

The Secrets to District Compliance and English Learner Success

EL & Title III Quarterly Webinar

**September 17, 2019
3:45 p.m. - 5:00 p.m.**

Overview of Title III Topics

- **Revised** Time and Effort Guidance
- Consolidated Grant Application Reminders/Updates
- Immigrant Student Reminder
- Monitoring Protocol for EL (A) Indicators and Title III
- Monitoring Variation Reporting on Applications (Title III Funded Districts)

Revised Time and Effort Guidance

Revised Time and Effort Guidance



- Revised policy
- Clear guidance on stipends and extra duty pay
- New scenarios for each certification situation
 - Separate packet
- Estimated vs. actual reporting
- Electronic Signatures
 - Adequate controls in place to ensure the process is secure and signatures are valid



Consolidated Grant



Reminder: District EL Plan Requirements

- Application completion
 - Many plans were not updated to meet the minimum required components
- Resource forum

<https://drive.google.com/drive/folders/1eB7Ao5AGzseRAzXXePQec86Kwfy6-JFL?usp=sharing>

Monitoring Reporting on Applications for Title III Funded Districts

- Variations in data for monitored students
 - Where and what to report?
- End of year reporting tables
- Covers differences of monitored students from year to year

Reminder: Unspent Funds

- Unspent funds must be obligated no later than 9/30/2019
- Drawn by mid December (a date will be sent out for the last draw)

Core EL Program is Required

- All districts MUST have a core EL program to include an effective language instruction educational program
- Educator Toolkit: <https://tech.ed.gov/edtech-english-learner-toolkits/educators/>

Reminder: Immigrant Students

- Law regarding immigrant students
- Questions a district cannot ask
- Documents a district cannot require
- Services to immigrant students

Monitoring Protocol for (A) Indicators



Monitoring Protocol for EL (A)

Indicators – A.02 (a, b)

- **Indicator:** District plan to furnish information to whom, upon what occasion in a language/method the parent or guardian understands
- **Indicator:** Sample documents in multiple languages
- What does this require?

Monitoring Protocol for EL (A)

Indicators – A.04 (a)

- **Indicator:** A home language survey (HLS) was administered and is on file for all students enrolled in the LEA.
 - Copy of current HLS and 2 to 3 completed surveys for the monitor year

Monitoring Protocol for EL (A)

Indicators – A.04 (b)

- What should be included?
 - A detailed explanation of the process for administering the HLS within the district, the location of where the HLS' are filed and how the district ensures current home language survey data.

Monitoring Protocol for EL (A)

Indicators – A.08 (a)

- **Indicator:** Parents must be notified of their right to request information about the qualifications of their child's teacher to include state license status with approved subject areas, emergency/provisional status, and field of discipline
- Parents also have the right to request information about paraprofessionals; Are there any providing services to their child and what are their qualifications?

Monitoring Protocol for EL (A)

Indicators – A.08 (b)

- **Indicator:** Districts must notify parents when their child has been taught four or more consecutive weeks by a teacher who is not meeting applicable state licensing requirements.
- A copy or sample letter to use when/if needed that is sent to parents must be submitted as evidence.

Monitoring Protocol for EL (A)

Indicators – A.08 (c)

- **Indicator:** Districts are required to notify parents of a students' EL status
 - This includes initial and annual notification
 - There are 8 components that must be included in the letter
- Parent refusal of services
 - What is the impact?
 - What is the district responsible for?

Monitoring Protocol for EL (A)

Indicators – A.10 (a-c)

Indicator: The LEA has evidence that all students with home or primary language other than English have been screened for English proficiency within 30 days at the beginning of the school year or within 2 weeks if enrolled during the school year

Monitoring Protocol for EL (A)

Indicators – A.11

Born in the U.S. or other English speaking countries who state their first language is English:

1. Birth certificate
2. High school diploma from a school where the language of instruction is English
3. A college degree from a college or university where the language of instruction is English; or
4. Teacher certification in the U.S

Monitoring Protocol for EL (A)

Indicators – A.11 continued

Those whose first language is not English:

1. A proficient level score on the Test of English as a Foreign Language (TOEFL) exam
2. A college degree from an English speaking university, or similar documentation showing successful education in a an English speaking college or university

Monitoring Protocol for EL (A)

Indicators – A.12

Must include:

- Required components of an EL plan
- Current information
 - Should be reviewed and revised if needed every year
- State English language proficiency standards/scoring under screener information

Monitoring Protocol for Title III Indicators



Monitoring Protocol for Title III

Indicators – E.01 (a)

Indicator: (a) Copy of Title III portion of the Consolidated Grant, with amendments

Good news.....you don't have to do this. I have access to these documents and there is no sense of you uploading the same information I can review just as quickly.

- Amendments should reconcile with the Title III expenditure report

Monitoring Protocol for Title III

Indicators – E.01 (b)

Indicator: (b) Description of completed expenditure report corresponding to the Title III activities listed in the Consolidated Grant (this should include purchase order number, detailed description of expenditure, purchase amount, etc.)

- What should this include to achieve compliance?

Monitoring Protocol for Title III

Indicators – E.02 (a, b)

Indicator: (a) Use expenditure report from E.01

- Nothing to do on this one. We have access to the federal expenditure report you uploaded under E.01

Indicator: (b) Previous 2 years state and local funding expenditures

- This must include the 2 previous years of expenditure reports for general funds (not Title III)
 - An example, if monitor year is 18-19, include 17-18 and 16-17

Monitoring Protocol for Title III

Indicators – E.03 (a, b, c)

Indicator: (a) List of personnel and semi-annual certifications by building or worked on a single cost objective

Indicator: (b) List of personnel and PAR's by building who worked on multiple cost objectives

Indicator: (c) List of personnel and blanket certifications and/or sign in sheets who were paid a stipend (*this has changed with the revision of our time and effort documentation guidance*)

Monitoring Protocol for Title III

Indicators – E.04

Indicator: (a) List of administrative expenditures using Title III monies.

- This refers to the maximum of 2% allowed for “Direct Administrative Expenses.”
- Different than with NCLB
 - No longer part of a districts indirect cost rate as indicated in the section on 2% Direct Administrative Expenses.
 - Allows for more flexibility

Monitoring Protocol for Title III

Indicators – E.05

Indicator: (a) List of specific EL parent and family engagement activities

Indicator: (b) Documentation of parent attendance in activities that include date and times

- (a) Provide documentation that is a list of all parent and family engagement activities the district offered throughout the school year being monitored. The list should include dates and times
- (b) Provide documentation of sign in sheets for each engagement activity. Sign in sheets should include the title of the event, the date, and the time it was held.

Monitoring Protocol for Title III

Indicators – E.06

Indicator: (a) Copy of procedures for monitoring exited students

- Procedures should detail the procedures in which your district monitors exited EL students

Indicator: (b) Copy of two or three completed monitoring forms

- This should be monitoring forms that are completed and from the same year being monitored.
 - If possible, redact student identifiable information

Monitoring Protocol for Title III

Indicators – E.07

Indicator: (a) List of opportunities provided for staff with dates

- This should include all PD opportunities the district has offered EL staff that is related to improving student learning

Indicator: (b) Sign-in sheets of participating staff

- This should include the name of the PD, the date(s), and the time.
 - It could include something as simple as the purchase order/invoice with the title and dates of the conference and the names of those that attended listed