

ENGLISH LEARNER PROGRAM DESKTOP/ONSITE MONITORING

Multilingual Department

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TOPICS COVERED


- Introduction
- Monitoring Outline
- Selection Criteria
- LEA EL Program Monitoring Coordinator
- Format of the EL Program Monitoring

INTRODUCTION


- ISBE has developed the necessary tools to conduct program monitoring online.
- ISBE also has an onsite component where representatives visit districts to get a more comprehensive view of the district.
- ISBE is charged with the responsibility of ensuring that Illinois School Code ILSC 14C 1-13 Legislation and 23 Illinois Administrative Code Part 228 Transitional Bilingual Education requirements are being fulfilled by LEAs*.
- Monitoring of Title III program requirements at the local level ensures compliance with regulations and assures the quality of the program and instructional delivery for ELs.
- This presentation provides guidance and explains the desktop & onsite monitoring process.


**Please refer to the English Learner Program Monitoring Manual for more information*


MONITORING OUTLINE

- 
- ISBE sends notification letter
 - District connects the LEA EL Program Coordinator with ISBE


- 
- LEA Coordinator meets virtually with ISBE MD Monitor


- 
- LEA Coordinator compiles evidence and submits to ISBE via OneDrive

- 
- MD Monitor conducts desktop review of evidence submitted

- 
- MD Monitors visit LEA to conduct interviews, view classrooms, observe native language instruction (if applicable), and check Title III materials/inventory

- 
- ISBE issues a summary report of the findings

- 
- LEA Coordinator submits the district's Corrective Action Plan

- 
- MD Monitor follows up with LEA Coordinator
 - Closure report is sent to LEA

SELECTION CRITERIA

- EL progress to proficiency
- Disproportionality of dually identified students (special education and EL)
- Documentation that is submitted to the state, for example;
 - BSP
 - Complaints
 - Grants
 - High number of parent refusals
 - EL-EBF carry over funds

*Please note that Illinois' districts with the largest numbers of ELs may be monitored more frequently; thus, the selection criteria will not necessarily apply.

**It is the plan of ISBE to monitor every district with EL students in the coming years, regardless of these criteria.

LEA EL PROGRAM MONITORING COORDINATOR(S)

LEA needs to assign an EL Program Monitoring Coordinator(s) who are responsible for:

- Participating in at least one virtual meeting with the MD Monitor(s)
- Compiling and organizing evidence for the desktop review
- Assuring that all evidence documents are properly labeled with the components
- Assembling and submitting required documentation before or on the due date
- Filling in the Agenda(s) and coordinating with the MD Monitor(s) regarding onsite visit
- Be the main point(s) of contact for questions, follow-up, etc.
- Coordinating and fully complying with any follow up desktop review or onsite monitoring visit by ISBE

**Please refer to the English Learner Program Monitoring Manual for more information*

MONITORING TIMELINE

1. ISBE sends notification to LEA about monitoring

40 days

2. LEA Submits Evidence

40 days

3. ISBE Reviews Evidence & conduct onsite visit at the LEA

ISBE Provides Summary Report to the LEA

40 days

4. LEA Submits Corrective Action Plan (CAP)

40 days

5. ISBE Responds to CAP

6. Follow-up As Needed

FORMAT OF THE EL PROGRAM MONITORING

- There are six major steps that ISBE and the LEA will follow
 - The steps are detailed in the following slides

Step 1: ARRANGING THE MONITORING DESKTOP REVIEW

☐ Virtual Meeting between LEA EL Program Monitoring Coordinator and ISBE MD Monitor

- ✓ Explain the process
- ✓ Explain the tools (Self-Assessment Checklist, Excel Template, Labeling evidence, OneDrive)
- ✓ Respond to any questions or concerns

Step 2: COMPILING AND SUBMITTING EVIDENCE

LEA EL Program Monitoring Coordinator compiles and submits evidence to ISBE MD Monitor

- ✓ Before or on due date (Any items submitted after the deadline will not be reviewed)
- ✓ Data submitted should be from previous school year
- ✓ Communicate with ISBE MD Monitor about any concerns throughout the process
- ✓ All required evidence submitted using the **correct** means and format
- ✓ Evidence aligns with elements in the Self-Assessment Report
- ✓ A review checklist is provided for districts' own use in Appendix A in the EL Program and Title III Monitoring Manual (*Optional, the purpose is to help the district during the monitoring process.*)

Step 3: DESKTOP REVIEW & ONSITE VISIT

ISBE MD starts desktop review after deadline

- ✓ All evidence must be submitted in the correct format otherwise it will be rejected
- ✓ Any items submitted after the deadline will not be reviewed and therefore, noncompliant

Step 3: DESKTOP REVIEW & ONSITE VISIT

- ISBE conducts onsite visit with the LEA to gain a better understanding of LEA**
 - ✓ Interviews, classroom viewing, observing native language instruction (if applicable), and Title III inventory/ materials check

- ISBE MD sends a summary report to the coordinator and superintendent**
 - ✓ The report will include any finding of noncompliance that must be addressed.

Step 4 and Step 5

STEP 4 – LEA SUBMITS CORRECTIVE ACTION PLAN

- ✓ The plan outlines the LEA's corrective actions to be implemented or already completed
- ✓ Plan and evidence must be submitted via OneDrive

STEP 5 – ISBE RESPONDS TO CORRECTIVE ACTION PLAN

- ✓ **The MD Monitor will review the CAP to determine if appropriate corrective actions have been developed**
- ✓ The LEA status may be designated on the CAP elements as follows:
 - **Fully Accepted**; corrective actions approved for implementation
 - **Not Fully Accepted**; corrective actions are not approved for implementation

Step 6: FOLLOW-UP

ISBE-MD conducts a follow-up

- ✓ The LEA is required to demonstrate full compliance with requirements within one school year from the date of the issued report and ISBE will conduct follow-up to ensure compliance
- ✓ Reports contain public information and will be posted online for the public to view, while redacting any private and/or confidential information

Follow-up will be conducted to confirm full compliance

- ✓ Review of LEA's most recent EL Self-Assessment Report
- ✓ Review of requested reports (e.g. EL-Bilingual Service Plan)
- ✓ Review of the LEA's submitted evidence documents
- ✓ Review of the LEA's Student Information System records
- ✓ Review of LEA's most recent CAP and MD's response letter
- ✓ Additional onsite visits to the LEA

Thank you