

GUIDANCE FOR COMPLETING THE SCHOOL IMPROVEMENT GRANT BUDGET

This budget guidance has been developed to assist you in preparing the required budget documentation for your School Improvement Grant. Please read this guidance in its entirety **before** entering your budget detail.

The required documentation has two distinct parts. You may preview a completed example of each required part by clicking on the corresponding links:

- **TOTAL 3-YEAR BUDGET** [Link 1](#)
- **YEAR 1 DETAILED BUDGET** [Link 2](#)

Following each step of this guidance carefully will ensure that your LEA's budget submission is complete and has the requisite and appropriate level of detail. Your resulting comprehensive budget will also facilitate the review of the budget portion of your application. If you have questions or need further guidance, please contact a member of our Budget & Fiscal Team:

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PART I: TOTAL 3-YEAR BUDGET

Step 1: LEA / CHARTER NAME

Using the **Criteria Matrix & 3-Year Budget** tab, enter your LEA or Charter name in the light-blue highlighted space provided.

Step 2: YEARS 1, 2 & 3 ESTIMATED BUDGET SUMMARY

Thoughtfully consider and carefully estimate the total Budget Amount your **LEA and all participating sites** will need to implement with fidelity your SIG comprehensive plan for the **full 3 years** of the grant cycle. In the **Allowable Budget Items** in the **Criteria Matrix & 3-Year Budget** tab, use the Required Criteria and Allowable Budget Items to prepare an estimated budget for **Years 1, 2 and 3** of your SIG. Referencing the needs articulated in your LEA's and school's SIG Application, required criteria of the Intervention Model, and School Improvement Plan, enter the estimated amounts for the applicable allowable budget items for each year of the 3-year cycle, as appropriate. (Please round each amount to the nearest \$100.) These amounts will **automatically sum** in the Total column to the right and the **TOTAL 3-YEAR BUDGET** at the top of the page.

Please note that for a given required criteria, the estimated budget amounts may differ each year depending on your needs and progress in the implementation process. These amounts may be amended in subsequent years based on your actual needs.

PART II: YEAR 1 DETAILED BUDGET

Step 1: SUMMARY

The four subsequent tabs in this Guidance, beginning with the **Summary** tab, are to be used to develop your LEA's **comprehensive line item budget** for your **first year only** of SIG implementation.

No input is required on this page. The **Summary** worksheet will automatically sum and total the budgeted amounts from each site budget and LEA budget. However, upon completion of the site and LEA budgets, please verify that the LEA SIG 1003(g) Budget Total (in cell D43) is equal to the total amount budgeted for Year 1 in your **SIG 3-Year Budget Request** worksheet (cell D17 for Turn Around / Transformation Models).

Step 2: SITE & LEA BUDGETS

Please open the **Site 1** tab and, at the top of the page, enter your first participating schools name .

Using the *Allowable Budget Items and Required Criteria for Year 1* from your **SIG 3-Year Budget Request** document, complete a site budget for each participating school site (**Site 1** worksheet, **Site 2** worksheet, etc.).

Each school site budget has 3 columns:

- *Line Item.*
- *School SIG 1003(g) Budget.*
- *Line Item Detail Descriptions / Explanation.*

In the *Line Item Detail Description / Explanation* column, include a **detailed description of each subset of expenditures along with the corresponding estimated budgeted amounts**. This information is **critical** and should be explicit and thorough in communicating your first-year implementation needs and costs pursuant to your SIG Application. Please refer to the [Sample Budget](#) for appropriate line item descriptions.

To further assist you, the line item descriptions in the [Sample Budget](#) are color-coded to correspond with the text of the applicable Allowable Budget Item from the Criteria Matrix & 3-Year Budget Worksheet.

In the *School SIG 1003(g) Budget* column enter the total amount of the individual line items included in the *Line Item Detailed Description*. Complete the **LEA** worksheet budget similarly for costs that will be incurred at the LEA level (i.e. LEA School Improvement Coordinator).

