



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

OFFICE OF CURRICULUM, INSTRUCTION AND STUDENT SUPPORT

February 16, 2018

TO: Complex Area Superintendents, Principals, District Educational Specialists,  
School Renewal Specialists, Complex English Learner Resource Teachers,  
Public Charter School Executive Director, and Public Charter School Directors

FROM: C. Suzanne Mulcahy *C. Suzanne Mulcahy*  
Assistant Superintendent

SUBJECT: **English Learner/Title III Monitoring and Technical Assistance for School Year  
2017-18**

The Elementary and Secondary Education 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 meaningful access to school, and improve programs and supports to help ELs' attain English proficiency and achieve academic standards, and ultimately graduate.

The Office of Curriculum, Instruction and Student Support (OCISS) EL and 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.

In addition to state-level monitoring, complex areas must monitor their schools in order to continuously support and improve EL programs.

**Monitoring Responsibilities of OCISS and Complex Areas**

**OCISS:** 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 compliance requirements continue to be met.

**Complex Areas:** Are responsible for establishing at minimum a three-year cycle of monitoring for each school, in particular to provide technical assistance to schools that are struggling to meet state targets in regards to ESSA Growth-to-Target measures 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 of the monitoring forms to be reviewed and their due dates. Please note: Some due dates have been changed from past years.

**Title III Fiscal and Resource Management**

Monitoring of Title III fiscal and resource management includes the use of supplemental School Year (SY) 2017-18 Federal ESEA Title III funds (and previous school years), 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 EL professional development, extended learning opportunities, and/or any other parent engagement or related projects, review of expenditures, fixed assets, and payroll certifications.
- **State General Funds:** Monitoring of Weighted Student Formula (WSF) fund expenditures on school’s Core EL Program based on latest Self Study, 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 and Schools Selected for OCISS-Local Education Agency (LEA) Monitoring SY 2017-18**

**Leilehua-Mililani-Waiialua Complex Area**

Leilehua Complex

- Wahiawa Middle
- Kaala Elementary

**Proposed Monitoring Phases:**

Memo and Planning ● January 2018	Desk Monitoring ● February 2018	School Visits ● March 2018	Follow Up (Meeting) ● April 2018
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Note: Dates are approximate.

OCISS will work with the complex area to arrange the on-site school visit during the fourth quarter of SY 2017-18. If you have any questions, please contact Andreas Wiegand, English Learner Educational Specialist at (808) 305-9717 or via email at [andreas\\_wiegand@notes.k12.hi.us](mailto:andreas_wiegand@notes.k12.hi.us), or Audrey Mangone, Title III Educational Specialist at (808) 305-9781 or via email at [audrey\\_mangone@notes.k12.hi.us](mailto:audrey_mangone@notes.k12.hi.us).

CSM:ar  
Attachment

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