




STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STUDENT SUPPORT SERVICES

December 11, 2018

Action

TO: Deputy Superintendent, Complex Area Superintendents, District Educational Specialists, Principals (All), Complex English Learner Resource Public Charter School Executive Director, and Public Charter School Directors

FROM: Heidi Armstrong 
Assistant Superintendent

SUBJECT: **English Learner/Title III Monitoring and Technical Assistance for School Year 2018-19**

The Elementary and Secondary Act (ESEA) reauthorized by the Every Student Succeeds Act (ESSA) and the Title VI, Civil Rights Act of 1964, and subsequent regulations and guidance, require the evaluation and monitoring of programs and activities for English Learners (ELs). The monitoring and technical assistance process is in place to ensure that ELs are provided equitable access to school and supports to help ELs' attain English proficiency and achieve academic standards, and ultimately graduate.

The Office of Student Support Services (OSSS) EL/Title III team is dedicated to providing support to districts and complex areas as they implement programs for ELs. Monitoring visits allow for identification of support areas and finding of model or lab schools to promote the Hawaii State Department of Education (HIDOE) Strategic Plan goals for student success related to ELs.

Complex areas must monitor their schools in order to continuously support and improve EL programs to ensure compliance with federal guidelines and improve program effectiveness

Monitoring Responsibilities of OSSS and Complex Areas

OSSS: Monitors complex areas and their identified public schools and public charter schools under the Public Charter School Commission (PCSC). The monitoring is focused on providing technical assistance to improve educational programs for ELs, identify promising practices, and to ensure that all ESEA/ESSA compliance requirements continue to be met.

Complex Areas: Establish at minimum, a three-year cycle of monitoring for each school to provide technical assistance to schools that are struggling to meet state ESSA Growth-to-Target measure targets and to ensure ELs' access to school. Complex areas must continuously monitor schools in order to help support the development and improvement of comprehensive EL plans, and school academic and financial plans.

EL/Title III Monitoring Forms and Due Dates

Attachment A: *EL Program/Title III Monitoring Forms* provides a summary and due dates of the monitoring forms to be submitted to OSSS.

Title III Fiscal and Resource Management

Monitoring of Title III fiscal and resource management includes the use of supplemental school year (SY) 2018-19 (and previous school years) federal ESEA Title III funds, and the use of state general funds by complex areas and schools to support ELs.

- **Federal ESEA Title III Funds:** Monitoring of federal ESEA Title III funds includes review of documentation and expenditures, fixed assets, and payroll certifications for EL professional development, extended learning opportunities, activities for identified Immigrant Children and Youth (ICY) and/or parent engagement activities.
- **State General Funds:** Monitoring of Weighted Student Formula (WSF) funds includes review of documentation and expenditures of school’s Core EL or Language Instruction Education Program (LIEP) based on latest EL-02 School Self Study and Status Report, current Comprehensive EL plan, and school Academic Plan and Financial Plan. Schools must use program ID #42102 when budgeting for EL personnel and related resources such as EL curricular materials.

Complex Areas Selected for Monitoring SY 2018-19.

- West Hawaii-Kealakehe Complex

Proposed Monitoring Phases:

Complex Area and Schools	Memo and Planning	Desk Monitoring	School Visits	Follow Up Meeting
West Hawaii	November 2018	December 2019	March 2019	April 2019

Notes: Dates are approximate. Schools will be selected in conjunction with complex area EL lead input.

OSSS will work with the complex area to arrange the SY 2018-19 on-site school visits.

If you have any questions, please contact Andreas Wiegand, EL Educational Specialist, at (808) 305-9717 or via email at andreas_wiegand@notes.k12.hi.us, or Audrey Mangone, Title III Educational Specialist, at (808) 305-9781 or via email at audey_mangone@notes.k12.hi.us.

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Attachment

c: Superintendent
Assistant Superintendents
State Public Charter School Commission
Office of Information Technology Services
Assessment and Accountability Branch