Guide to ESEA Monitoring

SUPPORTING DISTRICTS THROUGH ESEA MONITORING

TITLE I-A, TITLE I-D, TITLE II-A, TITLE IV-A, TITLE V-B, MCKINNEY-VENTO, FOSTER CARE & EQUITABLE SERVICES TO PRIVATE SCHOOLS

OREGON DEPARTMENT OF EDUCATION

Oregon achieves . . . together!

Background

The Elementary and Secondary Education Act, reauthorized in 2015 as the Every Student Succeeds Act (ESSA), was passed as a civil rights law to provide funding and resources to states, districts, and school leaders to enhance their capacity to meet the strengths and needs of educators and students in their community. Each Title program under ESSA has a specific purpose to provide focused resources to support students who are historically, or currently, marginalized and/or are experiencing barriers to an academically enriching curriculum in a safe and inclusive environment. The Federal Systems Team administers many of the grant programs under ESSA and partners with districts in the implementation and oversight of these programs.

Why We Monitor

1. **Building Relationships – We're in this together.** The main objective for the Oregon Department of Education (ODE) is to raise student achievement for Oregon's public school children. Through cooperative assessment of the federal programs between the State and Oregon school districts the quality of services to students will be strengthened and improved.

2. **Technical Assistance – We're here to help.** State monitoring team members provide technical assistance during the review and beyond. It is not the State's intent to tell the district how to run its title programs, but rather to answer questions, facilitate dialogue, and exchange ideas and information for program improvement while, at the same time, meeting all federal requirements.

3. **Compliance – It's the law.** Monitoring federal programs helps ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education. Monitoring is intended to be a collaborative partnership between ODE and districts to ensure compliance with the Every Student Succeeds Act.

The Federal Systems Team has oversight and monitoring responsibilities to review compliance of local education agencies (LEAs) within ESEA consolidated programs including:

- Title I, Part A Improving Basic Programs
- Title I, Part D Subpart 2 Neglected and Delinquent or At-Risk Children
- Title II, Part A Supporting Effective Instruction
- Title IV, Part A Student Support and Academic Enrichment (SSAE)
- Title V, Part B Rural Education Achievement Program & Rural Low Income Schools
- McKinney-Vento Homeless Education
- Foster Care Student Educational Stability
- Equitable Services to Private Schools

Selecting LEAs for Monitoring

The U.S. Department of Education requires LEAs be monitored based on a risk assessment that examines student achievement data, time since the last monitoring cycle, fiscal information and a variety of other factors that may suggest a district is in need of additional support. At the close of each school year, the

Federal Systems Team at ODE reviews and analyzes data for all school districts in the following four categories:

Student Achievement - There are two elements to this indicator: 1) the percentage of schools identified for Comprehensive Supports & Interventions and/or Targeted Supports & Interventions and 2) the percentage of those schools that are Title I-A funded.

Last Monitoring Cycle - Length of time since the district was last monitored impacts the likelihood of being selected.

Unresolved Findings - Districts who are still working on resolving concerns raised in previous monitoring cycles will receive additional support.

Districts Specific Metrics - The final category consists of data from five smaller items that include: 1) total allocation of federal funds, 2) percentage of funds carried over, 3) timely submission of budget narrative applications, 4) the percentage of Title I-A allocation set aside for district activities, as well as 5) individual district needs or requests.
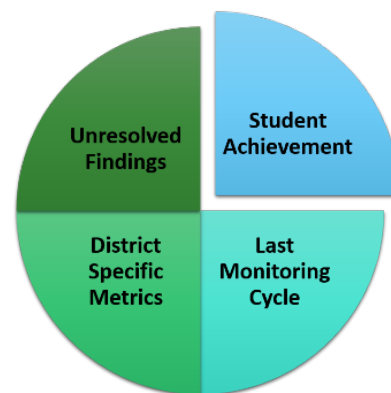
Data for these categories is compiled from a variety of agency resources. Statewide risk scores are analyzed and a determination is made as to the districts to be monitored in the upcoming school year. The number of districts monitored in a given year is based on risk level.

Desk Monitoring Process

ODE conducts two types of monitoring, Desk Monitoring and On-Site Monitoring**.** This document describes the **Desk Monitoring process.**

Step 1 – Communication
Districts selected for Desk Monitoring through the risk assessment process are notified in the fall via email. This communication includes an invitation to an Entrance Meeting, as well as a copy of the monitoring self-assessment which districts are asked to complete prior to the entrance meeting.

Step 2 – Monitoring "Entrance Meeting"
At the Entrance Meeting the ODE and district staff discuss the district's responses to the self-assessment. While districts are responsible for maintaining documentation related to all indicators, discussion during the Entrance Meeting focuses on indicators included in the self-assessment. ODE staff also answer questions and share tools and templates to support submission of documentation.

Step 3 – Submission of Materials
Using a secure link provide by ODE, districts upload evidence into a series of folders that can be accessed by both ODE and district staff. The type of materials requested vary by program and are designed to provide evidence of the LEA's use of funds and compliance with programmatic requirements. All required evidence is included on the Submission List.

