allocation for parent and family engagement and have distributed a minimum of 90% of those funds to the school level. A LEA may reserve more than 1% of the allocation. The 90% building-level allocation rule is only applicable against the original 1%, not any percentage above.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Consolidated Application, Reservation of Funds</p> <p><input type="checkbox"/> Procedure for allocation of at least 90% of Parent and Family Engagement funds to the school level must be demonstrated and applicable expenditures provided as evidence of compliance</p>	<p style="text-align: center;"><b>District Comments</b></p> <p>2/6/2019 1:48:38 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School does not received more than \$500,000 in federal funding each year.</p> <p style="text-align: center;"><b>Monitor Comments</b></p> <p>4/2/2019 11:28:58 AM Monitor Ann Way Bear Creek Community Charter School did not receive more than \$500,000 in federal funding each year.</p>
	<p>3. LEA reserved appropriate funds for Neglected Institution served. (If not used, select NA)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Statement of expenditures for Neglected Institution</p>	<p style="text-align: center;"><b>District Comments</b></p> <p>2/6/2019 1:48:56 PM Chief Executive Officer Jim Smith Not applicable to public charter schools.</p> <p style="text-align: center;"><b>Monitor Comments</b></p> <p>4/2/2019 11:29:14 AM Monitor Ann Way Not applicable for public charter schools.</p>

