

Office of English Language Acquisition Services



Continuous Improvement Plans (CIP)

Must be completed before the Title III Grant can be approved

Continuous Improvement Plan (Title III Plan)

- Each eligible entity desiring a subgrant from the State Educational Agency (SEA) under section 3114 shall submit a plan to the SEA at such time, in such manner, and containing such information as the SEA may require.

Section 3116(a)

Title III Plan

- Prior to an LEA's Title III grant being approved, a Title III plan must be completed in the Continuous Improvement Plan-which is located in Arizona Local Education Agency Tracker (ALEAT)
- The plan will consist of strategies and action steps that describe how the LEA will use Title III funds.
 - Title III tag should be used only for those items that are being purchased using Title III funds.
 - ELL tag may be used for any items that refers to ELLs.

Title III Plan Requirements

*If you are using Title III funds for the following items, they **must** be included in your CIP in ALEAT:*

- **High-quality Professional Development (required)**
 - Identify instructional focus
 - Only for teachers and HQ Paraprofessionals working with ELLs
 - Who will be providing the training (job titles only, i.e. ELL Coach, ELL Coordinator or Consultant – no specific names please!)
- **Personnel being paid with Title III funds (optional)**
 - Description of Duties
- **Capital (optional)**

Identify the items and describe how they will be utilized to increase language acquisition or academic achievement. These capital items must be used only for ELLs.

CIP Plan in ALEAT

Your CIP Plan for the following items (if using Title III funds) should be exactly the same as what is written in your Title III grant application:

- **High-quality professional development (required)**
- **Personnel being paid with Title III funds (optional)**
 - Description of Duties
- **Capital (optional)**

Access to ALEAT

- Must have Common Logon Access
- Add Strategy
- Add Action Steps
- Tag Action Steps
 - **Title III Tags** – only for items that are being purchased with Title III funds
 - **ELL Tag** – may be used for items related to ELL

Title III Plans (ALEAT)



LEAs List

Current LEA:
Sample LEA - Technical Assistance

Setup & Maintenance

LEA Overview

Monitoring

Plan

LEA File Cabinet

Plan Tags

Home > [Sample LEA - Technical Assistance](#)



LEA OVERVIEW

3

Sample LEA - Technical Assistance

Select School Year:

2013 - 2014 School Year

Update

Instruments (15)

Continuous Improvement Plan Goals (7)

Schools (7)

1

Page size: 25

1 to 15 of 15 items

Name	Status	Items not in Compliance	Due Date
13-14 Curricular Alignment Form - Governing Board	In Progress	0	10/15/2013
13-14 Curricular Alignment Form - Principal	In Progress	0	02/04/2014
13-14 Curricular Alignment Form - Superintendent	In Progress	0	10/15/2013
2013-14 Cycle 1	In Progress	0	12/01/2013
2013-14 Cycle 2	In Progress	0	12/01/2013
2013-14 Cycle 3	In Progress	0	12/01/2013
2013-14 Cycle 4	In Progress	0	12/01/2013
2013-14 Cycle 5	In Progress	0	12/01/2013
2013-14 Cycle 6	In Progress	0	12/01/2013
2013-14 Cycle 6 ELL	In Progress	0	12/01/2013
First School Improvement Data Summary Report	In Progress	0	10/01/2013
Race to the Top Scope of Work - Year 3	In Progress	0	07/26/2013
School Improvement Self-Readiness Assessment	In Progress	0	11/01/2013
Second School Improvement Data Summary Report	In Progress	0	02/01/2014
Third School Improvement Data Summary Report	In Progress	0	06/01/2014

1

Page size: 25

1 to 15 of 15 items

LEA INFORMATION

LEA Type: Title I
Title III Funds: Yes

ONSITES

[Schedule Onsite](#)

This is a snapshot of the CIP in ALEAT. There are six standards. You may put your Title III plan within any of these six standards.

Instruments (5) **Continuous Improvement Plan Goals (6)** **Schools (7)**

[Go To Plan Overview](#)

Action Steps: 50 **Status:**

● **Completed (0)** ● **Not Begun (1)**
● **In Progress (47)** ● **Suspended (2)**

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Title	Strategies/ Action Steps	Last Updated
Standard 1 - Continuous Improvement	3/7	Tee Lambert 07/15/2013
Standard 2 - LEA Leadership	3/8	Tanya Gorman-Keith 05/29/2014
Standard 3 - Curriculum and Instructional Systems	6/13	Tanya Gorman-Keith 05/29/2014
Standard 4 - Supplemental Supports & Interventions	5/8	Tanya Gorman-Keith 05/29/2014
Standard 5 - Data, Assessment and Evaluation	3/6	Tanya Gorman-Keith 05/29/2014
Standard 6 - Stakeholder Relations	4/8	Tanya Gorman-Keith 05/29/2014

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[About](#) [Arizona Department of Education](#)

Title III Plans (ALEAT)

+ Add Strategy 0 + +

GOAL: <u>Standard 1 - Continuous Improvement</u>	2	STRATEGIES:	ACTION STEPS:	Budgeted:	\$0.00
STATUS: In Progress 07/12/2013 History		0 of 2 Complete	None	Actual:	\$0.00
TASKS:					
None					

A cycle resulting in constant, data-driven examination of what is working and why; what is not working and why; and what actions individuals will take to assume responsibility for increased performance in all of the organizational systems and structures within the LEA.