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Step 4 – Review of Materials (Desk Monitoring)

Using Oregon's ESEA Monitoring Checklist, submitted materials are reviewed to determine district compliance. Upon completion of the review, ODE staff schedule an exit meeting to share desk review results with the district.

Step 5 – Exit Meeting

During this conversation, the district can ask questions, highlight concerns and respond to preliminary findings. These meetings occur virtually and are scheduled at the district's convenience. Any indicators that remain to be resolved and the additional evidence necessary to submit are clearly identified.

Step 6 – Finalizing Compliance

Depending on whether findings are resolved as a result of the exit meeting, the district receives either a letter of compliance or a report outlining the additional evidence (resolutions) needed to demonstrate compliance. Following Desk Monitoring, ODE may elect to make an onsite visit or a technical assistance visit as a means to follow-up with a district. The criteria used to make a determination on technical assistance or onsite visits is based upon the number of issues identified during desk monitoring and a need for assistance.

Tools for Monitoring

ODE has developed several tools related to the desk monitoring process:

ESEA Organizational Tool

The *ESEA Monitoring Organizational Tool* includes information on **all the requirements within ESEA for which districts are responsible**. This tool serves as a reference for districts regarding what documentation should be maintained at the local level. A table is included for each title program that contains:

1. a description of each of the required indicators;
2. the relevant portion of ESEA law that applies; and

3. supporting documentation that should be maintained by the district, **some which is submitted to ODE as part of monitoring**.
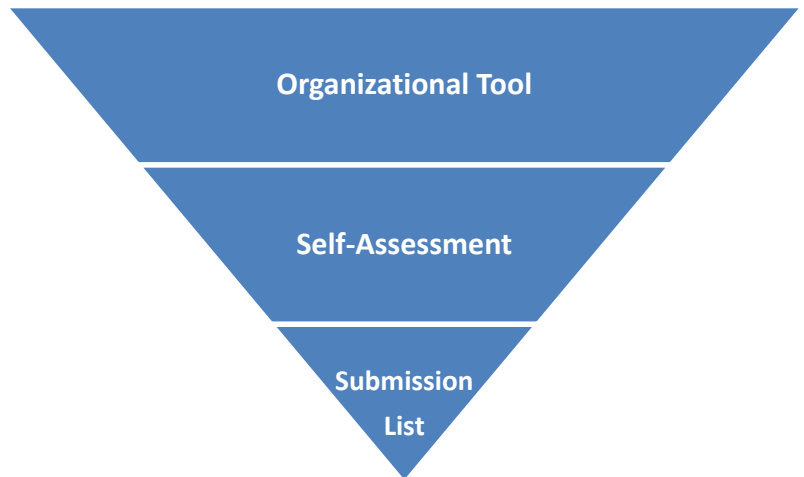
District Self-Assessment

The *ESEA Monitoring Self-Assessment* is aligned to programmatic requirements laid out in ESEA and is designed to help districts **examine their practices around federal programs**. It is also used as the basis for the entrance meeting discussion. It includes many, but not all, of the indicators in the Organizational Tool.

Districts being monitored complete the self-assessment to reflect on current practices relative to ESEA requirements, noting strengths and identifying where technical assistance/support may be needed from ODE. However, the self-assessment is available for use by any district at any time for the process of program reflection.

Submission List

The *Submission List* describes **which materials a district must submit as evidence** for each component of monitoring. The materials included on this list are what the district uploads into OneDrive and are reviewed by monitoring teams at ODE.

Submission of Monitoring Materials

All materials must be submitted electronically. ODE uses OneDrive for this purpose. The quantity and type of materials required for submission vary by program and are designed to provide evidence of the district's use of funds and compliance with programmatic requirements. The district should use the submission list for reference and submit materials **from the previous school year**.

In order to provide ODE staff ample time to prepare, districts are asked to complete submission of materials two weeks prior to the desk monitoring date. Please send an email to federalprograms@ode.oregon.gov with the names and email addresses of any district staff who will be uploading materials to the district folders created by ODE. ODE will restrict access to the folders to only those staff members the district designates. Specific directions on how to upload materials through the OneDrive platform can be found here.

Need Help?

Our monitoring team is here to help you! Districts should feel free to reach out with questions.

- **Titles I-A/II-A/IV-A/V-B**
  - Jen Engberg - jennifer.engberg@ode.oregon.gov; (971) 208-0326
  - Sarah Martin - sarah.martin@ode.oregon.gov; (971)208-0333
  - Lisa Plumb - lisa.plumb@ode.oregon.gov; (971)-208-0384
  - Amy Tidwell – amy.tidwell@ode.oregon.gov; (503)-580-0078

- **Equitable Services**: Janette Newton – janette.newton@ode.oregon.gov; (503) 551-9405

- **Foster Care**: Marlie Magill – marlie.magill@ode.oregon.gov; (503) 580-4857

- **McKinney-Vento**: Chris James – chris.james@ode.oregon.gov; (503)-510-5366

- **OneDrive access**: federalprograms@ode.oregon.gov

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