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
	4. The LEA has reserved funds for Foster students at both Title I served and non-Title I served buildings. This is a district-level reservation. (If not used, select NA)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Statement of expenditures for Foster	<table border="1"> <thead> <tr> <th data-bbox="1614 131 2001 180">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1614 180 2001 459">2/6/2019 1:51:35 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School does not reserve funds for Foster students.</td> </tr> <tr> <th data-bbox="1614 459 2001 508">Monitor Comments</th> </tr> <tr> <td data-bbox="1614 508 2001 751">4/2/2019 11:30:40 AM Monitor Ann Way Bear Creek Community Charter School does not reserve funds for Foster students.</td> </tr> </tbody> </table>	District Comments	2/6/2019 1:51:35 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School does not reserve funds for Foster students.	Monitor Comments	4/2/2019 11:30:40 AM Monitor Ann Way Bear Creek Community Charter School does not reserve funds for Foster students.
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	5. If LEA has indicated the use of the Salary and Fringe Benefit set-aside on the Reservation of Funds worksheet, does documentation exist to show how the calculation was derived and shows how the set-aside amount was allocated back to the appropriate Title I school? (If not used, select NA)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Spreadsheet demonstrating calculations	<table border="1"> <thead> <tr> <th data-bbox="1614 768 2001 816">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1614 816 2001 1096">2/6/2019 1:58:10 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School does not utilize the Salary and Fringe Benefit set-aside.</td> </tr> <tr> <th data-bbox="1614 1096 2001 1144">Monitor Comments</th> </tr> <tr> <td data-bbox="1614 1144 2001 1388">4/2/2019 11:31:03 AM Monitor Ann Way Bear Creek Community Charter School does not utilize the Salary and Fringe Benefit set-aside.</td> </tr> </tbody> </table>	District Comments	2/6/2019 1:58:10 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School does not utilize the Salary and Fringe Benefit set-aside.	Monitor Comments	4/2/2019 11:31:03 AM Monitor Ann Way Bear Creek Community Charter School does not utilize the Salary and Fringe Benefit set-aside.
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Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
<p>18. Title I, Part D Subpart 2: Sec. 1424</p>	<p>1. LEA spends Title I, Part D funds on allowable, supplemental, and educational activities at the selected delinquent institution(s)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Statement of expenditures for Delinquent funds</p>	<table border="1"> <thead> <tr> <th data-bbox="1614 131 2001 180">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1614 180 2001 459"> <p>2/6/2019 1:57:24 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School does not provide funding to delinquent institutions.</p> </td> </tr> <tr> <th data-bbox="1614 459 2001 508">Monitor Comments</th> </tr> <tr> <td data-bbox="1614 508 2001 751"> <p>4/2/2019 11:31:16 AM Monitor Ann Way Bear Creek Community Charter School does not provide funding to delinquent institutions.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 1:57:24 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School does not provide funding to delinquent institutions.</p>	Monitor Comments	<p>4/2/2019 11:31:16 AM Monitor Ann Way Bear Creek Community Charter School does not provide funding to delinquent institutions.</p>
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<p>19. Community Eligibility Provision (CEP) 7 CFR 245.9(f)(7)(iii)</p>	<p>1. Did your LEA have schools that participated in the Community Eligibility Provision (CEP) during the 17-18 SY? This is asked for 18-19 monitoring because data from the previous year is used for the current year Selection of Schools and Nonpublic Equitable Share data</p> <p>Note: If your LEA has schools that have adopted CEP for the first time during the 18-19 SY this answer is "no". Note: If a "no" answer the remaining questions can be marked N/A.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Consolidated Application, Selection of Schools</p>	<table border="1"> <thead> <tr> <th data-bbox="1614 768 2001 816">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1614 816 2001 1133"> <p>2/6/2019 1:50:08 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School does not participate in the Community Eligibility Provision program.</p> </td> </tr> <tr> <th data-bbox="1614 1133 2001 1182">Monitor Comments</th> </tr> <tr> <td data-bbox="1614 1182 2001 1458"> <p>4/2/2019 11:31:52 AM Monitor Ann Way Bear Creek Community Charter School does not participate in the Community Eligibility Provision program.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 1:50:08 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School does not participate in the Community Eligibility Provision program.</p>	Monitor Comments	<p>4/2/2019 11:31:52 AM Monitor Ann Way Bear Creek Community Charter School does not participate in the Community Eligibility Provision program.</p>
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Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
	2. Were all buildings in 16-17 CEP or were some CEP and others non-CEP? If all schools CEP, select MET. If not, select N/A, then discuss per bullet 3 how data was made uniform	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Consolidated Application, Selection of Schools	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1610 131 2007 180" style="background-color: #cccccc;">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1610 180 2007 496"> <p>2/6/2019 1:57:42 PM Chief Executive Officer Jim Smith</p> <p>Bear Creek Community Charter School does not participate in the Community Eligibility Provision program.</p> </td> </tr> <tr> <th data-bbox="1610 496 2007 545" style="background-color: #cccccc;">Monitor Comments</th> </tr> <tr> <td data-bbox="1610 545 2007 821"> <p>4/2/2019 11:32:03 AM Monitor Ann Way</p> <p>Bear Creek Community Charter School does not participate in the Community Eligibility Provision program.</p> </td> </tr> </tbody> </table>	District Comments	<p>2/6/2019 1:57:42 PM Chief Executive Officer Jim Smith</p> <p>Bear Creek Community Charter School does not participate in the Community Eligibility Provision program.</p>	Monitor Comments	<p>4/2/2019 11:32:03 AM Monitor Ann Way</p> <p>Bear Creek Community Charter School does not participate in the Community Eligibility Provision program.</p>
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Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
	3. LEA has a data source/process that was used to ensure that CEP building low-income data was uniform with other non-CEP buildings and/or was equitable in regard to nonpublic schools	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Consolidated Application Selection of Schools <input type="checkbox"/> The 1.6 multiplier was applied against CEP data from participating schools to make it uniform with traditional Free and Reduced Lunch data at non-CEP schools. <input type="checkbox"/> Raw CEP/Direct Certification (DC) data was utilized at all schools in a uniform manner regardless of whether or not a school was CEP participating or not. <input type="checkbox"/> A survey that looked like the old Free and Reduced lunch survey but which made clear that it was not a requirement of the food subsidy program was sent to participating CEP schools. Non-CEP schools would use the traditional free and reduced forms.	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>District Comments</b></p> <p>2/6/2019 1:57:47 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School does not participate in the Community Eligibility Provision program.</p> <p style="text-align: center;"><b>Monitor Comments</b></p> <p>4/2/2019 11:32:16 AM Monitor Ann Way Bear Creek Community Charter School does not participate in the Community Eligibility Provision program.</p> </div>

