



# Welcome

To ensure our session is free of disruptions, please mute your phones/computers, and disable your camera before we begin. Thank you.



Welcome to the Comprehensive Support and Improvement Grant Webinar. The webinar today will be lead by Support and Innovation Department Program Specialists. At this time we would like to double check that you have muted your phones and microphones to prohibit background noise, and that you have disabled your computer camera to honor your privacy. If you have questions during the webinar type them into the CHAT pane, and submit it. We will address questions at the end of the webinar.

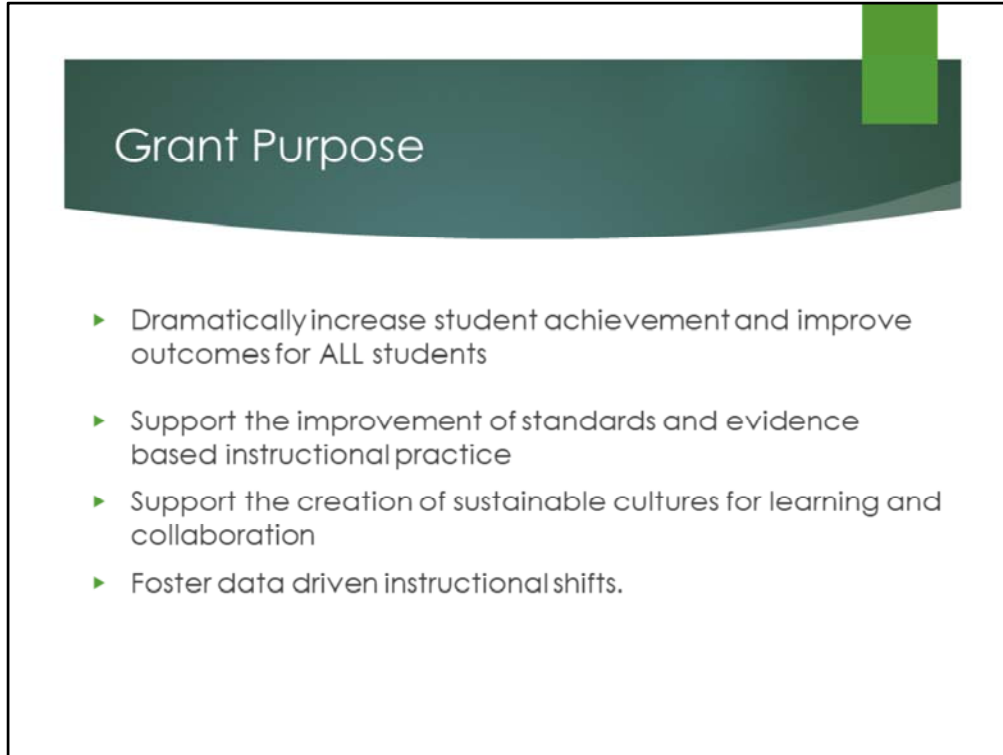
Today's session will be led by Frank Larby, and Meg Cota. We are both Education Program Specialists with the Support and Innovation Team.

The webinar is being recorded and will be on our website within 48 hours. We will also post the PowerPoint and the additional handout on our website for your convenience.

## Webinar Content and Objectives

- ▶ **To provide participants with the information necessary to apply for the CSI planning year grant.**
- ▶ This information will include:
  - ▶ Grant Purpose and Eligibility
  - ▶ An Overview of Grant Requirements
  - ▶ Review of Grant Application Requirements and Required related Documents
  - ▶ Timeline
  - ▶ Support Overview

Our objectives for today's webinar are to provide you with information that you will need to apply for the Comprehensive Support and Improvement Grant for both the planning year grant and the implementation year grant. Our presentation will include a review of the grant's purpose, a summary of eligibility, review of the grant application requirements, and the timeline for the application submission. We will also briefly discuss- supports your program specialist can provide to your school and district as you work to complete the application process.



The slide features a dark teal header with the title 'Grant Purpose' in white. Below the header, there are four bullet points, each preceded by a green right-pointing triangle. The background of the slide is white, and there is a small green square in the top right corner of the slide frame.

## Grant Purpose

- ▶ Dramatically increase student achievement and improve outcomes for ALL students
- ▶ Support the improvement of standards and evidence based instructional practice
- ▶ Support the creation of sustainable cultures for learning and collaboration
- ▶ Foster data driven instructional shifts.

The purpose of the Comprehensive School Improvement Grant is to provide local educational agencies (LEAs) the opportunity to have a dramatic impact on student achievement. As a competitive process, LEA's that demonstrate the greatest need for the funds and the strongest commitment to their use will receive this opportunity and funding. When LEA's are awarded funds the award amounts will vary based on school needs, and quality of the plan.

Specific purposes include: READ THE SLIDE

This year's application is for a Planning Grant. Use of these funds are specifically intended for the purpose of allowing schools to focus on planning strategies and setting objectives that will help lay the foundation for change in Years 2 and 3. Examples of this include funding for: targeted professional development, leadership development, off contract pay for planning or research committee work, data team work, purchase of evidence-based resources to support the instructional program, and supplies to support professional development.

