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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

k12.wa.us

October 6, 2020

Action Required
 Informational

BULLETIN NO. 083-20 EXECUTIVE SERVICES

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
Special Education Directors
Federal Program Directors

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: 2020–21 School Year Formal Monitoring Update

CONTACT: See page 3 for contact information

PURPOSE/BACKGROUND

In the spring of 2020, the Office of Superintendent of Public Instruction (OSPI) temporarily suspended all state and federal monitoring activities through the end of the school year, due to COVID-19 school facility closures. This suspension included Consolidated Program Review (CPR), Special Education's Washington Integrated System of Monitoring (WISM), and Career and Technical Education's (CTE) Methods of Administration (MOA) monitoring. OSPI staff continued to provide technical assistance to Local Education Agencies' (LEA) staff, review documentation previously submitted by LEAs, and conducted civil rights investigations, special education citizen complaints, and due process hearings.

This document provides guidance for formal monitoring expected for school year 2020–21 and will not impact ongoing technical assistance or routine activities such as complaint investigations, due process hearings, fiscal reviews, or program approvals of LEA applications.

Monitoring processes for 2020–21 conducted by OSPI federal and state program staff will focus on monitoring activities that protect civil rights and support the provision of education that supports student learning and improved outcomes, leading to improved post-secondary outcomes, careers, and civic engagement.

Monitoring for 2020–21

OSPI will monitor those LEAs that did not complete reviews originally scheduled for 2019–20 and complete open reviews from prior years, with the exception of CTE MOA monitoring.

- Monitoring activities will be streamlined, as no on-site or in-person monitoring visits will be scheduled for 2020–21.
- Monitoring will be focused on critical activities that support student learning and student support. Risk assessments may be employed to identify need-based monitoring.
- Technical assistance will be provided, and resource materials will be developed, to support LEAs regarding current issues and concerns.
- Monitoring may take the form of self-assessment completion, documentation requests, and/or a modified desk review this school year.

Methods of Administration (MOA)

On September 18, 2020, the U.S. Department of Education approved OSPI's plan to protect the civil rights of all CTE students consistent with the requirements of MOA to prevent, identify, and remedy discrimination in CTE programs. Implementation of the new state plan will allow OSPI to eliminate the separate MOA monitoring process, focus on reviewing student data to ensure access for all students, inform technical assistance and resource development, and align existing monitoring and approval processes within our state. As such, all prior year CTE MOA reviews have been formally closed by OSPI. Consolidated Program Review (CPR) will be the process used for formal CTE monitoring moving forward.

Consolidated Program Review

OSPI will complete the reviews started in the 2019–20 monitoring cycle and the 2018–19 reviews that have not been finalized. Additional information for future reviews will be provided, as the monitoring cycle is under redesign and considerations to move CPR to a six-year rotation cycle is recommended.

This approach will limit the impact of monitoring on participating LEAs and fulfill OSPI's obligation to monitor for compliance with federal and state requirements. Emerging necessity during the ongoing crisis and further federal or state guidance leave this and other monitoring plans subject to change. All reviews, regardless of their original scheduling will be conducted as desk reviews.¹

ESSER Fund Monitoring

As a new component of CPR, LEA use of Elementary and Secondary School Emergency Relief (ESSER) funds will be considered an additional risk factor. Upon request, LEAs must provide a

¹ For CPR desk reviews, LEAs upload all documentation for review to the online Program Monitor tool prior to the review start date. Prior to the formal review start date, OSPI may contact the LEA and relevant buildings to provide technical assistance and compliance guidance to actively reduce noncompliance during the review. Phone or Zoom exit calls with CPR team leads will occur on the close date of the review or the following week (as scheduling necessitates) to review noncompliant items, evidence needed, technical assistance, and commendations. Final reports will be emailed to the district as early as possible prior to the exit call.

summary of how they have used the funds to support the selected activities, and OSPI will conduct an internal fiscal check on expenditures to ensure they are used according to their application to ensure usage aligned with the LEA application.

Special Education Monitoring—Washington Integrated System of Monitoring (WISM)

WISM will focus on the provision of a Free Appropriate Public Education (FAPE) in a remote or hybrid delivery method, along with the collecting and reporting of IEP goal progress data. A stakeholder group will be formed to recommend changes to the annual Parent Survey. Dispute resolutions options (i.e., IEP facilitation, mediation, state citizen complaints, and due process hearings) remain available.

School Meals Administrative and Procurement Reviews

OSPI Child Nutrition Services will offer LEAs scheduled in 2020–21 for School Meal Programs Administrative Reviews (AR) and School Meal Programs Procurement Review (PR) three options:

- Option 1: Continue with scheduled AR and PR in 2020–21.
- Option 2: Continue with either the scheduled AR or PR in 2020–21 and defer the other review to 2021–22.
- Option 3: Defer the scheduled AR and PR in 2020–21.

Please note: LEAs with Food Service Management Contracts are required to complete their scheduled PR. OSPI will conduct reviews in 2020–21 via desk-audit and all requested documentation will be submitted electronically. LEAs will receive detailed guidance directly from OSPI Child Nutrition Services.

INFORMATION AND ASSISTANCE

For questions related to Consolidated Program Review (CPR), contact Timothy McNeely, Director of Consolidated Program Review, at 360-725-6234 or email timothy.mcneely@k12.wa.us.

For questions related to WISM, contact Jennifer Story, Program Supervisor, Special Education, at 360-725-6075 or email jennifer.story@k12.wa.us.

For questions related to School Meals Reviews, contact Elizabeth Beechler, Program Supervisor, School Meal Program, at 360-725-6220 or email elizabeth.beechler@k12.wa.us.

The OSPI TTY number is 360-664-3631. This bulletin is also available on the [Bulletins](#) page of the OSPI website.

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Deputy Superintendent

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Chief of Staff

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