Please remember that the LEA SIG 1003(g) Budget Total (in cell D43) of the **Summary** tab **MUST** equal the total amount budgeted for Year 1 in your **SIG 3-Year Budget Request** worksheet.

CRITERIA FUNDING MATRIX
SCHOOL INTERVENTION GRANT 3-YEAR BUDGET REQUEST

LEA / CHARTER NAME:

John Paul Jones Elementary District

TOTAL 3-YEAR BUDGET:

\$ 2,238,000

TURNAROUND / TRANSFORMATION MODELS:

Criteria – Required			LEA & All Participating Schools			
			Year 1	Year 2	Year 3	Total
(i) Replace the principal and grant the principal sufficient operational flexibility (including in staffing, calendars/time, and budgeting)	<ul style="list-style-type: none"> Implement fully a comprehensive approach in order to substantially improve student achievement outcomes and increase high school graduation rates 	Turnaround Principal stipend. Approved Intervention and Supplemental core materials, expository and narrative classroom and library books, and research-based instructional software.	\$ 110,000	\$ 50,000	\$ 15,000	\$ 175,000
(ii) Using locally adopted competencies to measure the effectiveness of staff	<ul style="list-style-type: none"> Screen all existing staff and rehire no more than 50 percent; Select new staff; 	Instructional Interventionist /Academic Coach	\$ 131,000	\$ 131,000	\$ 130,000	\$ 392,000
(iii) Implement strategies to recruit, place, and retain staff with the skills necessary to meet the needs of the students.	<ul style="list-style-type: none"> May include financial incentives, increased opportunities for promotion and career growth, and more flexible work conditions 	Teacher stipends for willingness to work in high-need school. Performance-based stipends for teachers and administrators.	\$ 160,000	\$ 160,000	\$ 160,000	\$ 480,000
(iv) Provide staff with ongoing, high quality, job-embedded professional development	<ul style="list-style-type: none"> Must be aligned with school’s comprehensive instructional program and designed with school staff to facilitate effective teaching and learning and have the capacity to successfully implement school reform strategies. 	Targeted professional development for teachers, administrators and Leadership Team to attend ADE-approved trainings, including registration fees and related travel. Substitute teachers to enable local professional development days.	\$ 168,000	\$ 120,000	\$ 120,000	\$ 408,000
(v) Adopt a new governance structure	<ul style="list-style-type: none"> May include, but is not limited to: <ul style="list-style-type: none"> Require school to report to a new “turnaround office” in the LEA or SEA. Hire a “turnaround leader” who reports directly to the Superintendent or Chief Academic Officer. Enter into a multi-year contract with the LEA or SEA for added flexibility in exchange for greater accountability. 	LEA School Improvement Coordinator to facilitate and oversee implementation of LEA's school improvement plan and site-based support/activities at Tier I, II & III schools.	\$ 75,000	\$ 75,000	\$ 75,000	\$ 225,000
(vi) Use data to identify and implement an instructional program	<ul style="list-style-type: none"> Comprehensive assessments for screening, diagnosis, monitoring progress that inform instructional decisions. Must be research-based and “vertically aligned” from one grade to the next and aligned with State academic standards. 	Approved Assessments and Supplemental Assessments of comprehension-related student skills. Annual fee for processing student data.	\$ 6,000	\$ 6,000	\$ 6,000	\$ 18,000
(vii) Continuous use of student data to inform and differentiate instruction to meet the academic needs of individual students	<ul style="list-style-type: none"> Sources of student data include formative, interim, and summative assessments. 	Assessment Coordinator / Data Entry Specialist	\$ 65,000	\$ 65,000	\$ 65,000	\$ 195,000
(viii) Establish schedules and implement strategies that provide increased learning time.	<ul style="list-style-type: none"> Increased learning time” means using a longer school day, week, or year schedule to significantly increase the total number of school hours to include additional time for: <ul style="list-style-type: none"> Instruction in core academic subjects. Instruction in other subjects and enrichment activities that contribute to a well-rounded education. Teacher collaboration, planning, and professional development within and across grades and subjects. 	Teacher salary stipends for before- and after-school tutoring, intersession and summer school instructional programs. Substitute Teachers to enable teacher collaborative time days. Stipends for teachers for team planning, lesson design, data analysis, preparation of common assessments, review of instructional strategies. Full-day kindergarten or prekindergarten programs.	\$ 50,000	\$ 50,000	\$ 50,000	\$ 150,000
(ix) Provide appropriate social-emotional and community-oriented services and supports for students.	<ul style="list-style-type: none"> Partnering with parents and parent organizations, faith- and community- based organizations, health clinics, other State or local agencies, and others to create safe school environments that meet students’ social, emotional, and health needs 	Behavior Interventionist / Parent Engagement Specialist to work with family involvement action teams (FIAT). Summer transition programs or freshman academies. IGA/Contract/Partnership to provide identified need-based support services to students.	\$ 65,000	\$ 65,000	\$ 65,000	\$ 195,000
TOTAL			\$ 830,000	\$ 722,000	\$ 686,000	\$ 2,238,000