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
<p>20. Transferability Sec 5103(b)</p>	<p>1. Up to 100% of Title II and IV funds can be transferred. Funds can be transferred into Title I and Title III but not out of either subprogram. Title IIA and IV can transfer between programs.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Expenditures aligned to transferred into subprogram</li> <li><input type="checkbox"/> Consolidated Application, Transferability page</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #cccccc;">District Comments</th> </tr> <tr> <td> <p>2/6/2019 1:50:36 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School does not transfer federal funds between programs.</p> </td> </tr> <tr> <th style="background-color: #cccccc;">Monitor Comments</th> </tr> <tr> <td> <p>4/2/2019 11:32:26 AM Monitor Ann Way Bear Creek Community Charter School does not transfer federal funds between programs.</p> </td> </tr> </table>	District Comments	<p>2/6/2019 1:50:36 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School does not transfer federal funds between programs.</p>	Monitor Comments	<p>4/2/2019 11:32:26 AM Monitor Ann Way Bear Creek Community Charter School does not transfer federal funds between programs.</p>
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	<p>2. Evidence of Non-public school consultation to discuss transferred amounts</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Agendas/sign in sheets</li> <li><input type="checkbox"/> Emails</li> <li><input type="checkbox"/> Other documentation to reflect consultation occurred</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #cccccc;">District Comments</th> </tr> <tr> <td> <p>2/6/2019 1:50:56 PM Chief Executive Officer Jim Smith Non-public school requirements do not apply to Bear Creek Community Charter School.</p> </td> </tr> <tr> <th style="background-color: #cccccc;">Monitor Comments</th> </tr> <tr> <td> <p>4/2/2019 11:32:43 AM Monitor Ann Way Non-public school requirements do not apply to Bear Creek Community Charter School.</p> </td> </tr> </table>	District Comments	<p>2/6/2019 1:50:56 PM Chief Executive Officer Jim Smith Non-public school requirements do not apply to Bear Creek Community Charter School.</p>	Monitor Comments	<p>4/2/2019 11:32:43 AM Monitor Ann Way Non-public school requirements do not apply to Bear Creek Community Charter School.</p>
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Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
If you have additional comments to make about this section, enter them here:						

# Title IIA: Fiscal

## Requirements

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>1. Supplement/Supplant</p> <p>The LEA ensures that Federal funds are used only to supplement or increase non-Federal sources used for the education of participating students and not to supplant funds from non-Federal sources</p> <p>Sec. 1118(b)</p>	<p>1. Title II - the LEA approved budget and records of expenditures of Title II funds match</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Title II budgets</p> <p><input checked="" type="checkbox"/> LEA budget</p> <p><input checked="" type="checkbox"/> Statement of Expenditures for Title II</p>	<p style="text-align: center;"><b>District Comments</b></p> <p>2/19/2019 9:11:53 AM Chief Executive Officer Jim Smith Bear Creek Community Charter School utilizes federal funds to supplement existing funding sources; not supplant.</p>
<p>2. Performance Goal Reporting Verification</p> <p>UGG 200.328</p>	<p>1. LEA has submitted the Performance Goal Output Report for Title II.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Consolidated Application, Performance Goal Output Report in Title II.</p>	<p style="text-align: center;"><b>District Comments</b></p> <p>2/19/2019 9:12:54 AM Chief Executive Officer Jim Smith Performance data is available and documented; however the submission of the Performance Goal Report for Title IIA was delayed due to an issue with E-Grants where the original performance goals did not appear in the approved Consolidated Application. The School is awaiting direction on PDE's Division of Federal Programs as to how to rectify the situation using E-Grants.</p> <p style="text-align: center;"><b>Monitor Comments</b></p> <p>4/2/2019 5:27:19 PM Monitor Ann Way During the monitoring visit, I was able to view documents that indicate the school did create Performance Goals and did collect data.</p>

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
	2. Backup documentation exists for the performance goal report that aligns with the data indicated in the goals that would be used to determine success.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Data reports/ summaries	
If you have additional comments to make about this section, enter them here:						

# Title IVA: Fiscal

## Requirements

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
<p>1. Supplement/Supplant</p> <p>The LEA ensures that Federal funds are used only to supplement or increase non-Federal sources used for the education of participating students and not to supplant funds from non-Federal sources</p> <p>Sec. 1118(b)</p>	<p>1. Title IV (where applicable) - the LEA approved budget and records of expenditures of Title IV funds match.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Title IV budgets</p> <p><input checked="" type="checkbox"/> LEA budget</p> <p><input checked="" type="checkbox"/> Statement of Expenditures for Title IV</p>	<p><b>District Comments</b></p> <p>2/19/2019 9:13:46 AM Chief Executive Officer Jim Smith Bear Creek Community Charter School utilizes federal funds to supplement existing funding sources; not supplant.</p>
<p>2. Performance Goal Reporting Verification</p> <p>UGG 200.328</p>	<p>1. LEA has submitted the Performance Goal Output Report for Title IV.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Consolidated Application, Performance Goal Output Report in Title IV.</p>	<p><b>District Comments</b></p> <p>2/19/2019 9:14:07 AM Chief Executive Officer Jim Smith The appropriate performance goal report has been submitted in E-Grants for Title IV.</p> <p><b>Monitor Comments</b></p> <p>4/2/2019 11:39:47 AM Monitor Ann Way The appropriate performance goal report has been submitted in E-Grants for Title IV.</p>

