

Submission List for 2023-24 ESEA Monitoring



WHY are these materials required? Monitoring state and federal programs helps ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and that funding is used in a manner that addresses the intended purpose of the Title program. Monitoring also informs the technical assistance activities and resources ODE will develop.

WHEN are materials due? Please submit all materials for **Winter Monitoring by December 15th**, and for **Spring Monitoring by March 22nd**. **The self-assessment is due for all districts by November 1st**.

HOW do I share materials with ODE? All materials must be submitted electronically in OneDrive. **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.

WHAT do I need to submit? All evidence submitted should be from the **2022-23 school year**. See the list below of specific materials needed.

- A. **Self-Assessment** - Districts rate their practices in each federal program for which they receive funds, and respond to the question prompts. The [self-assessment](#) should be emailed to the monitoring lead **no later than November 1, 2023**.
- B. **Common Compliance**
 - 1. Detailed expenditure reports for 2022-23 by program, as applicable (Title I-A, I-D, II-A, IV-A, RLIS) **which shows date, vendor, item description, and amounts**.
 - 2. [Current inventory](#) of any materials purchased with federal funds in the last 3 years.
 - 3. [Breakdown of Staff Positions Sheet](#) **including all staff paid in whole or in part** with federal funds in 2022-23 from Titles I-A, I-D, II-A, IV-A, or RLIS.
 - 4. [Documentation](#) for **three staff members** from 2022-23 that demonstrates the district's implementation of its system for time and effort.
- C. **Title I, Part A (*Submit the following materials for each school identified for review*)**
 - 1. A copy of the most recent [Schoolwide \(SWP\) or Targeted Assistance \(TAS\) plan](#).
 - 2. A copy of what was shared with families at the annual meeting. (e.g.; PPT/detailed agenda)
 - 3. A sample copy of the family/school compact.
 - 4. Completed responses to the [Family Engagement Monitoring Response Form](#).
NOTE: If the school is using the [ODE's planning template](#) and has completed the Family Engagement Tab, this form does not need to be submitted.
 - 5. Evidence of where families can find information about the Title I-A program and their rights. (e.g.; website link)
- D. **Title I, Part D** - Expenditure reports for Title I-D submitted as part of Common Compliance
- E. **Title II, Part A** - [A copy of the Title II-A ESEA Monitoring form](#)
- F. **Title IVA** - [A copy of the Title IV-A Monitoring form](#)

Submission List for 2023-24 ESEA Monitoring



G. **REAP/RLIS** - Expenditure reports for Title II-A and IV-A (REAP) or RLIS submitted as part of Common Compliance

H. Equitable Services

1. [Equitable Services Narrative form](#): **All districts** must respond to the prompt(s) on the form and submit written responses on OneDrive or [schedule a meeting with the Ombuds](#) to respond verbally.
2. [Intent to Participate Letter](#): **Only districts with private schools** must submit to OneDrive one copy of the letter the district uses to communicate with private schools inviting them to consultation.
3. [Needs assessment](#): **Only districts with participating private schools** must submit to OneDrive documentation from one participating private school.

I. McKinney-Vento

NOTE: All districts must submit evidence for McKinney-Vento regardless of whether they receive federal funds. All student names should be redacted from submitted documents.

1. A copy of the Board adopted policy which is aligned to [2017 OSBA Sample Policy and Administrative Rules for Homeless Students](#).
2. Documentation demonstrating the most recent training received by the district McKinney-Vento liaison.
3. A copy of the materials used to train staff regarding McKinney-Vento (e.g.; PPT, handouts).
4. Residency questionnaires, intake forms, spreadsheets demonstrating processes for student identification.
5. Blank forms used by Liaison or high school counselors to support and verify unaccompanied youth status for FAFSA purposes and provide other college readiness support.
6. Completed responses to the [McKinney-Vento Narrative Response form](#).

J. Foster Care

NOTE: All districts must submit evidence for Foster Care regardless of whether they receive federal funds. All student names should be redacted from submitted documents.

1. A copy of the job description for the Foster Care Point of Contact.
2. A copy of the materials used to train staff regarding students experiencing Foster Care. (e.g.; PPT, handouts)
3. A copy of the district transportation plan for students in Foster Care.
4. A copy of the [DHS Transportation Request Form](#).
5. A copy of the District Record Request Form.
6. [Copies of School Notification Form](#) for any case in which a Best Interest Finding was made. (names redacted)
7. A copy of the district Meal Policy.
8. A copy of district Enrollment Policy.
9. Completed responses to the [Foster Care Narrative Response form](#).

Submission List for 2023-24 ESEA Monitoring

Contacts

Titles I-A/II-A/IV-A/V-B

- Jen Engberg - jennifer.engberg@ode.oregon.gov; (971) 208-0207
- 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