

Recommendation Number	Corrective Action	Method of Implementation	Person(s) Responsible for Implementation	Completion Date of Implementation
Title I, 1.	<p>We will convene an annual Title I parents meeting this September and at the beginning of every school year to inform parents and families of Title I legislative requirements, the school’s Title I programs, and of ways in which parents and families can be engaged actively in helping their children succeed academically.</p> <p>We will maintain the following documentation on file relating to this Title I meeting:</p> <ol style="list-style-type: none"> <li>1. invitational letter/flyer;</li> <li>2. meeting agenda;</li> <li>3. meeting minutes; and</li> <li>4. sign-in sheets or a list of the names of staff and parents who attend the meeting.</li> </ol> <p>Each document listed above will include the exact date on which the annual, Title I, Part A meeting is to be/was held.</p>	<p>To facilitate implementation of these Corrective Action Plan (CAP) commitments and to achieve on-going compliance with required Title I/ESEA protocols, our Title I Coordinator has developed Checklists relating to the fulfillment of these commitments and on-going requirements.</p> <p>At its September meeting, the board will charge the Coordinator with reporting back to it at its October meeting (and later meetings when appropriate) relating to the school’s fulfillment of our Cap commitments by designated Implementation Completion Dates.</p> <p>Finally, the Board will charge the Coordinator with developing oversight procedures for board approval at its October meeting that include, among other elements, the provision of an annual report to the board each Spring relating to the actions taken in fulfillment of on-going CAP commitments and Title I/ESEA requirements.</p>	Title I Coordinator Michele Link	10/20/22
Title I, 2.	<p>By the end of this month:, we will update our policies and procedures to ensure we actively engage parents and families in the development and review of our school-level parent and family engagement policy; we will ensure that the update includes the date of its adoption by our board; we will ensure that the update is widely distributed to parents and families; and we will record the date and method of distribution.</p>	<p>To facilitate implementation of these Corrective Action Plan (CAP) commitments and to achieve on-going compliance with required Title I/ESEA protocols, our Title I Coordinator has developed Checklists relating to the fulfillment of these commitments and on-going requirements.</p> <p>At its September meeting, the board will charge the Coordinator with reporting back to it at its October meeting (and later meetings when</p>	Title I Coordinator Michele Link and Consultant Bret Schundler	10/20/22

	<p>As part of the submission of this corrective action plan (CAP), we will submit a copy of our updated policy and procedures to OFAC for review by staff in the Office of Supplemental Educational Programs (OSEP).</p>	<p>appropriate) relating to the school’s fulfillment of our Cap commitments by designated Implementation Completion Dates.</p> <p>Finally, the Board will charge the Coordinator with developing oversight procedures for board approval at its October meeting that include, among other elements, the provision of an annual report to the board each Spring relating to the actions taken in fulfillment of on-going CAP commitments and Title I/ESEA requirements.</p>		
<p>Title I, 3.</p>	<p>By the end of this month, we will also update our policies and procedures relating to dissemination of our engagement policy to ensure wide and recurring annual distribution to parents and families.</p> <p>As part of the submission of this corrective action plan (CAP), we will submit a copy of our updated dissemination policies and procedures to OFAC for review by staff in the Office of Supplemental Educational Programs (OSEP).</p> <p>Going forwards, we will actively engage parents, families and staff in on-going implementation and monitoring of our school-level parent and family engagement policy, and in an annual review/revision of it.</p> <p>Further, we will ensure that school-level parent and family engagement policy updates contain the date on which the update was approved by the board of trustees (board), will widely distribute the fully updated policy to parents and families each year, and will maintain records to show the date on which our fully updated policy was widely</p>	<p>To facilitate implementation of these Corrective Action Plan (CAP) commitments and to achieve on-going compliance with required Title I/ESEA protocols, our Title I Coordinator has developed Checklists relating to the fulfilment of these commitments and on-going requirements.</p> <p>At its September meeting, the board will charge the Coordinator with reporting back to it at its October meeting (and later meetings when appropriate) relating to the school’s fulfillment of our Cap commitments by designated Implementation Completion Dates.</p> <p>Finally, the Board will charge the Coordinator with developing oversight procedures for board approval at its October meeting that include, among other elements, the provision of an annual report to the board each Spring relating to the actions taken in fulfillment of on-going CAP commitments and Title I/ESEA requirements.</p>	<p>Lead Person Ken Schultz and Title I Coordinator Michele Link</p>	<p>10/20/22</p>