Indicators of an effective LEA:

- IMP1 - Commits to a culture of continuous improvement.
- IMP2 - Conducts a comprehensive needs assessment.
- IMP3 - Establishes Goals, Strategies, and Action Steps aligned with identified needs as the basis for the Continuous Improvement Plan.
- IMP 4 - Implements the Continuous Improvement Plan with fidelity.
- IMP 5 - Uses the continuous improvement process to evaluate and adjust all LEA systems.

Hide Detail

Title III Plans (ALEAT)

The screenshot shows the Arizona LEA Tracker (ALEAT) web application. At the top left is the Arizona Department of Education logo. The main header displays "Arizona LEA Tracker (ALEAT)" and a user greeting "Hi Keith!" with "Logout" and "Help" links. Below the header is a navigation menu with tabs for "LEAs List", "Current LEA: Sample LEA - Technical Assistance", and "Setup & Maintenance". A secondary menu includes "LEA Overview", "Monitoring", "Plan", "LEA File Cabinet", and "Plan Tags". The breadcrumb trail reads: "Home > Sample LEA - Technical Assistance > Plan > Standard 1 - Continuous Improvement > Add Strategy".

The main content area is titled "ADD A PLAN STRATEGY" with the subtitle "Instructions/Description". It contains a form with the following fields:

- Title: ***: A text input field with a character count of "0/50" and a "Spell Check" link below it.
- Local Description ***: A large text area with a vertical scrollbar and a character count of "0".
- Spell Check**: A link with a question mark icon.

At the bottom of the form are three buttons: "Save" (highlighted with a red box), "Save and Add Another", and "Cancel". Below the buttons is a link: "return to Continuous Improvement Plan."

The footer contains the text: "About Arizona Department of Education" and "For questions related to ALEAT, please contact: ALEAT@azed.gov".

Title III Plans (ALEAT)

Add Action Step



STRATEGY: <u>Strategic Planning Process</u>	ACTION STEPS:	TASKS:	Budgeted:	\$0.00
STATUS: Not Reviewed 07/12/2013 History	None	None	Actual:	\$0.00

Develop strategies and action steps to outline a process ensuring that student learning needs are met; that includes meaningful involvement of all stakeholders; that instruction is provided by highly qualified and effective staff; that all English Language Learners become proficient in English; that students graduate from high school; that schools are safe, drug-free, and conducive to learning; and that professional development is aligned to meet the identified needs of students and staff.

Hide Detail

Title III Plans (ALEAT)

LEA Overview Monitoring Plan LEA File Cabinet Plan Tags

Home > Sample LEA - Technical Assistance > Plan > Standard 1 - Continuous Improvement > Strategic Planning Process > Add Action Step

ADD AN ACTION STEP

Instructions/Description for Action Step Delete

Title: * 0/50

[Spell Check](#)

Description: * 0/1000

[Spell Check](#)

Timeline Notes: 0/500

[Spell Check](#)

Audience: 0/255

[Spell Check](#)

Tags:

SEA

- Title-I
- TA
- SW
- TII-Salary
- Title-II
- Title-III
- ELL
- SPED
- PD
- PreInter

LEA

- ComED
- RTTT

Start Date (mm/dd/yyyy): *

End Date (mm/dd/yyyy): *

Requires Funding?:

Professional Development Needed?

Responsible:

- Tee-LEA Lambert (LEA)
- Sally smith (LEA)
- Brenda Wright2 (LEA)

Remember to put a start and end date for the 2016-2017 school year.

Strategy/Action Step Revisions

- Make sure that you update the status of the start and end dates
- **Ensure action steps are tagged with the Title III tag**
 - ✓ Only use Title III tags when using Title III funds
 - ✓ Professional Development, capital or personnel

Please remember: Use only Title III tags for items that are being paid for using Title III funds.

Implementation of Beyond the Books framework

ADE (6)

Title-I

SW

Title-II

Title-III

ELL

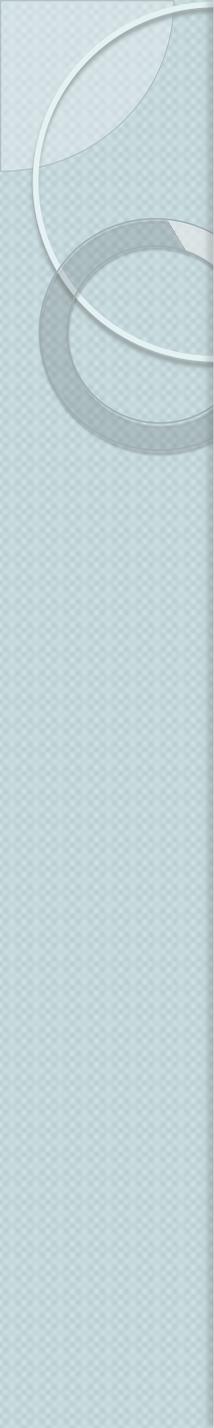
SPED

Hide Detail

No TITLE III tag

- ✓ The CIP Plan in ALEAT must be completed prior to submitting a Title III grant application.
- ✓ All CIP Plans must include Professional Development for teachers of English language learners.
- ✓ If requesting capital or salaries in your Title III grant application, these items must be included in your CIP Plan.
 - ✓ The same descriptions will be used in both the CIP Plan and the Title III grant application.





Questions?



Thank you!

Arizona Department of Education
Office of English Language Acquisition Services
602-542-0753