**CRITERIA FUNDING MATRIX
SCHOOL INTERVENTION GRANT 3-YEAR BUDGET REQUEST**

LEA / CHARTER NAME: John Paul Jones Elementary District

RESTART MODEL:			LEA & All Participating Schools			
Criteria – Required	Explanation	<i>Allowable Budget Items</i>	Year 1	Year 2	Year 3	Total
Convert or close school and reopen under a charter school operator, a charter management organization (CMO), or an education management organization (EMO) that has been selected through a rigorous review process.	A restart school must enroll, within the grades it serves, all former students who wish to attend the school.	May include same Allowable Budget Items as the Turnaround/Transformation Models and any other costs that are reasonable and necessary to implement the model; Each budget item requested will be reviewed based on the merit of the LEA's comprehensive SIG implementation plan.				\$ -

CLOSURE MODEL:			LEA & All Participating Schools			
Criteria – Required	Explanation	<i>Allowable Budget Items</i>	Year 1	Year 2	Year 3	Total
LEA Closes a school and enrolls the students who attended that school in other schools in the LEA that are higher achieving. Schools must be within reasonable proximity to the closed school and may include but not limited to, charter schools or new schools for which achievement data are not yet available.	LEA may use SIG funds to pay certain reasonable and necessary costs associated with closing a Tier I or Tier II school	Parent and community outreach and or meetings, transition services to parents and students, student and parent orientation activities. Other reasonable and necessary costs to implement model; Each budget item requested will be reviewed based on the merit of the LEA's comprehensive SIG implementation plan.		NA	NA	\$ -

John Paul Jones Elementary District
School Improvement Grant (SIG) Budget Summary

