

Priority and Focus

Grant Application Guidance

2015-2016



Support and Innovation Unit

Highly Effective Schools

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| **Priority and Focus Grant** |

**Purpose**

The purpose of the 1003(a) School Improvement Grant is to assist districts and Title I schools identified as Priority and Focus Schools as they implement interventions to improve student achievement. The 1003(a) grant money must be used in Title I identified schools to support improving the academic achievement of all students in those schools.

**Eligible Applicants & Funding Amounts**

Eligible applicants are Focus and Priority Schools that have been identified by the Arizona Department of Education for improvement. The award amount will vary based upon LEA and school needs. Funds must be used to supplement not supplant.

Allocations will be based on school needs, strategies and action steps in the L/SCIP.

Grant awards will not be made to Local Education Agencies (LEAs) that are out of compliance with state or federal requirements.

\*\*FUNDING IS BASED ON RECEIPT OF FEDERAL FUNDS TO ADE.
In the event that anticipated federal funding is decreased, a proportional decrease will be made to all awardees.\*\*

 **Process**

* The LEA Continuous Improvement Plan (LCIP) must include the LEA’s plans to support Priority and/or Focus Schools.
* The School Continuous Improvement Plan (SCIP) with strategies and action steps tagged as Priority, Focus, and Turnaround Principle # is required to be uploaded in ALEAT before the budget will be approved.
* The budget, with the detailed narrative, is required to reflect the strategies and action steps tagged as Priority, Focus, and Turnaround Principle # in the SCIP and LCIP.
* **Funds will be released only when the LCIP, SCIP and Budget are completed by the LEA/school and approved by the Support and Innovation (SI) Specialist and Director.**

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Since funds are limited, we expect that the grant funds be used to focus on one or two identified needs that will provide the necessary supports for the school to significantly increase student achievement and reduce achievement gaps.

**LEA & School Improvement Implementation Specialist**

LEA and School Improvement Implementation Specialists (IS) are approved Arizona Department of Education (ADE) vendors and are contracted through ADE to provide on-site support for LEAs and schools in developing, implementing and monitoring continuous improvement plans and in deepening capacity to implement processes that are systematic, systemic and sustainable leading to increased student achievement. The IS will be contracted for a maximum of 50 days of service for each school year.

The 50 days will include:

* On-site visits (Minimum of 10-additional site visits based on LEA/school needs)
* Desktop support (go-to meetings, webinars, phone calls, reports)
* Attendance at ADE required training days
* Attendance with LEA and/or school at leadership trainings

IS required qualifications:

* Master’s Degree in Educational Leadership
* Implementation Specialist must have a minimum of 5 years of teaching experience.
* Implementation Specialist must have a minimum of 5 years of administrative experience, having held a position as either: principal, superintendent or similar district, county or state office position.
* Complete the ADE Support and Innovation required orientation for Implementation Specialists
* Sign and commit to a Code of Ethics
* Ability to travel to LEA and school sites local and/or overnight

The preferred qualifications for an IS are:

* National Institute of School Leadership Certification
* Certified School Improvement Specialist (CSIS) Certification
* Superintendent and/or principal certification
* Instructional and/or leadership coaching experience
* Instructional and/or leadership training(s)

Implementation Specialists will provide the following services:

