



Department of Public Instruction

600 E Boulevard Ave., Dept. 201, Bismarck, ND 58505-0440

(701) 328-2260 Fax - (701) 328-2461

<http://www.dpi.state.nd.us>

Dr. Wayne G. Sanstead
State Superintendent

MEMO TO: Title I Authorized Representatives

FROM: Laurie Matzke, Title I Director

DATE: November 21, 2011

SUBJECT: Self-Monitoring Process for the 2011-2012 School Year

Federal law requires the state Title I office to monitor Title I programs to ensure compliance with procedures and regulations each year. The Title I office has purposely delayed sending out correspondence until now because we have been working to update the monitoring documents which are now complete.

In order for state Title I program staff to successfully monitor the districts that have been selected for the 2011-2012 school year, self-monitoring guides have been created for Title I targeted assistance programs, schoolwide programs, private school programs, and districts participating in cooperative agreements.

If you are receiving this correspondence, your school district is one of the 32 districts selected to participate in the self-monitoring process. Enclosed you will find a list of all the districts to be monitored and the Title I program staff member assigned to each district.

Please follow the instructions outlined below to complete the self-monitoring process:

- a. It is extremely important for districts to ensure that you print the appropriate self-monitoring guide(s) for your school district's designation. To obtain a copy, log on to www.dpi.state.nd.us/title1/targeted/resource/monitor/index.shtm on the Title I website and download the appropriate self-monitoring guide.
- b. The state Title I office is creating sample packets, showing examples of what exactly needs to be submitted for each section of the self-monitoring guide. Each individual section is posted on the website as it is completed. To access these sample packets, log on to www.dpi.state.nd.us/title1/targeted/resource/monitor/index/shtm on the Title I website.
- c. Please read through the entire self-monitoring guide(s) to make sure that you understand all of the monitoring requirements and what needs to be submitted.
- d. Please note, there is a specific section to be completed by the Title I authorized representative (Title I Issues – Administration) and a separate section to be completed by Title I personnel.

- e. When we need to see documentation of compliance, the self-monitoring guide(s) directs you to submit paperwork and to label the document as submission #1, #2, #3, etc.
- f. All submissions **must** be clearly labeled with the submission number as identified on the self-monitoring guide(s).
- g. Please list your school's contact person, phone number, and email address on the cover page in case we have any questions and need to contact the school for more information.
- h. If you would like a copy of your monitoring submission for your records, please make a copy **before** you submit it to the department. The department cannot return the submissions, as we need to keep them on file to meet the record retention regulations.

Submit your completed self-monitoring guide(s) and proper documentation on or before **January 9, 2012** to:

Jill Frohlich
Administrative Assistant
Department of Public Instruction
600 E Boulevard Ave., Dept. 201
Bismarck, ND 58505-0440

If a district is unable to meet the submission date for the self monitoring packet, please contact your assigned Title I staff member to request an extension.

After the submitted self-monitoring guide(s) and supporting documentation have been reviewed by Title I program staff, a decision will be made as to whether or not an on-site visit is needed. If a visit is needed, the staff member assigned to your district will contact you. If an on-site visit is not needed, you will receive a letter from the department explaining that either further steps need to be taken or the monitoring process is complete.

If you have any questions regarding this self-monitoring process, please contact me at lmatzke@nd.gov or (701) 328-2284, or your assigned Title I staff member identified on the enclosed list.

Enclosures

Title I Monitoring 2011-2012 School Year District and Program Staff Assignments

Laurie Matzke

1. Flasher
2. **Harvey - Site Visit**
3. Larimore
4. Oakes
5. Wolford

Jacki Harasym

1. **Mohall-Lansford-Sherwood - Site Visit**
2. New #8
3. Burke Central
4. Leeds
5. Center-Stanton

Tara Bitz

1. Milnor
2. Minto
3. Beulah
4. **Hazen - Site Visit**
5. Lewis & Clark

Josh Sharp

1. Kenmare
2. McClusky/Goodrich
3. Emerado
4. **Fessenden-Bowdon - Site Visit**
5. South Heart

Stefanie Two Crow

1. Barnes County North
2. Eight Mile
3. **Solen - Site Visit**
4. Twin Buttes
5. Richardton-Taylor

Dale Patrick

1. Kensal
2. Lidgerwood
3. Napoleon
4. Central Valley
5. **Selfridge - Site Visit**

Ann Ellefson

1. Divide County
2. Grafton
3. **Montpelier - Site Visit**
4. Bottineau
5. Yellowstone

Lodee Arnold

1. **Hebron - Site Visit**
2. New Town
3. St. John
4. Wing
5. LaMoure

Team Visits

1. Dickinson
2. Grand Forks
3. Williston