

RECONTRACTING CHECKLIST
SCHOOL _____
list

FY _____ Compliance check

	Items to be reviewed and approved by IEC	Date submitted	comments
1	Application		
2	Revision (submitted with corrected amount)		
3	Bylaws (ratified within the current school year)		
4	IEC certification form (showing IEC with HOME address)		
5	Needs assessment form and results		
6	Annual Report (FY 09 report submitted by Nov. 13 2009)		
7	Required assurances (initialed by the IEC and Administrator)		
8	Student eligibility requirements (transmittal form / roster finalization form)		
9	FY 09 budget claims (submitted on a quarterly basis, expended by 9/30/09)		
	Questions to be asked and verified		
10	Budget summary designed using program goals and objectives?		
11	Copy of job descriptions submitted / match educational plan?		
12	Stated measurable objectives attainable & were they attained?		
13	Inventory listed with description, serial #, cost, date of purchase & location		
	IEC minutes for approval for the following		
14	application (minutes submitted with application)		
15	revision (minutes showing approval of all changes)		
16	needs assessment (minutes showing approval and results)		
17	annual report (minutes show review and approval)		
	IEC MEETINGS (To be asked of an IEC Member)		
18	IEC meeting held regularly (Copy of advertisements)		
19	Elections held according to By-laws (Month held)		
20	Method of advertisement of meetings (copy submitted)		
21	Agenda, minutes, staff report and financial reports provided prior to meeting		
22	How did the IEC assist with the needs assessment		
23	What IEC trainings were attended?		
24	How did the IEC assure staff trainings / development?		
	IEC HANDBOOK (To be asked of an IEC member)		
25	Each IEC member provided a handbook?		
26	Copy of FY 09 Application, Budget Revision provided?		
27	Parliamentary procedure guidelines provided?		
28	Copy of JOM Federal Regulations?		
29	Listing of all staff job descriptions		
30	Officers roles and responsibilities		

31	Oklahoma Open Meeting Act		
32	Copy of the FY09 Annual Report		
	Student Files & Records		
33	Student files maintained and secure. (Where are they kept)		
34	Student file system maintained (where kept)		
35	Student files: Grade monitoring, supplies, Student involvement, extracurricular activities		
	Education Plan		
36	Educational Goal design - Measurable Objective design - Activities designed to match Education Goal		

v/FY08 compliance check list