## Eligibility

- ▶ Schools identified as a Comprehensive School in Improvement (CSI)
- ▶ Schools who are not currently receiving SIG funding
- ▶ A history of fiscally responsible grant management

### Resource links

<http://www.azed.gov/improvement/comprehensive-and-targeted-support-schools//>

<http://www.azed.gov/improvement/webinar-resources/>

Eligibility for the CSI grant is primarily dependent on the identification of your school as a school in improvement status. This communication was sent to District and School leaders in October, and has since been reviewed through our Identification Webinar and Face to Face CSI regional trainings across the state. Further identification reference materials may be found on our departments webpages at the links on this slide. Schools already receiving school improvement grant moneys, or SIG funds, are not eligible to receive additional grant funds. Please note that since this is a competitive grant, any schools meeting the identification and non-SIG status are eligible to apply, however, if your organization is currently out of compliance with other grants or has not managed previous grants effectively, this may affect the consideration of your application. Please ensure any pending items are completed.

**Schools and LEA's that do not apply for the planning grant will not be eligible for the implementation grant.**

## Grant Application Requirements

### Documents and Where To Upload

- ▶ Completed CNA (ALEAT)
- ▶ Thorough Root Cause Analyses (ALEAT)
- ▶ Completed Integrated Action Plan (ALEAT)
- ▶ Evidence Based Worksheet (ALEAT)
- ▶ Assurances (ALEAT & GME)
- ▶ Contact Information & Signature Page (GME)
- ▶ Completed Application (GME)
- ▶ Planning Strategy Action Plan (GME)
- ▶ Proposed Budget (GME)



Prior to completing the grant application you will need to submit the following documents into School's File Cabinet in ALEAT: Comprehensive Needs Assessment, Thorough Root Cause Analyses documents for each primary need listed on your grant application, and aligned Integrated Action Plan. Additionally, you should submit your Evidence based worksheets to show that your plan reflects evidence-based strategies. Other required documents include your Assurances that should be uploaded into both-the ALEAT LEA file cabinet, and the GME related documents tabs, Additionally, you should submit your current contact information and application signature page into GME. Finally, you should submit the completed application, planning strategy action plan, and a proposed and detailed budget into GME.

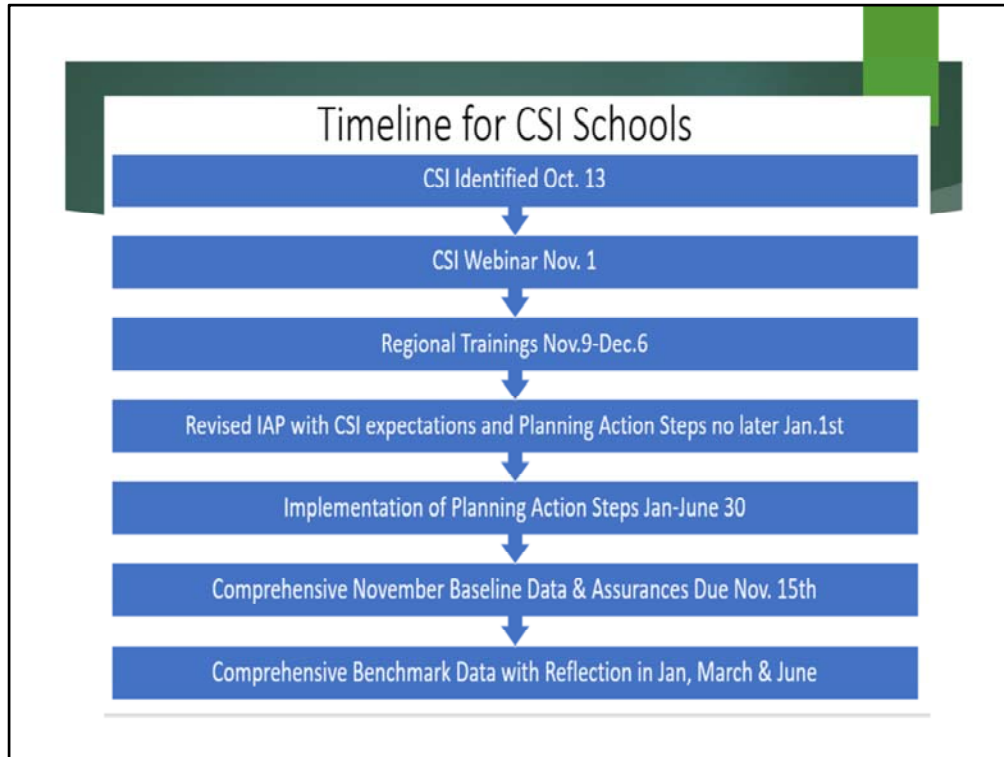
## Required LEA and School Structures

- ▶ School's Vision, Mission and Shared Core Beliefs.
- ▶ Written Evidence of a Standards Based Curriculum
- ▶ Comprehensive, Balanced Assessment System
- ▶ Professional Learning Communities
- ▶ Multi-Tiered Systems of Support (MTSS)
- ▶ Principal Evaluation
- ▶ Operational Flexibility for the Site Principal

In addition, the grant application will ask that you provide information on the following school structures: READ THE LIST.

