

# NORTH DAKOTA DEPARTMENT OF **PUBLIC INSTRUCTION**

## **2023-2024 District Administration Report** **D01-D05**

**November 2023**

Kirsten Baesler  
State Superintendent  
Department of Public Instruction  
600 East Boulevard Avenue Dept. 201  
Bismarck, ND 58505-0440  
[nd.gov/dpi](http://nd.gov/dpi)

## Submissions D01-D02 General

- Submit a copy of the school board meeting minutes authorizing a representative for our Title I, Title II, Title III, Title IV, and Transfer programs (as applicable). **Label as Submission D01.**
- Submit a copy of the school board meeting minutes approving the consolidated application of Title I, Title II, Title III, Title IV, and Transfer (as applicable). **Label as Submission D02.**

### Submission D01 – Authorized Representative

#### Requirement

Federal regulations require the school board to appoint one individual as the “authorized representative” for each federal Title program. Assigning someone as an authorized representative gives official signature authority over the Title programs and the district’s Title funds. This individual will receive updates and correspondence on pertinent federal Title programs information. Unless otherwise specified, this person will be the district’s primary contact for each federal Title program.

Official action of the school board is documented by school board meeting minutes.

An authorized representative must be appointed for each federal Title program from which the district receives funds.

#### Documentation

**Correct:** The XYZ School District approves the authorization of the superintendent, Mr. John Jones, as the authorized representative for the following federal programs: Title I, Title II, Title IV, Transfer funds, and School Food Service. Motion made by Smith, seconded by James, and the motion carried unanimously.

**Incorrect:** The XYZ School District approves the authorization of the superintendent, Mr. John Jones, as the authorized representative for all the federal Title programs.

#### Resources

No additional resources are available for this submission.

### Submission D02 – Consolidated Application Approval

#### Requirement

Federal regulations require the school board to approve the Consolidated Application for Federal Title Funding. Documenting this indicates that the board supports and approves how the district plans for its Title I, Title II, Title III, Title IV, and Transfer funds.

Official action of the school board is documented by school board meeting minutes.

#### Documentation

**Correct:** The XYZ School District moves to approve the Consolidated Application for Title I, Title II, Title III, Title IV, and Transfer funds with ABC School. The authorized representative has the board’s permission to submit this application. Motion made by Smith, seconded by James, and the motion carried unanimously.

**Incorrect:** The XYZ School District moves to approve the Title I application.

## Submission D03 – District Parent Notification – School Accountability

- Submit a copy of the notification that (1) informs parents and community members that they have an opportunity to review the school accountability reports on [Insights](#) and (2) includes the Insights link on the district's website. If a school in the district has been identified as Targeted Support and Improvement (TSI) or Comprehensive Support and Improvement (CSI), submit evidence that the school notified parents and families of the status. The submission must include the date(s) and method(s) of distribution. **Label as Submission D03.**

### Requirement

ESSA §11111 requires all public school districts receiving federal funding to notify the parents of each child enrolled in the school regarding the performance measures outlined in the state's accountability system. In North Dakota, the accountability system is available on [Insights](#). The notice must be in an understandable, uniform format, in a language parents can understand, and accessible to the public.

Federal law also requires each district to provide a link to [Insights](#) on its website. If the district does not operate a website, it is acceptable to provide the information to the public in another manner determined by the district.

Note: If a school in the district has been identified as Targeted Support and Improvement (TSI) or Comprehensive Support and Improvement (CSI), submit evidence that the school notified parents and families of the status.

### Documentation

See samples provided in the Resources section of the [Accountability website](#).

### Resources

- [North Dakota ESSA Website](#)
- [Accountability](#)
- [Insights](#)

## Submission D04 – Dispute Resolution Policy

- Submit a copy of the district’s dispute resolution policy, including the date and method of distribution and the written procedures for receiving and resolving disputes pertaining to any of the federal Title programs, including homeless, foster care, Title I, EL, and private school. **Label as Submission D04.**

### Requirement

Federal regulations require each district to adopt procedures for receiving and resolving disputes pertaining to federal Title programs.

If a parent, school personnel, or any interested person wishes to file a complaint, a policy must be established which outlines the following components:

- Process: Explain the process that will occur once the complaint is received. The process must define a reasonable time limit for responding to the complaint.
- Contact Information: Identify to whom the complaint should be sent.
- Details: Document the specific details of the complaint.
- Reconsideration: Address the district’s process if the complainant wants the district’s decision reconsidered. It must state that they have the right to have their complaint reconsidered by the NDDPI and the USED.

The district’s policy can be exclusive to each federal Title program (i.e., Title I, Title II, Title III, Title IV, Private School) or a broad district policy applied to all programs as long as it includes all required components. The homeless program either requires its own dispute resolution process, as it has a tighter timeline to resolve complaints and disputes, or it can be detailed in one process that includes the correct timelines. The sample documentation shows one process with the correct timelines.

### Documentation

See subsequent page.

### Resources

- Homeless Education Dispute Resolution (H03) [NDDPI Homeless Education Program](#)

# Sample Documentation – Submission D04 – Dispute Resolution Policy

## XYZ Public School District Dispute Resolution Policy

Federal and state regulations require districts to adopt procedures for receiving and resolving disputes. A complaint may include an investigation by district staff that will determine the findings of facts, conclusions, and reasons for the final decision.

Any individual who believes the XYZ Public School District has violated the regulations or law governing the federal Title program should submit a detailed, written statement of facts supporting the allegation to:

XYZ Public School Federal Title Program Representative  
XYZ Public School District  
123 Education Lane  
Anytown, ND 12345

Any complaint should include the following:

- Date;
- Name of the school district, unit, or individual the complaint is against;
- Name, address, and telephone number of the individual filing the complaint;
- Detailed description of the complaint, including specific facts; and
- Signature of the person making the complaint.

