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***GUIDE TO***

***ON-SITE MONITORING***

***TITLE I-C***

**Revised August 2017**

**TITLE I-C ON-SITE MONITORING VISITS**

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**THE MONITORING PROCESS**

Monitoring districts’ implementation of state and federal regulations that guide services for migrant student learners provides the ODE with an opportunity to examine how districts have instituted policies, systems, and procedures to ensure district/school compliance with those statutes and regulations.

Monitoring serves many purposes:

* Formalizes the shared responsibility of the ODE and the districts to improve student achievement and close the achievement gap in order to have all students reach proficiency.
* Provides a vehicle to the ODE’s legal responsibility to monitor the implementation of state and federal funds related to programs serving migrant learners.
* Leverages support for broad scale implementation in all districts that receive these funds.
* Ensures that school districts provide critical information to parents that enable them to be full partners in their children’s education.
* Provides data that inform technical assistance that supports school districts’ efforts to improve teaching and learning.
* Provides data to inform ODE policy and state leadership activities.

### Description of the Monitoring Process

ODE’s monitoring plan involves on-site reviews that help districts build capacity to improve student achievement and ensure program compliance. During the pre-site review, ODE staff will collect data specific to the monitoring indicators to determine compliance. (The monitoring indicators are posted on the Title I-C page at [Title I-C Migrant Education - Monitoring](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Migrant/Pages/Monitoring.aspx).

As the monitoring process is a ‘snapshot’ of district implementation, approval of corrective actions required as a result of a monitoring activity are specific to compliance issues cited in monitoring reports, but do not address emerging issues. Monitoring outside of the scheduled cycle may be arranged as needed if a district has serious or chronic compliance problems, or has unresolved issues identified during information shared or monitoring visit.

* 1. **Preparation for Monitoring**

Prior to the monitoring visit, ODE staff will request that the district submit specific documentation two weeks prior to the scheduled on-site review. This information will assist the ODE team members by providing background and context. A thorough analysis of relevant documents is crucial to conducting an effective and efficient monitoring review. Analysis of documents helps monitoring members identify important issues and develop questions before the visit, ensuring focused and productive on-site interviews.

* 1. **On-site Monitoring**

During the site visit, ODE staff will review additional documentation and will interview district and school staff, principals, parents, students, and other stakeholders. This multi-level interview strategy will allow the monitors to gather information from a variety of perspectives and better evaluate the impact of the district’s administration on the implementation of the state and federal statutes at the district and school levels. This strategy will also allow the monitoring team to conduct a thorough review of the indicators, and acquire a more complete picture of the degree of program implementation across the district.

### Monitoring Team

The number of reviewers in each team varies and depends on the size of the district. The Migrant Specialist is generally designated as the team leader. Usually, just the ODE Migrant Specialist is the only reviewer.

### The Team Leader

The Migrant Specialist:

* Communicates directly with the designated local team leader about the review process.
* Develops a visitation schedule.
* May convene team members to review documents prior to the initial interview.
* Convenes debrief sessions during the visit.
* Updates the local team leader on team activities during the on-site visit.
* If there is a team, a meeting may be convened of team members for the writing of the preliminary report.
* Leads the parent meeting.
* Leads the exit conference.
* Passes on findings and follows up on corrective action steps.

### Exit Conference

The Exit Conference is held at the conclusion of the on-site visit for the purpose of reporting the preliminary results of the monitoring visit to staff from the district. Typically, the Migrant Title I-C Specialist (and possibly a contractor) meets with officials from the district to discuss potential findings and recommendations that the team will cite in the monitoring report. The team will summarize the week’s activities, the findings, commendations, and recommendations. The team also responds to questions posed by the district (both related to process and content). The Migrant Specialist emphasizes that the information presented at the exit conference is the information that will be included in a formal written report to be sent to the district’s superintendent within 30 working days after the exit conference.

