

# ENGLISH LEARNER PROGRAM DESKTOP 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 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 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 from previous school year (FY23) and submits to ISBE via OneDrive

- 
- MD Monitor conducts desktop review of evidence submitted

- 
- 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, any outstanding findings will be reviewed after one school year has lapsed

# SELECTION CRITERIA

- EL progress to proficiency
- Disproportionality of dually identified students (special education and EL)
- Documentation that is submitted to the state, for example;
  - Bilingual Service Plan
  - 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.

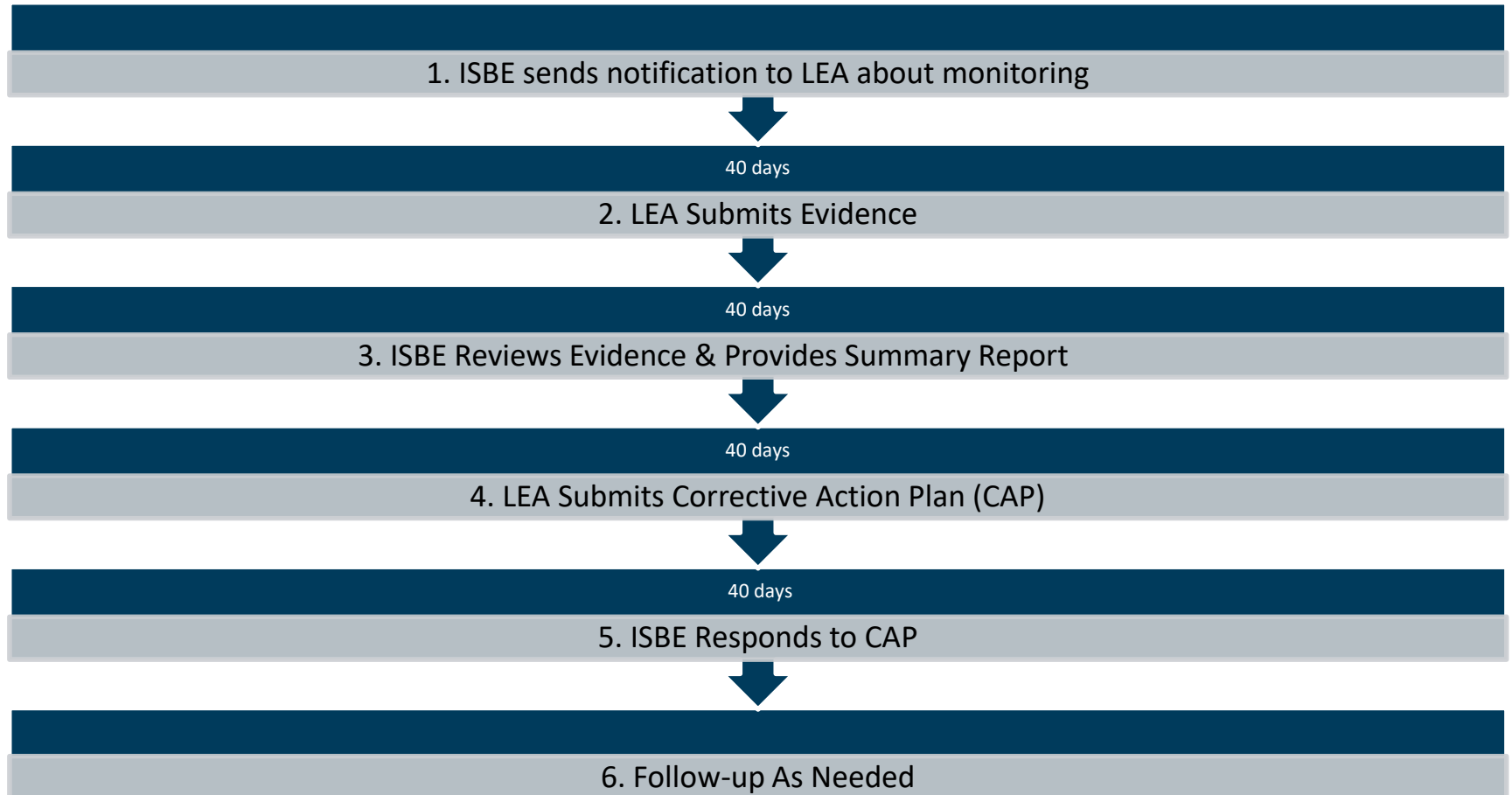
# LEA EL PROGRAM MONITORING COORDINATOR(S)

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
- 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



# 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 the 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 the elements in the Self-Assessment Report
- ✓ A review checklist is provided for districts' own use in Appendix A in the English Learner Program Desktop Monitoring Manual (*Optional, the purpose is to help the district during the monitoring process.*)

## Step 3: DESKTOP REVIEW

### **❑ 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

### **❑ ISBE MD sends a summary report to the coordinator and superintendent**

- ✓ The report will include any findings of noncompliance that must be addressed

## Step 4 and Step 5

### STEP 4 – LEA SUBMITS CORRECTIVE ACTION PLAN

- The district submits a 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 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