

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 5/7/2024

Contract/Agreement Vendor: Kish Russell Grants & Compliance / Kish Russell

Name of Vendor & Contact Person

kishrussell@yahoo.com

Vendor Email Address

Professional Development/Training

Describe Contract (Technology, program, consultant-prof Development, etc.)

Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

Title Site Principals

Reason/Audience to benefit

6/3/2024

BOE Date

\$ 11,200.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Jean Brassfield

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: *Jean Brassfield*

Does this Contract/Agreement utilize technology? YES NO

If yes, Technology Admin: N/A

Cabinet Team Member:

Karl Dyer

Funding Source: Title I/511

Fund/Project

511-2573-320-494-0000-000-053

OCAS Coding



Consent



Action

Kish Russell will provide an in-person professional development/training on Title I compliance and Parent & Family Engagement compliance to all current and new Title I site principals schedule for September 13, 2024.
Cost will be paid from Title I funds.

Summary

This area must be complete with full explanation of contract

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.



Broken Arrow Public Schools
Title I Compliance Academy & Parent Family Engagement Compliance Academy

Kish Russell, LLC will facilitate in-person training, Title I Compliance Academy for 16 staff members on Sept. 13, 2024 from 8:30 am to 12 pm and Parent & Family Engagement Compliance Academy from 1:00 to 4:00 pm at Broken Arrow Public Schools (location TBD):

1. Sept. 13, 2024-8:30 am-12:00 pm Title I Compliance Academy half-day in-person training (see attached agenda for details on the information that will be discussed during the training) \$350/person for 16 staff
Cost: \$5,600 (includes travel costs)
2. Sept. 13, 2024-1:00 to 4:00 pm Parent & Family Engagement Compliance Academy half-day for in-person training (see attached agenda for details on the information that will be discussed during the training) \$350/person for 16 staff
Cost: \$5,600 (includes travel costs)
Total: \$11,200

To reserve these dates, please sign and email a signed copy to: kish@kishrussell.com

Authorized Signature

Printed Name

Signature: Kish Russell-Goquelet

Copy of signed quote can be emailed to kish@kishrussell.com or mailed to: Kish Russell, Grants Specialist, 7139 Oakridge, San Antonio, TX 78229

This quote is good for thirty days and can be cancelled at any time by providing a 30-day written notice by either party. Terms of payment are 15 days upon receipt of invoice.

Approved vendor for the following RFPs with interlocal agreements:

Northside ISD RFP #2023-100 (Request for Proposal) "Professional Development Services & Related Materials – Districtwide"

San Antonio ISD RFP #23-020 (AS) General Student Learning Materials, Software, Presenters for PD & Student/Staff Programs

Kish Russell

GRANTS & COMPLIANCE

Title I Compliance Academy attendees say...

"Kish is very knowledgeable! The materials provided a clear and concise plan for addressing requirements in compliance." -Deputy Superintendent

"Kish does an excellent job at organizing materials in a way that reduces confusion and enhances efficiency."
-Data & Curriculum Specialist

"By far, the best compliance training I have attended!" -Executive Director, Federal/State Programs

"The format of the training allowed me to apply the new learning gained throughout the session. Kish made compliance engaging!" -Director of State & Federal Programs-Northside ISD

Title I Compliance Academy Sample Agenda (subject to change)

What is compliance?

- Purpose of Compliance
- Tips and tricks to understand and succeed at Monitoring Reviews and Random Validations
- How to read, understand, and effectively translate Title I compliance to district staff
- Overview of Title I compliance requirements

Essential Components of documentation

- **A.I.M.S** method to compliance monitoring
- Activate knowledge with practical and hands-on activities
- **M.A.S.T** method to compliance monitoring
- Engaging activities to strengthen knowledge and skill development to quickly identify components of compliance

Plan for compliance

- Review compliance processes and procedures and generate a plan and schedule
- Discuss compliance management and monitoring best practices to build a reflective practice
- Develop scoring rubrics and establish benchmarks to achieve and succeed at compliance

Getting organized for compliance

- Tips and tricks to organize compliance documentation and the monitoring process at both the district and campus level

Deep-dive into each Title I compliance requirement using A.I.M.S. and M.A.S.T. monitoring methods:

- Comprehensive Needs Assessment
- Schoolwide Plan (District/Campus Improvement Plan)
- Parents Right to Know
- Federal School Report Card
- Annual Title I Meeting
- School/Parent Compact
- Parent/Teacher Conference (Elem. Only)
- Parent/Family Policy
- Value & Utility of Working With Parents Staff Training
- Title I Program Evaluation-Parent & Family Engagement
- Title I Program Evaluation-District & Campus-level
- Private Non-Profit Schools

Establish metrics to effectively evaluate and measure compliance

- Tools and resources to support and ensure success with Title I compliance
- Questions & Answers
- Next steps





**Parent & Family Engagement Compliance Academy
Sample Agenda (subject to change)**

- What is Title I?
- Decision-Making Committee
- **Compliance checklists and activities:**
 - 1.0 Comprehensive Needs Assessment
 - 2.0 Schoolwide Plan/District/Campus Improvement Plan
 - 3.0 Parent's Right to Know
 - 4.0 Federal School Report Card
 - 5.0 Annual Title I Meeting
 - 6.0 School/Parent Compact
 - 7.0 School/Parent Compact-Parent/Teacher Conferences
 - 8.0 Parent & Family Engagement Policy
 - 9.0 Value & Utility of Working with Parents-Staff Training
 - 10.a Title I Evaluation-Parent & Family Engagement
 - 10.b Title I Evaluation-District/Campus-Based Program
 - 11.0 How to budget for Title I PAFE program

Parent & Family Engagement Fiscal Requirements

- Allowable uses of funds
- Unallowable uses of funds
- Mileage reimbursement
- Home visits
- Light refreshments
- Documentation
- Time & Effort reporting
- Job descriptions
- Work schedules

Connecting the Compliance Dots

- Managing Compliance
- Collecting and Storing Compliance Documentation
- Monitoring Compliance