**GETTING READY FOR AN INITIAL VISIT**

**Preparing the documents**

The following are documents the ODE visiting team members take to each on-site visit:

1. Program documents as listed on the District or Consortia Monitoring Tools. These are sent by the visited district to the ODE at least two weeks in advance. Please send on a secure file to Leslie Casebeer. She can guide you on sending on a secure file: leslie.casebeer@state.or.us
2. Latest version of the “End of Year Evaluation” to meet the Service Delivery Plan Goals.
3. Latest Title I-C sub-grant application.
4. Identified MEP staff.

**Reviewing the documents**

1. Program documents are reviewed with the checklist included on the monitoring tools. Notes are helpful if the evidence sent by district is not clearly supporting the questions on the monitoring tools.

The information can be sent to ODE by mail or by email. The documentation can be a combination of the two. It is the desire of the Title I-C Specialist to not create extra work by printing electronic data information or having to scan written information.

**SETTING UP THE VISIT**

1. Email communication is sent to the Title I-C Director by the ODE.
	1. Date of visit
	2. Team leader
	3. Requests a district contact
2. Set up phone conversation with district contact:
	1. Go over the process from initial interview to exit conference.
	2. Explain how schools are chosen: school with the most number of migrants, or provide specific program for migrants students.
	3. The superintendent chooses who attends the initial interview and exit conference.
	4. Explain about the parent meeting:
		1. a full hour is given to interview parents;
		2. one parent meeting includes migrant parents from all schools;
		3. district staff to introduce visiting team members;
		4. district staff may be present during the parent meeting;
		5. refreshments may be provided by district;
		6. parent meeting is debriefed at exit interview.

e. Explain about student interviews:

1. one meeting to include between 6-8 students at the same time;
2. school staff may be present during the student interviews as long as it doesn’t affect the answers of the students;
3. principal selects the students:
* a private room needs to be reserved for this interview.

f. Team leader sends the schedule to district contact for review.

g. Exit conference – oral report which has the reports for each program are in three sections:

1. Finding: Describes issues of compliance that will require response and correction by the district in order to continue to be eligible for NCLB funding. Each finding is accompanied by a description of the required action and timeline.
2. Recommendation: Lists observations and practices for the district’s consideration as it reviews and revises programs.
3. Commendation: Describes observations of exemplary practices by the district.

h. Written report sent to superintendent within 30 days of exit conference.

A Self-Assessment and On-Site Review Process

Programs for Migrant Students and Title I-C

The ODE Teaching, Learning, and Assessment team provides these forms to districts serving migrant students. These forms may be used as part of the districts’ self-assessment process. These forms are also used to conduct on-site visitations. The ODE is charged with the responsibility of providing quality assistance to districts and schools serving migrant students. The on-site visitations to districts are intended to support both roles: program assistance and compliance.

#### About the visit -- The review includes gathering information about programs for migrant students from several perspectives: Administrative, fiscal, program evaluation, recruitment; migrant data, and school-level review. We also include a set of questions to be used with principals, students, and parents. Preschool is included if preschool funds are used during the regular year.

**Administrative Review** – This portion of the visit will look at procedures that are typically the responsibility of district-level staff.

**Fiscal Review** – This review may include staff from the business office and it looks at book keeping practices for federal grants, as well as the state funding for migrant programs two years back. The expenses should clearly identify staff paid by migrant funds and what funds paid for to make sure migrant expenses meet the “necessary and reasonable” requirements.

**Program Evaluation** – Looks at how district staff collects data from district schools serving migrants, how the data is used for evaluation purposes and to report to the ODE on program activities, professional development, and progress of migrants in the academic standards.

**School-Level Review** – This section of the review is conducted at the schools serving migrant students. Reviewers collect data on the implementation of the district’s Migrant Program.

**Recruitment** – Looks at the identification and recruitment plan at the local level.

**Migrant Data** – Looks at the process of updating COE information in the Oregon Migrant Student Information System (OMSIS) and the Migrant Student Information eXchange (MSIX).