Line Item		LEA SIG 1003(g) Budget Totals	School Budgets			LEA Budget
			John Paul Jones Elementary	School #2 Name	School #3 Name	
Instruction 1000						
Salaries	6100	\$ 183,200	\$ 183,200	\$ -	\$ -	\$ -
Employee Benefits	6200	39,571	39,571	-	-	-
Purchased Professional Services	6300	-	-	-	-	-
Purchased Property Services	6400	-	-	-	-	-
Other Purchased Services	6500	-	-	-	-	-
Supplies	6600	104,091	104,091	-	-	-
Other Expenses	6800	160,000	160,000	-	-	-
Sub-total		\$ 486,862	\$ 486,862	\$ -	\$ -	\$ -
Support Services 2100, 2200, 2600 - 2900						
Salaries	6100	\$ 99,450	\$ 99,450	\$ -	\$ -	\$ -
Employee Benefits	6200	15,464	15,464	-	-	-
Purchased Professional Services	6300	123,050	42,050	-	-	81,000
Purchased Property Services	6400	-	-	-	-	-
Other Purchased Services	6500	10,000	10,000	-	-	-
Supplies	6600	3,768	3,768	-	-	-
Other Expenses	6800	-	-	-	-	-
Sub-total		\$ 251,732	\$ 170,732	\$ -	\$ -	\$ 81,000
Support Services - Admin 2300, 2400, 2500						
Salaries	6100	\$ 70,000	\$ 10,000	\$ -	\$ -	\$ 60,000
Employee Benefits	6200	15,120	2,160	-	-	12,960
Purchased Professional Services	6300	2,000	1,100	-	-	900
Purchased Property Services	6400	-	-	-	-	-
Other Purchased Services	6500	2,850	1,425	-	-	1,425
Supplies	6600	-	-	-	-	-
Other Expenses	6800	-	-	-	-	-
Sub-total		\$ 89,970	\$ 14,685	\$ -	\$ -	\$ 75,285
Indirect Cost						
Restricted Indirect Cost Rate	6910	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay						
Property	6700	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500
Total		\$ 830,065	\$ 672,280	\$ -	\$ -	\$ 157,785

^{1/} Footnotes:

John Paul Jones Elementary
School SIG 1003(g) Budget and Line Item Detail Descriptions

Line Item		School SIG 1003(g) Budget	Line Item Detail Descriptions / Explanations
Instruction 1000			
Salaries	6100	\$ 183,200	2.0 FTE Instructional/Academic Coaches @ \$54,000 = 108,000; 1.0 FTE Behavior Interventionist @ 54,000; Substitute Teachers to enable teacher collaborative time days for 5 teachers @ \$100/day = \$3,200; Substitute Teachers to enable 9 local professional development days for 20 @ \$100/day = \$18,000
Employee Benefits	6200	39,571	Benefits @15.55% + insurance @ 6.05%
Purchased Professional Services	6300		
Purchased Property Services	6400		
Other Purchased Services	6500		
Supplies	6600	104,091	MacMillan McGraw core reading program w/leveled readers 471 @ \$150/student = \$70,650. (Includes 10% student growth factor); Classroom and library books; reading, math and science instructional materials 471 @ \$60/student = \$28,260; DIBELS assessments and materials 471 @ \$11/student = \$5,181
Other Expenses	6800	160,000	Teacher incentives for educators willing to work in high-need schools 12 @ 5,000 = 60,000; Performance Based Incentives 20 @ 5,000 = 100,000
Sub-total		\$ 486,862	
Support Services 2100, 2200, 2600 - 2900			
Salaries	6100	99,450	1.0 FTE Assessment Coordinator @ \$54,000; Over contract payments (stipends) for 20 teachers to attend 2 day Summer Academy @ \$100/teacher/day = \$4,000. Stipends for teachers for team planning, lesson design, data analysis, preparation of common assessments, review of instructional strategies. \$41,450.00
Employee Benefits	6200	15,464	Benefits @ 15.55% for FICA, LTD, Retirement, etc. Excludes medical/dental as not applicable
Purchased Professional Services	6300	42,050	Professional development registration costs for 20 teachers to attend 2-day Summer Academy in Phoenix @ \$100/teacher/day = \$4,000; Fees for 20 teachers to attend 2 local professional development or core trainings @ \$200/teacher/year = \$4,000; Registration for DIBELS Leadership training 1 @ \$350; Registration for Instructional Coaches to attend LETRS @ \$1,200 = \$2,400; Registration for Leadership Team (4-5) to attend 9 ADE meetings in Phoenix @ \$100/meeting = \$4,500; Assessment System annual fee for processing student data 400 @ \$3/student \$1,200. Sixty-four (64) full days of coaching by master teacher consultants \$25,600.
Purchased Property Services	6400		
Other Purchased Services	6500	10,000	Travel reimbursement (per diem, lodging, mileage) for Instructional/Academic Coach, Principal, Assessment Coordinator to attend Professional Development @ \$10,000.
Supplies	6600	3,768	Professional development supplies including chart and copy paper, notebooks, markers, etc. @ \$8/student * 471 =
Other Expenses	6800		
Sub-total		\$ 170,732	
Support Services - Admin 2300, 2400, 2500			
Salaries	6100	\$ 10,000	Turnaround Principal stipend @\$10,000 to implement school's improvement plan.
Employee Benefits	6200	2,160	Benefits @15.55% + insurance @ 6.05%
Purchased Professional Services	6300	1,100	Professional development registration costs for Leadership Team(4-5) to attend ADE trainings 9 @ \$100/meeting = \$5,500.
Purchased Property Services	6400		
Other Purchased Services	6500	1,425	Travel reimbursement (per diem, lodging, mileage) for Principal to attend Desert Canyon Institute @ \$625; National Title 1 Conference @ \$800.
Supplies	6600		
Other Expenses	6800		
Sub-total		\$ 14,685	
Indirect Cost			
Restricted Indirect Cost Rate	6910	\$ -	
Capital Outlay			
Property	6700	\$ -	Laptop computers and printers for Instructional Coaches and Assessment Coordinator 3 @ \$1,500.
Total		\$ 672,280	