1. Differentiated support for LEA and school leadership based on needs by providing on-site and desktop support to LEAs and schools, attending appropriate trainings with leadership and attending ADE trainings.
2. Differentiated support for LEA and school leadership based on needs by providing a minimum of 10 on-site full day visits (8 hours). LEAs and schools with greater needs will receive additional on-site visits determined in collaboration with the LEA and school leadership, ADE Support and Innovation (SI) Education Program Specialist (EPS) and the IS.
3. Collaboration with the SI EPS to coordinate technical assistance, professional development and monitoring.
4. Coordinate, assist and deliver appropriate coaching, mentoring and professional development for LEA and school leadership in the areas of Continuous Improvement; LEA Leadership; Curriculum and Instructional Systems; Supplemental Supports and Intervention Services; Data, Assessment and Evaluation; and Stakeholder Relations.
5. Provide coaching and mentoring support for LEA and school leadership in the development of LEA and School Continuous Improvement Plans aligned to the 7 Turnaround Interventions including school achievement goals for Priority and Focus Schools targeting subgroups that lead to identification.
6. Review the alignment of LEA and school resources (human, fiscal, etc.) to assist LEA and school leadership in strategic decision making to support development and implementation of LEA and School Continuous Improvement Plans.
7. Provide coaching and mentoring support for LEA and school leadership in implementing and monitoring effectiveness of strategies and action steps in the LEA and School Continuous Improvement Plans.
8. Collecting and using data to monitor implementation of the LEA and School Continuous Improvement Plans.
9. Provide coaching and mentoring support for LEA and school leadership in developing, implementing and monitoring continuous improvement processes that are systematic, systemic and sustainable and will lead to increases in student achievement.
10. Provide job-embedded professional development through capacity building coaching for LEA and school leadership.
11. Support LEA and school leadership by attending leadership development trainings with LEA and school and by implementing best practices from trainings.
12. Support, guide and facilitate LEA and school participation in peer network professional development opportunities.

If choosing an IS, include an IS as a strategy in your SCIP. If you have not had an IS previously, let your SI Specialist know immediately that you would like one. We have limited availability.

In addition to including an IS as a strategy in your SCIP, the LEA and school will need to sign an assurance addendum granting ADE permission to apply school grant funds to pay the assigned Implementation Specialist. ADE will pay them directly. **Do not** include funds for the IS in your budget.

Following is a list of awarded providers and their area of award:

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| **External Provider** | **Leadership Services** | **Curriculum Services** | **Assessment Services** |
| A2Z | **X** | **X** | **X** |
| ACA | **X** | **X** | **X** |
| Achieve 3000 | **X** | **X** | **X** |
| ACT |  | **X** | **X** |
| Adaptive Technology | **X** | **X** | **X** |
| America’s Choice | **X** | **X** | **X** |
| ATI |  | **X** | **X** |
| Cambium | **X** | **X** | **X** |
| Collaborative Learning | **X** | **X** |  |
| Compass Learning | **X** | **X** | **X** |
| ENI | **X** | **X** | **X** |
| Flippen | **X** | **X** | **X** |
| Global Partnership | **X** | **X** | **X** |
| Hope Foundation | **X** | **X** | **X** |
| Houghton Mifflin | **X** | **X** |  |
| International Center for Leadership | **X** | **X** | **X** |
| IRRE | **X** | **X** | **X** |
| Leaderation | **X** | **X** | **X** |
| Learning and Leadership | **X** | **X** | **X** |
| Learning Sciences International | **X** | **X** |  |
| LindaMood Bell | **X** | **X** | **X** |
| McCrel | **X** | **X** | **X** |
| MI | **X** | **X** | **X** |
| Mosiaca | **X** | **X** | **X** |
| Pearson | **X** | **X** | **X** |
| Reliance | **X** | **X** | **X** |
| Scantron |  | **X** | **X** |
| Scholastic | **X** | **X** | **X** |
| SFA | **X** | **X** | **X** |
| Teachscape | **X** | **X** |  |
| WestED | **X** | **X** | **X** |
| Wireless | **X** | **X** | **X** |

There are additional external providers that have been approved through other ADE units’ procurement process.

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| **Budget Guidance** |

Complete the budget and detailed narrative for each school in the SI Priority/Focus Grant in GME.

