



# The SSIP Contract Process Within the Success Gaps Rubric and Action Plan (SGR & AP) Activity

## Step 1

For each Indicator [\[Art.1-Example\]](#), the SSIP Team uses their consideration of evidence [\[Art.2-Example\]](#) to determine their community’s level of implementation for that Indicator [\[Art.3-Example\]](#).

**[Art.1]** **Indicator 3a—Description**  
A consistent, well-articulated curriculum is in place and implemented with fidelity.

**[Art.2]** Method(s) that administration accounts for [vertical curriculum alignment](#) within grade levels and between adjoining grade levels:  
 Professional Development    Team Meeting Agendas    Lesson Plans    Curriculum Maps    Pacing Calendars    Other

**[Art.3]** **Partially Implemented**  
Inconsistent curriculum planning prevents most children/students from experiencing a rigorous curriculum that is horizontally and vertically aligned and that demands depth of understanding. All children/students experiencing success gaps are taught by effective teachers.

## Step 2

With capacity and existing initiatives in mind, the SSIP Team then chooses no more than three of their lowest Rubric Indicators for the development of initiative(s) in the SSIP Action Plan.



### Step 3

If the SSIP Team decides that the initiative(s) will incur expense that SSIP may support with contract funds, the Team can indicate this at the bottom of each Action **[Art.4]** and refer to the final page of the SGR & AP document for eligibility requirements and allowable expenses.

We intend to enter an SSIP Contract for reimbursement of expenses incurred in pursuing this Action Plan initiative. \*

\*For reimbursement eligibility, please review the [SSIP Contract Eligibility and Allowable Expenses](#) at the bottom of this document, and provide a Declaration of Intended Expenditures, in alignment with the Action Plan initiative.

**[Art.4]**

### Step 4

The SSIP Team reviews the SSIP Contract Eligibility **[Art.5-Example]** and Allowable Expenses **[Art.6-Example]** to determine if they believe intended initiative expenses are in alignment and writes a brief Planned Expenditures statement to make this connection explicit for a reviewer

**[Art.7-Example]**

Year-1 SSIP PEAs are under contract or have documentation of intent to enter contract for reimbursement with ESS Projects, by October 1<sup>st</sup> of Year-1 in SSIP. Year-2/3 SSIP PEAs are under contract or have documentation of intent to enter contract for reimbursement with ESS Projects, by the end of the prior fiscal year, for the subsequent fiscal year.

**[Art.5]**

**SSIP Allowable Expenses Include:**

- Substitutes and benefits to cover team members participating in activities related to the SSIP Action Plan during regular school hours.

**[Art.6]**



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## Planned Expenditures

In the space below, please briefly describe how you plan to align your Action Plan initiatives with SSIP Allowable Expenses:

Action 1 (3a) - subs will be hired to cover classes for 40min blocks before and after prep periods throughout the day, to allow adjoining grade levels to implement structures from vertical planning ERD meeting.

[Art.7]

## Step 5

After the Public Education Agency (PEA) SSIP Team completes the SGR & AP activity, indicating their intention to pursue an SSIP contract and completing the Planned Expenditures narrative, the Team submits the document to their PSM Specialist with a-cc to both their SSIP Coordinator and [ESS Projects](#). After review, the PEA SSIP Team will receive feedback on both the SGR & AP activity and contract process.

## Step 6

Using the SSIP Invoicing Guide and guidance from correspondence, the PEA SSIP Team submits the evidence of expenses to [ESS Projects](#), with a-cc to both their SSIP Coordinator and PSM Specialist, within 30 days of incurring an SSIP initiative-aligned expense. After review, ESS Projects and/or your SSIP Coordinator will contact you with details about reimbursement.

**Note:** Public Education Agencies are eligible for up to \$5,000.00 of SSIP contract reimbursement in each year of SSIP. Any time there is a change to Action Plan initiatives that are connected to contract reimbursement, such as closing and beginning a new initiative, the SSIP Team will need to reconsider the contract alignment process, beginning in Step 3, above.