Office of English Language Proficiency

FY24 Monitoring

OKLAHOMA
Education

Office of English Language Proficiency

FY24 Monitoring

Office of English Language Proficiency

Roni McKee

Overview

- What is English Language Proficiency Monitoring?
- Who Gets Monitored?
- Desk Monitoring or Site Monitoring
- The Monitoring Process and Timeline
- The Monitoring Toolkit
- The Monitoring Tool and Checklist
- What It All Looks Like in Canvas
- Outcomes

OKLAHOMA
Education

What is English Language Proficiency Monitoring?

- The United States Department of Education (USDE) requires that all Local Education Agency (LEA) sub-recipients of federal funds participate in a monitoring process to ensure accountability.

- Through the monitoring process the Oklahoma State Department of Education's Office of English Language Proficiency (OELP) verifies that state and federal requirements are being met by the state's schools and LEAs.

- The monitoring process also gives OELP the opportunity to provide technical assistance and guidance to LEAs in order to strengthen their English language programs and improve the quality of services provided.

OKLAHOMA Education

Who Gets Monitored?

- All LEAs that receive federal funds are monitored at least once during a three-year cycle. Fiscal Year 2024 (FY24) is the third year of the current cycle.

- Through a **risk-assessment process** all LEAs are scored on several factors indicating potential risk in the identification of English Learners and/or meeting state and federal requirements.

- LEAs identified as representing an elevated risk in the management of funds are then added to the current rotation.

OKLAHOMA
Education

Desk Monitoring or Site Monitoring

- All LEAs to be monitored this year receive notification by August 15, 2023 whether they are to be **Desk Monitored** or **Site Monitored**.

- All LEAs, both Desk Monitored and Site Monitored LEAs, submit the same documentation.

- All monitored LEAs are required to submit the monitoring checklist and supporting documentation no later than **December 8, 2023**.

- Any LEA that fails to submit documentation by the **December 8, 2023** deadline **will be considered non-compliant for the year** and federal funds will be withheld. When the LEA has submitted acceptable documentation for all relevant points, federal funding will be released. The LEA, however, will still be considered non-compliant for the year.

OKLAHOMA Education

Site Visits

- **Site monitored** LEAs will also be contacted individually in order arrange a site visit by OELP staff, who will conduct a series of interviews with local personnel.

- The LEA will be notified *informally* of potential compliance issues at the conclusion of the site visit.

- *Formal* notification of compliance or non-compliance will follow the complete review of the Monitoring Tool.

- A summary of the site visit conclusions will be sent to the LEA together with a compliance or non-compliance letter and the Monitoring Tool.

OKLAHOMA
Education

The Monitoring Process and Timeline

- **All monitoring documents** will be uploaded, and all feedback provided on the **Canvas** platform.

- **Login information** will be sent to monitored LEAs by August 15, 2023.

- As mentioned above, all monitored LEAs are required to submit the English Language Proficiency Monitoring Checklist and supporting documentation no later than **December 8, 2023**.

- The reviewer assigned to the LEA will evaluate the documentation and provide comments and any requests for additional or alternative documentation in Canvas.

OKLAHOMA Education

The Monitoring Process (cont.)

- The reviewer will complete an initial review of all documents by **March 6, 2024**, allowing sufficient time for the LEA to gather any further documentation.

- The LEA will then upload the requested documentation. Depending on the quality of the documentation, there could be several such exchanges between reviewer and LEA.

- This process closes on **April 24, 2024**. In other words, the Office of English Language Proficiency must have received satisfactory documentation for all relevant points on the Monitoring Tool by this date for the LEA to be considered compliant.

OKLAHOMA Education

The English Language Proficiency Monitoring Toolkit
available at: https://sde.ok.gov/el-and-title-iii-state-monitoring-resources

OKLAHOMA Education

Office of English Language Proficiency Monitoring 2023-2024

Resources and Toolkit

TABLE OF CONTENTS

OKLAHOMA Education

The OELP Monitoring Tool and Checklist

https://sde.ok.gov/el-and-title-iii-state-monitoring-resources

LEA INFORMATION TABLE

LEA Name: Enter LEA Name Here.		**County code:** Enter County Code Here.		**District code:** Enter District Code Here.	
LEA Superintendent Name: Enter Name Here.		**Phone:** Enter Phone Number Here.		**E-mail:** Enter E-mail Address Here.	
LEA EL Director: Enter Name Here.		**Phone:** Enter Phone Number Here.		**E-mail:** Enter E-mail Address Here.	
☐ By checking the box, the Superintendent certifies that, to the best of his/her knowledge, the information provided in this monitoring tool is true and accurate.					