**Questions and Answers on Visits**

**How are districts selected for on-site visitations?**

Factors that influence when districts/ESDs will be visited follow a rubric of risk factor document that includes:

1. A monitoring visit every three years.
2. Concerns from MEP staff or parents.
3. Findings from last monitoring visit.
4. New director or leadership to the migrant program.
5. Quality of most recent ESEA Subgrant Application.
6. Requests for program evaluation.
7. Sudden and significant changes in personnel with responsibilities for implementing State and Federal statutes around services for migrant students.

**How should the district prepare for a visit?**

Review and use the Self-Assessment and On-Site Review check sheets posted on the ODE website [Title I-C Migrant Education - Monitoring](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Migrant/Pages/Monitoring.aspx). Many districts set up permanent files using these check sheet questions and establish a process of ongoing maintenance. Beyond this basic preparation, the district will be given an opportunity to work with the visitation team leader to design the visit to meet the district’s specific program questions and needs.

**Is there a written report of the visit and what does it include?**

Yes. Within 30 days of the visit, the district will receive a written report. The report generally includes an overview of the district program for migrant students, as well as program specific reports. The reports are organized into overviews, findings (non-compliance issues that must be resolved), recommendations, and commendations. While not binding, recommendations often address those issues and ideas the team suggests to improve program quality.

**What does a typical on-site program review look like?**

Reviews are typically two to five days, although they may be longer for larger districts or ESDs with multiple districts. The reviews often begin with a meeting of the district migrant coordinator and other administrative staff. This meeting is to address program issues and to answer specific questions by the district. Following the opening meeting, key migrant staff are interviewed. The remainder of the visit is spent visiting schools to confirm and support the district’s written descriptions and plans. The visit ends with an exit conference, usually with program coordinator and the superintendent, or superintendent’s representative. The exit conference is an informal review of the findings, recommendations, and commendations emerging from the visit.

**What happens if there is a finding of non-compliance of the Migrant program being reviewed?**

It is not the purpose of the visit to impose penalties on the district for non-compliance issues. Rather, it is ODE’s goal to ensure the district is compliant with the laws and regulations by providing assistance in resolving any non-compliance issues. Once a finding is described, the team leader will work with the district to develop strategies and timelines for resolving the issues.

**Are there program areas that are of particular interest to the review team?**

Although the team will do a general review of all aspects of the district’s migrant program, several key issues are identified for more in-depth review. This part of the review is more focused on program quality and assistance than on compliance. The initial visits will focus on these areas:

1. District Migrant Program - planning, implementation, and updating;
2. Program or strategies to improve migrant students through the four Service Delivery Plan Goals;
3. Program strategies for ensuring highly qualified staff in migrant programs;
4. Program strategies for ensuring parental and community participation in programs for migrants;
5. Processes to collect data needed to include in report to the ODE on program activities, progress of migrants, and meeting the state academic standards.

**Is there anything else the district needs to know to prepare for a visitation?**

Because visits are designed to meet not only the needs of the visitation team, but also the district. Each district should feel free to suggest specific modification or additions to the visit that will assist it in developing high quality migrant programs in the larger context of school improvement.