	distributed to parents and families.			
Title I, 4.	<p>We will update our school-parent compact, including proper citation of ESEA §1116(d), and submit a board approved copy, including the date of board approval, as part of our submission of this CAP to OFAC for review by OSEP.</p>	<p>To facilitate implementation of these Corrective Action Plan (CAP) commitments and to achieve on-going compliance with required Title I/ESEA protocols, our Title I Coordinator has developed Checklists relating to the fulfillment of these commitments and on-going requirements.</p> <p>At its September meeting, the board will charge the Coordinator with reporting back to it at its October meeting (and later meetings when appropriate) relating to the school's fulfillment of our Cap commitments by designated Implementation Completion Dates.</p> <p>Finally, the Board will charge the Coordinator with developing oversight procedures for board approval at its October meeting that include, among other elements, the provision of an annual report to the board each Spring relating to the actions taken in fulfillment of on-going CAP commitments and Title I/ESEA requirements.</p>	Title I Coordinator Michele Link and Consultant Bret Schundler	10/20/22
Title I, 5.	<p>We will establish policies and procedures to ensure annual notification to parents and adult students of how they can opt out of having the students' names, address and telephone number disclosed to military recruiters, postsecondary institutions, or prospective employers that have requested this contact information.</p> <p>The notification will include information on how parents may opt-out of this public, nonconsensual disclosure of information, as well as the method and timeline within which to do so.</p>	<p>To facilitate implementation of these Corrective Action Plan (CAP) commitments and to achieve on-going compliance with required Title I/ESEA protocols, our Title I Coordinator has developed Checklists relating to the fulfillment of these commitments and on-going requirements.</p> <p>At its September meeting, the board will charge the Coordinator with reporting back to it at its October meeting (and later meetings when appropriate) relating to the school's fulfillment of our Cap commitments by designated Implementation Completion Dates.</p>	Title I Coordinator Michele Link and Consultant Bret Schundler	10/20/22

	<p>We will maintain on file a record of parents and students who request to “opt-out” from the nonconsensual disclosure of information.</p> <p>Finally, we will include with this CAP submission a copy of the policies and procedures our board has adopted related to the annual development and distribution of this notification letter, for review by staff in OSEP.</p>	<p>Finally, the Board will charge the Coordinator with developing oversight procedures for board approval at its October meeting that include, among other elements, the provision of an annual report to the board each Spring relating to the actions taken in fulfillment of on-going CAP commitments and Title I/ESEA requirements.</p>		
Title I, 6.	<p>We will update our policies and procedures for the Educational Stability for Children in Foster Care to ensure that they address how we will:</p> <ul style="list-style-type: none"> <li>• Promptly provide, arrange, and fund transportation for the duration of time a student is in foster care;</li> <li>• Ensure the processing of tuition reimbursement is conducted in such a way as to avoid any barriers to enrollment;</li> <li>• Ensure immediate enrolment upon receipt of a school notification letter from the Department of Children and Families; and</li> <li>• Ensure immediate records transfers for children in foster care.</li> </ul> <p>A copy of these policies and procedures will be submitted along with this CAP, for review by staff in OSEP.</p> <p>In addition, we will post these policies on our website.</p>	<p>To facilitate implementation of these Corrective Action Plan (CAP) commitments and to achieve on-going compliance with required Title I/ESEA protocols, our Title I Coordinator has developed Checklists relating to the fulfilment of these commitments and on-going requirements.</p> <p>At its September meeting, the board will charge the Coordinator with reporting back to it at its October meeting (and later meetings when appropriate) relating to the school’s fulfillment of our Cap commitments by designated Implementation Completion Dates.</p> <p>Finally, the Board will charge the Coordinator with developing oversight procedures for board approval at its October meeting that include, among other elements, the provision of an annual report to the board each Spring relating to the actions taken in fulfillment of on-going CAP commitments and Title I/ESEA requirements.</p>	<p>Title I Coordinator Michele Link and Consultant Bret Schundler</p>	10/20/22
Title I, 7.	<p>For FY 2023, we will develop and distribute a Title I, Part A Parents Right-to-Know letter, on school letterhead, that includes the date of issuance (DD/MM/YYYY) and that informs parents of their right to request information about the</p>	<p>To facilitate implementation of these Corrective Action Plan (CAP) commitments and to achieve on-going compliance with required Title I/ESEA protocols, our Title I Coordinator has developed Checklists relating to the fulfilment of these</p>	<p>Title I Coordinator Michele Link</p>	10/20/22

qualifications of their children’s teachers. As required, the Parents Right-to-Know letter will be:

1. written in English and other languages that represent the school community;
2. written using an understandable format; and
3. distributed in a timely manner.

Moving forward, at the beginning of each year, this letter will be distributed to the parents of all students identified for Title I, Part A services.

commitments and on-going requirements.

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