OKLAHOMA Education

The Monitoring Tool

Sections:

- Student Identification (SID) 4

- Services and Program Evaluation (SPE) 8

- Parent and Family Engagement (PFE) 5

- Corona Virus Relief (CR)* 3

This only applies to LEAs that used ARP/ESSER III funds on programs specifically targeting English Learners or LEAs that switched to virtual education program due to COVID-19.

OKLAHOMA
Education

The Monitoring Tool (cont.)

SECTION I: Student Identification (SID)

Indicator	Relevant Legislation	Document(s) to be Submitted	Description/Notes
SID 1	The LEA accurately identifies all potential English Learners using the Statewide Home Language Survey (HLS) for all newly enrolled students. *[Title VI of the Civil Rights Act of 1964; ESSA, Section 3113(b)(2)]*	**a. Submit to OSDE:** LEA **written procedures** for identifying potential English Learners.	All procedures should be a step-by-step guide to how this task is accomplished and who (job title) is responsible for the various steps. These can be quite simple.
		b. Submit to OSDE: LEA **written procedures** for identifying potential English Learners in participating non-public schools (if applicable).	
		c. Submit to OSDE: LEA **written procedures** for identifying potential English Learners in facilities for neglected and/or delinquent children (if applicable).	

| SID 2 | The LEA uses the state approved English language proficiency screener aligned to the State's English language proficiency standards and the State's academic content standards. *[Title VI of the Civil Rights Act of 1964] [ESSA, Section 1112(e)(3)(A)]* | **a. Submit to OSDE:** List of students (use Student Testing Numbers/ STN#s, not names) taking the Placement Test (WIDA Screener/ MODEL), indicating the date when students enrolled in school and the date when the test was administered. | We would like a list of the students (STNs, not names) who were given a screener this year, the student's date of enrollment or the first day of school, and the date of the screener. This is to verify that students are being screened in a timely manner. If no new students were screened this year, this does not apply to you. |
| | | **b. Submit to OSDE:** List of *all* personnel administering state ELP testing (including proof of WIDA certification). | |

AHOMA Education

The Monitoring Tool (cont.)

SECTION II: Services and Program Evaluation (SPE)			
Indicator	**Relevant Legislation**	**Document(s) to be Submitted**	**Description/Notes**
SPE 1	Each student identified for **core EL program** receives a high-quality program of instruction that uses approaches, methodologies, and curricular materials/resources that are evidence based and proven effective with English Learners. EL programming and services are provided in comparable facilities that do not unreasonably segregate EL students. *[Title VI of the Civil Rights Act of 1964; Castañeda v Pickard [648 F.2d 989 (5th Cir. 1981)], [Lau v. Nichols (1974)]*	**a. Submit to OSDE: No submission required** The OSDE reviewer will review the LEA's LIEP for completeness. Since these plans have been submitted in GMS, there is no need to submit documentation for this indicator. **b. Submit to OSDE:** Descriptions of EL services and curricular resources/materials provided by the Language Instruction Educational Program (LIEP) core program (e.g., course descriptions, curriculum map, scope and sequence, interventions.) **c. Submit to OSDE:** Evidence that instruction has been designed for meeting the needs of ELs (e.g., **Sample lesson plan** indicating incorporation of WIDA English Language Development Standards and Oklahoma Academic Standards) *[ESSA, Section 3115(d)(5)]*	Points b. and c. are quite straight-forward: we would like a description of the curricular or resource materials used in helping English learners reach proficiency, and at least one sample lesson plan showing that both content area and language needs are being addressed.

OKLAHOMA Education

The Monitoring Tool (cont.)