Note: The color of the text in the line item description corresponds to the color of the text of the applicable *Allowable Budget Item* from the *Criteria Matrix & 3-Year Budget Worksheet*.

John Paul Jones Elementary District
LEA SIG 1003(g) Budget and Line Item Detail Descriptions

Line Item		LEA SIG 1003(g) Budget	Line Item Detail Descriptions / Explanations
Instruction 1000			
Salaries	6100	\$ -	
Employee Benefits	6200		
Purchased Professional Services	6300		
Purchased Property Services	6400		
Other Purchased Services	6500		
Supplies	6600		
Other Expenses	6800		
Sub-total		\$ -	
Support Services 2100, 2200, 2600 - 2900			
Salaries	6100	\$ -	
Employee Benefits	6200		
Purchased Professional Services	6300	81,000	External provider to deliver on-site professional development and coaching of teachers on Effective Instructional Practices in Literacy, Math and Science at each SIG school; three full-day trainings in each subject area at each school = 9 training days at 3 SIG schools @ \$3,000 per day = \$81,000.
Purchased Property Services	6400		
Other Purchased Services	6500		
Supplies	6600		
Other Expenses	6800		
Sub-total		\$ 81,000	
Support Services - Admin 2300, 2400, 2500			
Salaries	6100	\$ 60,000	1.0 FTE LEA School Improvement Coordinator @ \$60,000 to facilitate and oversee implementation of LEA's school improvement plan and site-based support/activities at Tier I, II & III schools.
Employee Benefits	6200	12,960	Benefits @15.55% + insurance @ 6.05%
Purchased Professional Services	6300	900	Professional development registration costs for School Improvement Coordinator to attend ADE trainings 9 @ \$100/meeting = \$900.
Purchased Property Services	6400		
Other Purchased Services	6500	1,425	Travel reimbursement (per diem, lodging, mileage) for School Improvement Coordinator to attend Desert Canyon Institute @ \$625; National Title 1 Conference @ \$800.
Supplies	6600		
Other Expenses	6800		
Sub-total		\$ 75,285	
Indirect Cost			
Restricted Indirect Cost Rate	6910	\$ -	
Capital Outlay			
Property	6700	\$ 1,500	Laptop computer and printer for School Improvement Coordinator 1 @ \$1,500.
Total		\$ 157,785	

Note: The color of the text in the line item description corresponds to the color of the text of the applicable **Allowable Budget Item** from the **Criteria Matrix & 3-Year Budget Worksheet**.