**Allowable Expenditures**

Priority and Focus Grant Allowable Use of Funds

* All Priority School activities funded with Title I 1003 (a) School Improvement funds must be reasonable and necessary and directly related to the implementation of a comprehensive school continuous improvement plan based on the needs identified in the school’s needs assessment and advance the overall goal to increase the academic achievement in below average schools.
* All Focus School activities funded with Title I 1003 (a) School Improvement funds must be reasonable and necessary and directly related to the implementation of a comprehensive school continuous improvement plan based on the needs identified in the school’s needs assessment and advance the overall goal to increase the academic achievement and address the reason(s) for Focus School identification.
* Strategies and action steps funded to support improved student academic achievement based on needs assessment:
	+ Leadership Development
	+ Implementation Specialist
	+ Professional Learning Activities (conferences and related travel)
	+ Educational Service Provider (external provider) services based on specific needs
	+ Off Contract Pay - Paid at the Board approved hourly rate
		- Site level instructional staff for above and beyond work such as tutoring or extra professional development. (*We acknowledge that teachers always work “above and beyond“ to accomplish all the necessary tasks it takes to be an effective educator. This pay is not for those duties that are a part of the job, i.e. writing lesson plans, doing night parent conferences, PLCs).*
	+ LEA or school site certified positions
		- Must directly support curriculum, instruction, and/or assessment. For example, instructional coach, data coach, interventionists.
	+ Supplies
		- Reasonable amount
		- Must be supplemental and support curriculum, instruction, and/or assessment.
* Title I 1003 (a) School Improvement funds may not be used to supplant non-Federal funds, but only to supplement non-Federal funding provided to LEAs and schools. In particular, an LEA must continue to provide all non-Federal funds that would have been provided to the school in the absence of Title I 1003 (a) School Improvement funds.

**Budget Guidelines**

**Off contract pay**

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| Instruction 1000 (direct contact with students) |
| Function Code | Object Code | Total Amount |
| *salaries* | *6100* | *Board adopted hourly rate* |

Detail needed: # of staff x # of hours x hourly rate = total

What is the pay for? (example: after school tutoring)

Position (example: reading interventionist)

Job description required for positions

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| Support Services 2100, 2200, 2600, 2700 (staff) |
| Function Code | Object Code | Total Amount |
| *salaries* | *6100* | *Board adopted hourly rate* |

Detail needed: # of staff x # of hours = total

What is the pay for? (example: after contract day PL)

Position (example: data coach)

Job description required for positions

**Professional Learning and Educational Service Providers**

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| Support Services 2100, 2200, 2600, 2700 (staff) |
| Function Code | Object Code | Total Amount |
| *Purchased Professional Services* | *6300* | *TBD based on provider services* |

Educational Service Provider (external provider)

Detail needed: Who? What? When? For whom?

How much? # of days x daily rate =

Leadership Development

Detail needed: Who? What? When? For whom?

How much? # of days x daily rate =

Professional Learning Activities

Detail needed: Who? What? When? For whom?

How much? # of days x daily rate =

Conference registration

Detail needed: Conference name, location? length? who is attending? Registration cost x # of staff =

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| Support Services 2300, 2400, 2500, 2900 (administrators) |
| Function Code | Object Code | Total Amount |
| *Purchased Professional Services* | *6300* | *TBD*  |

Leadership Development

Detail needed: Who? What? When? For whom?

How much? # of days x daily rate =

Professional Learning Activities

Detail needed: Who? What? When? For whom?

How much? # of days x daily rate =

Conference registration

Detail needed: Conference name, location? length? who is attending? Registration cost x # of staff =

**Travel Costs**

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| Support Services 2100, 2200, 2600, 2700 (staff) |
| Function Code | Object Code | Total Amount |
| *Other purchased services* | *6500* | *TBD*  |

Travel expenses related to conferences attended by staff.

Detail needed: Transportation cost x # of staff =

Hotel room cost x nights x # of staff =

Per Diem x # days x # of staff =

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| Support Services 2300, 2400, 2500, 2900 (administrators) |
| Function Code | Object Code | Total Amount |
| *Other purchased services* | *6500* | *TBD*  |

Detail needed: Transportation cost x # of administrators =

Hotel room cost x nights x # of administrators =

Per Diem x # days x # of administrators =

If you have any questions, please call your EPS.

**Support and Innovation Unit**

**Contact Information**

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