SPE 3	EL students are identified and qualified for special programs (Title I, Special Ed, Gifted and Talented) in a timely manner as compared with their English-only peers. EL staff are involved in the placement/programming for ELs participating in special programs. *[Title VI of the Civil Rights Act of 1964]*	**a. Submit to OSDE**: Documentation in IEP cumulative files indicating that EL personnel were invited to participate in IEP meetings for EL students who are also qualified to receive special education (SPED) services (i.e., agenda and sign-in sheet).	
SPE 4	The LEA accurately exits eligible EL students from a Language Instruction Education Program (LIEP) within the school year, using the statewide-standardized exit criteria and process. *[ESSA, Section 3113(b)(2)]* The LEA monitors, for a minimum of two years, the progress of students exited from the program to ensure correct classification, placement, and additional support if needed, *[Title VI of the Civil Rights Act of 1964]*	**a. Submit to OSDE:** Evidence of former EL student performance tracking (e.g. EL student information system reports, OSDE EL monitoring form, etc., including the date of obtaining a proficient score on the ELP assessment).	Once English learners have reached proficiency, the LEA is required to monitor their academic progress for four years, formally for two years. A monitoring form is available in the Monitoring Toolkit, although LEAs are allowed to develop their own monitoring forms as well. Here we would like sample completed forms.

OKLAHOMA Education

The Monitoring Tool (cont.)

SECTION III: Parent and Family Engagement (PFE)

Indicator	Relevant Legislation	Document(s) to be Submitted	Description/Notes
PFE 1	A school that receives funds under this part **shall** provide to each individual parent of a child who is a student in such school, with respect to such student information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part. *[ESSA, Section 1112(e)(1)(B)(i)]*	**a. Submit to OSDE:** Evidence of informing the parents on the level of achievement and academic growth of their student on State approved EL assessment (ACCESS).	Please submit the notice sent to parents informing them of the student's score on the WIDA ACCESS assessment – a sample letter or email, or screenshot of online portal.
PFE 2	The LEA ensures that it implements effective means of outreach to parents of English Learners regarding their education. *[ESSA, Section 1112(e)(3)(C)]* LEA shall use the funds to provide and implement *other* effective activities and strategies that enhance or supplement language instruction educational programs for English learners, which shall include parent, family, and community engagement activities. *[ESSA, Section 3115(c)(3)(A)]*	**a. Submit to OSDE:** Evidence of Parent/Family Engagement **educational** activities and outreach.	Here we would like to see invitations sent to parents/families of ELs for educational activities. The most common activities are math night or literacy night, but there are many other possibilities. The important thing is that it be an educational activity. These invitations should be in a language other than English. If none of your EL families require translation, please include a note stating as much.
PFE 3	**Title III-EL Grant Recipients Only** Parents, LEA and higher education staff, and	**FOR TITLE III-EL RECIPIENTS** **a. Submit to OSDE:** Agendas and sign-in	

OKLAHOMA Education

The Monitoring Tool (cont.)

OSDE Review Records

OSDE USE ONLY		
Reviewer's signature: *Type /s/Name Here.*	**Return Date:** Click here to enter a date.	
Reviewer's signature: *Type /s/Name Here.*	**Return Date:** Click here to enter a date.	

Final Monitoring Results

OSDE USE ONLY	
LEA Submitted All Applicable **Requested Documentation:** *Choose an item.*	
Reviewer's signature: *Type /s/Name Here.*	**Date:** Click here to enter a date.
Supervisor's signature: *Type /s/Name Here.*	**Date:** Click here to enter a date.