**SETTING UP THE VISITATION SCHEDULE**

**Description of Schedule Process**

* 1. Schools are ranked from greatest number of migrant students to least number of migrant students.
1. Number of eligible schools is divided by number of slots available. Number of slots depends on number of team members and number of days allowed for visit.
2. Allow approximately 1½ to 2 hours per school visit.
3. Suggest a time for parent meeting – usually an evening meeting after 6 PM. Allow approximately 1 to 1½ hours. These meetings sometimes exceed the time allowed.
4. Schedule initial interview first hour available on the first day (8:00 AM).
5. Schedule exit conferences after all schools have been visited.
6. Schedule is sent to district contact. Reach agreement on schedule. Allow for some flexibility if requested by district – staff attending conferences or trainings, field trips, vacations, etc.
7. With the proposed schedule, a template for the school schedule is included. See attached.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Schedule Template for Districts** | ODE Migrant Visit |  |
| Date of Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | District:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| First Day |  |  |  |
| **Time** | **Activity** | **Location and Address** | **Names and Titles** |
| 8:00-9:00 AM | Introductory meeting with migrant director, superintendent, and anyone else that wants to attend this meeting. The purpose of the meeting is to talk about the purpose of the visit, the schedule, the reports, and adjust the schedule if necessary. Questions for the superintendent are asked. Information can be shared to monitoring team in form of a presentation. |   |   |
| 9:00-11:00 AM | Meeting with project administrator. Go over the checklist from information sent in. This is to review the time and effort records, specific compliance issues, highlights of the migrant program, ID&R recruitment sheets, and special needs/concerns of the program, and discuss document review and any questions rising from notebook sent in. Go over the strategies used for MPOs. Questions for Coordinator will be asked. |   |   |
| 11:00-11:30 AM | Meet with Finance Officer and review budget concerns. |   |   |
| 11:30-12:30 AM | Lunch |   |   |
| 12:30-1:00 PM | Travel to 1st school site |   |   |
| 1:00-1:30 PM | Meet with school principal |   |   |
| 1:30-2:00 AM | Meet with 6-10 migrant students from school |   |   |
| 2:00-2:30 AM | Travel back to district office |   |   |
| 3:30-4:30 PM | Meet with recruiter(s)/OMSIS clerk(s) and MEP coordinator |   |   |
| 4:30-6:00 PM | Meet with Graduation, Parent Engagement and Preschool Migrant Specialist. |  |  |
| TBA (Evening) | Parent Meeting. All migrant parents must be invited. The invitation must include the information that this is a meeting with ODE to listen to migrant parents concerning the services provided for their students. Please provide transportation, childcare, and translator if ODE monitor doesn't speak Spanish. |   |   |
|   |   |   |   |
| Middle Day(s) |  (If applicable) |   |   |
| 7:30-8:00 AM | Each Monitor will Travel to a new School to be visited |   |   |
| 8:00-8:30 AM | Meet with Principal of school |   |   |
| 8:30-9:00 AM | Meet with 6-10 migrant students from school |   |   |
| 9:00-9:30 AM | Exit Meeting with Principal/Migrant staff |   |   |
| 9:30-10:00 AM | Travel to second school Visitation |   |   |
| 10:00-10:30 AM | Meet with the principal |   |   |
| 10:30-11:00 AM | Meet with 6-10 migrant students |   |   |
| 11:00-12:00 PM | Exit Meeting with Principal/Migrant staff |   |   |
| 12:00-12:30 PM | Lunch |   |   |
| 12:30-1:00 PM | Meet with Principal of school |   |   |
| 1:00-1:30 PM | Meet with 6-10 migrant students from school |   |   |
| 1:30-2:00 PM | Exit Meeting with Principal/Migrant staff |   |   |
| 2:00-2:30 PM | Meet with personnel not completed. Meet with ODE team to review visit and work on final report. |   |   |
| 2:30-5:00 PM | Meet with personnel not completed. Meet with ODE team to review visit and work on final report. |   |   |
|   |   |   |   |
| Last Day | All Monitors Travel to new School close by |   |   |
| 8:00-8:30 AM | Visit School with Migrant Students. Visit with Principal. Ask Principal questions. |   |   |
| 8:30-9:00 AM | Meet with 6-10 migrant students from school |   |   |
| 9:00-9:30 AM | Exit Meeting with Principal/Migrant staff |   |   |
| 9:30-10:00 AM | Travel back to ESD Office |   |   |
| 10:00-10:30 AM | Monitors meet in a room and prepare report. |   |   |
| 10:30-11:30 AM | Monitors meet with Title 1-C Coordinator so there are no surprises in the exit interview. |   |   |
| 11:30-12:00 AM | Exit Interview. Usually with the same people that attended the introductory mtg. |   |   |
| 12:00-12:30 PM | Lunch and Travel Home |   |   |

**INITIAL INTERVIEW**

**Introductions**

1. District staff usually convenes the meeting and introduces attending district staff.
2. Team lead introduces the visiting team members.