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments				
	2. Backup documentation exists for the performance goal report that aligns with the data indicated in the goals that would be used to determine success.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Data reports/ summaries	<table border="1"> <thead> <tr> <th data-bbox="1583 131 2003 180">District Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1583 180 2003 423">           2/19/2019 9:14:43 AM            Chief Executive Officer Jim Smith            Supporting documentation for the Title IV performance goals is available for review.         </td> </tr> <tr> <th data-bbox="1583 423 2003 472">Monitor Comments</th> </tr> <tr> <td data-bbox="1583 472 2003 683">           4/2/2019 11:39:57 AM            Monitor Ann Way            Supporting documentation for the Title IV performance goals was available for review.         </td> </tr> </tbody> </table>	District Comments	2/19/2019 9:14:43 AM Chief Executive Officer Jim Smith Supporting documentation for the Title IV performance goals is available for review.	Monitor Comments	4/2/2019 11:39:57 AM Monitor Ann Way Supporting documentation for the Title IV performance goals was available for review.
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Monitor Comments										
4/2/2019 11:39:57 AM Monitor Ann Way Supporting documentation for the Title IV performance goals was available for review.										
If you have additional comments to make about this section, enter them here:										

## Personnel Interviews

<b>Building</b>	<b>Date</b>	<b>Staff Member Interviewed</b>	<b>Staff Member Position</b>
Bear Creek Community Charter School	4/2/2019	Brandy Lewis	Parent
Bear Creek Community Charter School	4/2/2019	Jill Limongelli	Parent
Bear Creek Community Charter School	4/2/2019	Jim Smith	CEO, BCCCS
Bear Creek Community Charter School	4/2/2019	Kristen Young	Director of Curriculum Instruction, BCCCS
Bear Creek Community Charter School	4/2/2019	Tammy Miller	Business Manager, BCCCS



**Division of Federal Program  
Consolidated Program Review  
2018-2019 School Year  
Bear Creek Community CS**

**Bear Creek Community Charter School**

**SCHOOL Level Monitoring**

	<b>Name</b>	<b>Check if Interviewed</b>
Principal:	Jim Smith, Chief Executive Officer	<input checked="" type="checkbox"/>
Parent:	Jill Limongelli	<input checked="" type="checkbox"/>
Parent:	Brandy Lewis	<input checked="" type="checkbox"/>
Parent:	_____	<input type="checkbox"/>
Parent:	_____	<input type="checkbox"/>
Parent:	_____	<input type="checkbox"/>

Program Reviewers: Ann Way                      Visit Date: 4/2/2019

# School Level Monitoring

## Component I: Requirements

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
1. Time Documentation  UGG Sec. 200.430	1. The LEA and Title I school maintain semi-annual certifications for all employees funded 100% from a single cost objective	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Semi-annual time certifications	<p style="text-align: center;"><b>District Comments</b></p> <p>2/14/2019 1:53:01 PM Chief Executive Officer Jim Smith Signed semi-annual certifications are on file and are available for review.</p>
	2. The LEA and Title I school maintain time documentation/logs for prorated staff including the amount of time spent on each funding source activity; logs are signed by a supervisor and reconciled to payroll documentation on a monthly basis; or fixed schedule approval has been obtained from DFP	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Time logs <input type="checkbox"/> Staff schedules <input type="checkbox"/> Documentation of Fixed schedule semi-annual time documentation DFP approval	<p style="text-align: center;"><b>District Comments</b></p> <p>2/14/2019 1:58:18 PM Chief Executive Officer Jim Smith Bear Creek Community Charter school does not prorate staff, as all staff providing services in the schoolwide program are categorized from a single cost objective. Funds are used to cover costs associated with paraprofessional staff and a Literacy Coordinator. Individuals only serve in a single cost objective.</p> <p style="text-align: center;"><b>Monitor Comments</b></p> <p>4/2/2019 5:33:31 PM Monitor Ann Way The LEA and Title I school do not prorate staff.</p>

Description	Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Comments
2. Building Level Budget	1. The LEA and Title I School maintain a building level budget documenting Title I expenditures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Schools Title I building level budget including specific salary and benefits for personnel and supply orders for actual and anticipated expenditures, must be used for this analysis	<div style="text-align: center; background-color: #cccccc; padding: 2px;"><b>District Comments</b></div> <p>2/14/2019 1:59:20 PM Chief Executive Officer Jim Smith Bear Creek Community Charter School is a single-school LEA. A budget documenting Title I funds and corresponding expenditures is available for review.</p> <div style="text-align: center; background-color: #cccccc; padding: 2px;"><b>Monitor Comments</b></div> <p>4/2/2019 5:35:03 PM Monitor Ann Way The Bear Creek Community charter Schools is a single-school LEA. Budget documents were available for review during the monitoring visit.</p>
If you have additional comments to make about this section, enter them here:						