OKLAHOMA Education

The Monitoring Checklist

Indicator	Supporting Documents	Submitted	N.A.	Comments
Student Identification (SID)				
SID 1a	Procedures for identifying English learners	☐	☐	
SID 1b	Procedures for identifying English learners in non-public schools	☐	☐	
SID 1c	Procedures for identifying English learners in neglected and/or delinquent facilities	☐	☐	
SID 2a	List of students taking placement tests	☐	☐	
SID 2b	List of personnel administering ELP testing (including WIDA certification)	☐	☐	
SID 3a	Parents-Right-to-Know letter for an identified English learner	☐	☐	
SID 3b	Sample ELAP	☐	☐	
SID 4a	Procedures for identifying Bilingual students	☐	☐	

OKLAHOMA Education

Signing Up for Monitoring in Canvas

Full Name

McKee Public Schools

Email

RoniMcKee13@gmail.com

Confirm Email

RoniMcKee13@gmail.com

Zip Code of Residence

73034

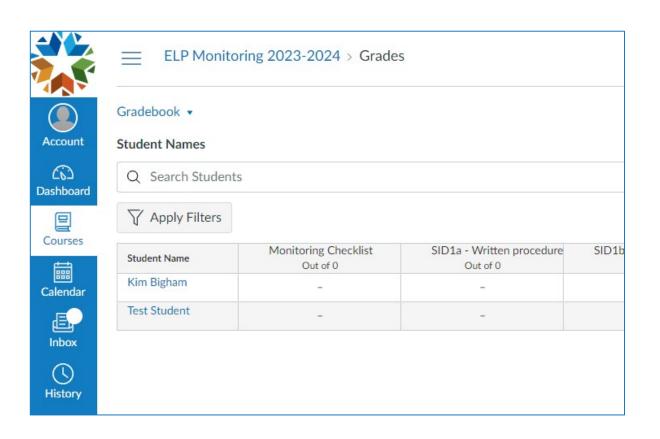☑ I agree to the Acceptable Use Policy and acknowledge the Privacy Policy.

✓ I'm not a robot
reCAPTCHA
Privacy - Terms

- When you sign up for the "course" in Canvas, use the **email** of the **person that will be responsible** for gathering and uploading documents.
- Enter your **LEA name** as "Full Name"

OKLAHOMA Education

Your Name in Canvas

When you sign up for the "course" in Canvas, please use enter your name as the **name and county/district code** of your LEA.