When a written complaint is filed, the appropriate staff member will investigate and issue a written response.

**Reconsideration:** If either party is not satisfied with the handling of the complaint or resolution, the matter can be appealed to the district's superintendent.

XYZ Public School Superintendent  
XYZ Public School District  
123 Education Lane  
Anytown, ND 12345

Once a response is received, the complainant has the right to submit a written reconsideration request to:

State Superintendent  
North Dakota Department of Public Instruction  
600 E Boulevard Avenue, Dept. 201  
Bismarck, ND 58505-0440

The department will issue a final decision within thirty (30) days of the request for reconsideration unless the dispute resolution involves a homeless youth. The department must not exceed fifteen (15) days to resolve any issue related to homeless disputes.

If the complaint is not resolved to the satisfaction of the individual, the individual may forward the complaint to:

The Secretary of Education  
U.S. Department of Education  
555 New Jersey Avenue, NW  
Washington, DC 20208

**Other Formal Dispute Resolution Procedures:** Rules regarding dispute resolution between a school district and the North Dakota Department of Public Instruction regarding state or federal funds are outlined in the following:

- Chapter 67-23-05 of the NDDPI Administrative Rules
- Title IX, Part E, Subpart 1, Section 9503 of ESEA – Complaint Process for Participation of Private School Children
- Title X, Part C, Section 722(g)(1)(C) of the ESEA – McKinney-Vento

## Submission D05 – Consultation with Stakeholders

- Submit dated records from meetings or events the district and its participating schools held to consult with stakeholders to develop, review, and revise plans for the use of federal funds. **Label as Submission D05.**

### Requirement

Under ESSA §1112, districts receiving federal Title funds must develop a plan with timely, meaningful consultation with teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, administrators, other appropriate school personnel, and parents of children in schools served under these programs. The district and its participating schools must consult with stakeholders to develop, review, and revise plans for the use of federal funds.

Another resource to consult is the district's current consolidated application. In the application, the district provided a narrative response on the consultation process and the methods used at all stages of consultation. For this monitoring submission, the district should provide evidence supporting this narrative.

### Documentation

The documentation to evidence meeting this requirement may include meeting minutes, meeting notes, sign-in sheets, existing reports, continuous improvement plan records, survey results, and other documentation supporting this requirement.

**See the subsequent page for a sample.**

### Resources

- [Consolidated Application for Federal Funds \(see Stakeholder Consultation Section\)](#)

# Sample Documentation – Submission D05 – Consultation with Stakeholders

## Sample Consultation and Collaboration Documentation Form Consolidated Application for ESSA-Funded Programs


<b>School District:</b>		<b>School Year:</b>
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The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), contains several provisions requiring school districts to consult and/or collaborate with various groups in the development of the district’s Consolidated Application and programs related to each Title program.

The required constituency groups the school district must consult and/or collaborate with under ESEA/ESSA are listed below. Consultation methods may include face-to-face meetings, e-mail, telephone, letters, and/or video conferencing. ESEA/ESSA does not restrict consultation to the listed constituency groups; districts are encouraged to consult and/or collaborate with other groups as well.

Title I Part A	Title II Part A	Title III Part A	Title IV Part A	Title V
<ul style="list-style-type: none"> <li>• Parents of children in Title I school(s);</li> <li>• Teachers from Title I school(s);</li> <li>• Principals and/or Administrators;</li> <li>• Other School Leaders;</li> <li>• Paraprofessionals;</li> <li>• Specialized Instructional Support Personnel; <u>and</u></li> <li>• Other School Personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Parents;</li> <li>• Teachers from Title I school(s);</li> <li>• Principals and/or Administrators;</li> <li>• Other School Leaders;</li> <li>• Paraprofessionals;</li> <li>• Specialized Instructional; Support Personnel;</li> <li>• Community Partners (if appropriate); <u>and</u></li> <li>• Organizations with Demonstrated Expertise (if appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>• Parents;</li> <li>• Teachers;</li> <li>• Principals and/or Administrators;</li> <li>• Researchers;</li> <li>• Community Members (if appropriate);</li> <li>• Public or Private Entities (if appropriate); <u>and</u></li> <li>• Institutions of Higher Education (if appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>• Parents;</li> <li>• Students;</li> <li>• Teachers;</li> <li>• Principals and/or Administrators;</li> <li>• Other School Leaders;</li> <li>• Specialized Instructional Support Personnel;</li> <li>• Community-Based Organizations;</li> <li>• Local Government Representatives; <u>and</u></li> <li>• Tribal Organizations (if appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>• Parents;</li> <li>• Teachers;</li> <li>• Principals and/or Administrators; <u>and</u></li> <li>• Other School Staff</li> </ul>

In signing this form, representatives of required constituency groups affirm that appropriate consultation has occurred. The signature does not indicate agreement. For individuals whose signatures are unobtainable, the district must maintain documentation of outreach (and make it available upon request).

Individual’s Name (Print/Type)	Title and Constituency Group (As noted above)	Signature (Required)	Title I Part A	Title II Part A	Title III Part A	Title IV Part A	Title V	Dates and Types of Consultation/ Collaboration
<b>Example:</b> Jane Bennet	Parent from Title I school		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5/11/22 – in-person meeting
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

To document that appropriate consultation/collaboration has occurred or was attempted with required constituency groups, the district must maintain this form on file, along with supporting documentation (e.g., meeting agendas, minutes, and rosters). Additional forms should be completed as necessary. **Note: Do not use this form for consultation/collaboration with private school representatives.** Private School consultation must be documented and maintained separately.