**Purpose Of Visit**

State the purposes of the initial interview:

* 1. To go over the monitoring process.
	2. Talk about the report having three parts: findings, recommendations, and commendations.
	3. Respond to questions about the process.
	4. To learn from the district perspective how services to migrant students are provided across the district’s schools.
	5. To learn about the implementation of Title I-C – successes and challenges
	6. To collect information from different perspectives: district, school, students, parents.
	7. Principal is debriefed at the end of the school visit.
	8. Migrant director is kept informed of possible findings throughout the visit.
	9. If findings may be resolved during the visit, they do not become part of the report.
	10. Includes only patterns found across the district schools.
	11. If a serious enough incident is found and is isolated, it is reported to the school principal and it is not part of the report.
	12. Update and share changes of the Title IC, Migrant program at the state level.

**Suggested Discussion Points**

District demographics.

Services to Migrants – success and challenges in meeting Measurable Program Goals.

Assurance of Priority for Service students having priority to Title I-C services.

*Note*: Migrant program director sometimes has a presentation ready.

**SCHOOL VISITS**

**Principal interview**:

Principal may invite other staff for this interview. Typically it is the migrant personnel, case manager or TOSA, and any Title 1-C paid staff.

**Meeting with Principal**

The principal should respond to questions and send to ODE a week before the visit. See list of questions (Regular Year Questions) at [Title I-C Migrant Education - Monitoring](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Migrant/Pages/Monitoring.aspx).

* Is there anything else you want to add?
* Do you have questions for me?

**Student interview**

This form is completed by ODE Migrant Specialist during the interview.

**Debrief with Principal**

Highlight information shared by students. Ask if there any questions before leaving the school.

**INTERVIEW WITH TITLE 1-C DIRECTOR**

* This interview is primarily to go over the checklist used to evaluate the documents. Documents sent for review are returned to the district at this time.
* Share what has been found at the schools visited thus far – possible findings are important to report. Ask the director if she/he anticipated the findings.
* See areas of technical assistance that ODE can provide.
* Make sure to obtain any needed fiscal information requested on the monitoring tools. Review missing information or clarification of documentation in the District/ESD Monitoring Tool.
* Ask if there is anything they want to say about the program that was not covered by the documentation.
* Review the goals of the MEP from the Service Delivery Plan and implementation at the local level.

**If in a consortium, what is the information flow between the LEA and districts and schools?**

* A survey will need to be done with districts in the consortium.

Do you have any questions for me?

**EXIT INTERVIEW**

* 1. Gratitude expressed to district and school staff.
1. Superintendent receives the written copy from the Assistant Superintendent in the Office of Teaching and Learning within 30 days of exit interview.
2. It is strongly recommended the district starts working on the resolution of any findings as soon as possible, rather than wait for the written report.

Exit Conference Introduction

The Title I-C monitoring team acknowledges that we have been in the district for a very brief period of time. During that time, the monitoring team, on behalf of the ODE, conducted a Title I-C program review to gain information about the implementation of the provisions of the ESEA, Title I-C. The review had two main purposes:

1. To ensure that the district was in compliance with the law and regulations of ESEA;
2. To provide an opportunity for the district and the ODE team to review current programs supplemented by ESEA funds.

Another purpose of this review was to assess not only the implementation of the individual programs, but also to examine the coordination and collaboration between ESEA programs and between federal programs and the district’s state funded education programs. ESEA requires the coordination of all programs designed to assist with improving academic achievement with a special emphasis on schools identified for AYP school improvement.

The report has six sections:

1. General Program Overview: Briefly describes how each program supplements program related activities.
2. Finding: Describes issues of compliance that will require response and correction by the district in order to continue to be eligible for NCLB funding. Each finding is accompanied by a description of the required action and timeline.
3. Citation: Provides the text from federal or state law that addresses each finding.
4. Recommendation: Lists observations and practices for the district’s consideration as it reviews and revises programs.
5. Commendation: Describes observations of exemplary practices by the district.
6. Review Checklists: Located at the end of the report, these provide additional information and comments.

ODE will send the Migrant Director a short survey regarding the monitoring visit to complete after the visit.