For example: **Tulsa 72-i001**

OKLAHOMA Education
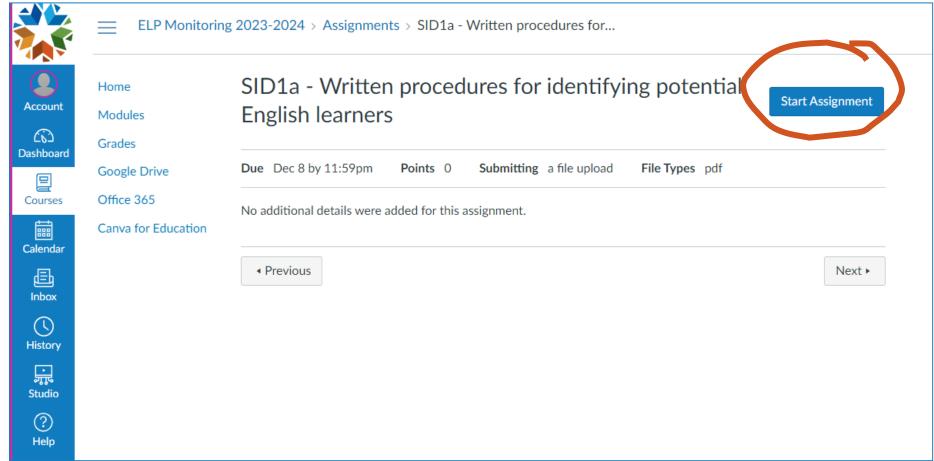
What The Rest Looks Like in Canvas
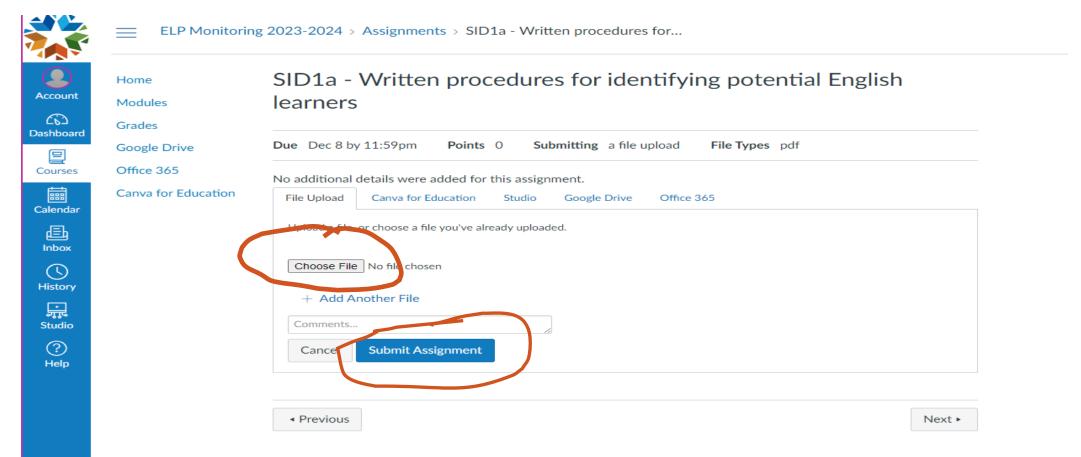
Canvas "Assignments"
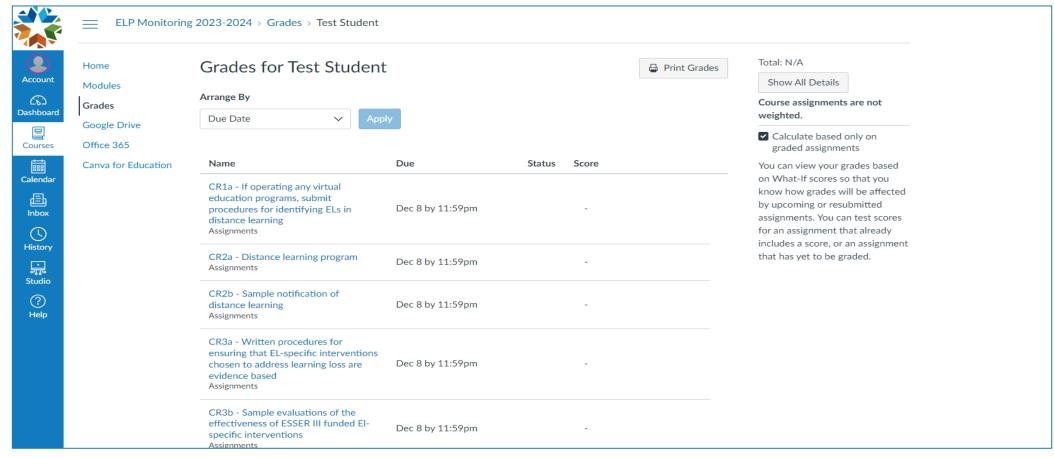
Submitting "Assignments"

Submitting "Assignments"

Canvas "Grades"

Outcomes

- **Compliance**

The desired outcome. When the Office of English Language Proficiency has received and approved all relevant documentation (**before April 24, 2024**) a compliance letter will be sent to the LEA together with a final copy of the Monitoring Tool.

OKLAHOMA
Education

The Other Outcome

- **Non-compliance**

If the Office of English Language Proficiency has not received all relevant documentation by **April 24, 2024** the LEA will be found non-compliant and will receive a non-compliance letter.

If an LEA is deemed non-compliant, reimbursement of all federal funds may be withheld for the remainder of the current fiscal year.

OKLAHOMA Education

The Other Outcome (cont.)

Non-compliant LEAs will have thirty (30) calendar days to submit a Corrective Action Plan for each missing or unacceptable item.

Once the Corrective Action Plans have been received and approved by OELP, that LEA's federal funds for the remainder of the current fiscal year will be released.

A failure to submit Corrective Action Plans within thirty (30) days could result in the withholding of federal funds both for the current and the following fiscal year, at OSDE discretion.

OKLAHOMA
Education

Questions?

OKLAHOMA
Education

In Closing

If you have any questions about the OELP monitoring process or about any individual items on the OELP Monitoring Tool, please do not hesitate to contact me or your assigned reviewer.

Roni McKee

Program Manager, ELP

405-522-5073

Roni.McKee@sde.ok.gov

Office of English Language Proficiency

OKLAHOMA
Education