If these structures do not currently exist in your organization, this should be addressed in your Integrated Action Plan as a primary need; reflecting where you are presently and what action steps you are planning to address the development of these structures. Please remember that every organization may be at a different level of implementation, even within a single LEA. Evidence of these structures needs to be documented in the grant. The expectation is that you reflect on where you are as an individual school entity, then analyze your CNA, and make plans for how to implement these structures. Remember the school improvement process can take up to three years or more. Your thoughtful planning will ensure that over time, you can develop solid foundational structures to support long-term success.

As part of aligning the IAP to your school site, the principal should have Operational Flexibility in order to fully implement structures to improve student achievement outcomes and increase high school graduation rates.



Many of you may have already reviewed the timeline for our CSI schools. This slide provides another opportunity for you to review important dates. Please note that if awarded the Planning Grant funds, you may use these funds **until June 30, 2018.** You can plan for summer work in your planning grant application strategies.

If you decide to complete the grant application please submit a letter of intent by December 22, 2017. There is a template for you to utilize on the weblinks in the previous slides. It is located on the Arizona Department of Education web page under the Support and Innovation Department.

You can also contact your specialist to obtain one directly through email. Once the Letter of Intent is completed, please submit it to your assigned program specialist. You will find the program specialists' contact information at the end of this presentation.



## 2017 Planning Grant Application

- ▶ You will need the following items in order to complete the application:
  - ▶ School's Vision, Mission and Shared Core Beliefs.
  - ▶ Completed Comprehensive Needs Assessment
  - ▶ Data Indicators (dropout rate, attendance, discipline, truancy, teacher attendance, state assessment data, ELL data and graduation rate)
  - ▶ Benchmark/Interim data for 2017 (November & January)
  - ▶ Thorough Root Cause Analyses
  - ▶ Integrated Action Plan

In these next slides, we will go over each step of the grant application process to provide you with greater detail of its requirements.

If you attended the Required Workshops the next few steps become very easy. If you used the Integrated Action Plan Worksheet as your collection tool, the planning grant application will be a breeze.

You will need the following items in order to complete the application:

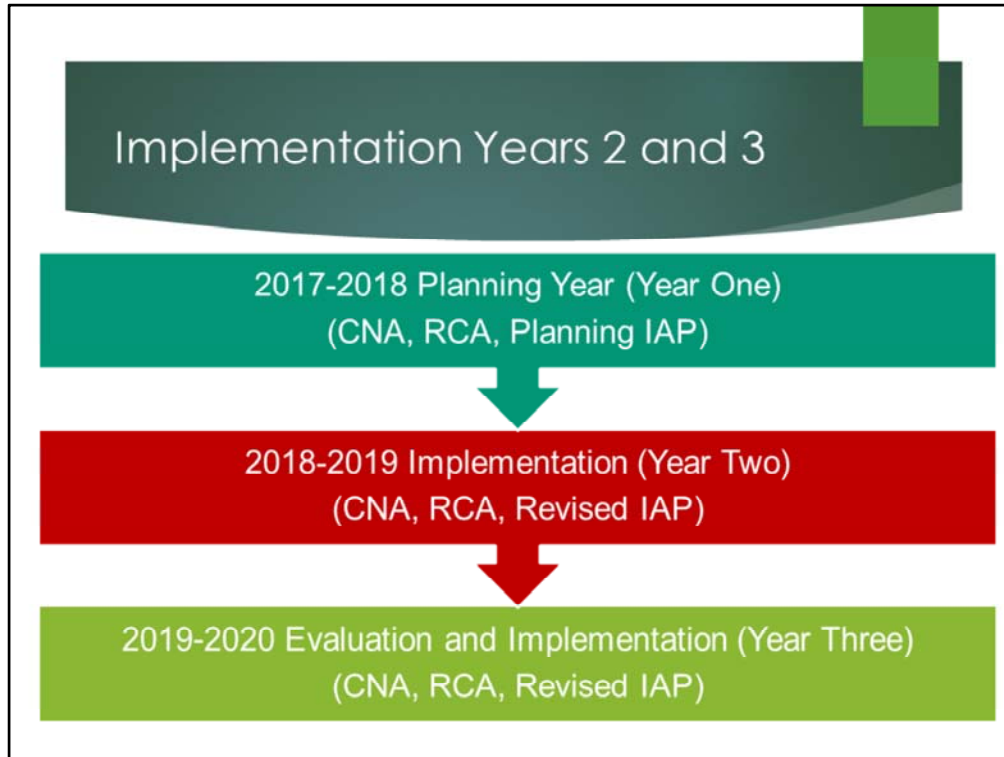
1. School's Vision, Mission and Shared Core Beliefs
2. Completed Needs Assessment
3. Current school data indicators
4. Current benchmark/Interim data
5. Completed Root Cause Analysis and
6. Integrated Action Plan

## Planning Year 2017-2018

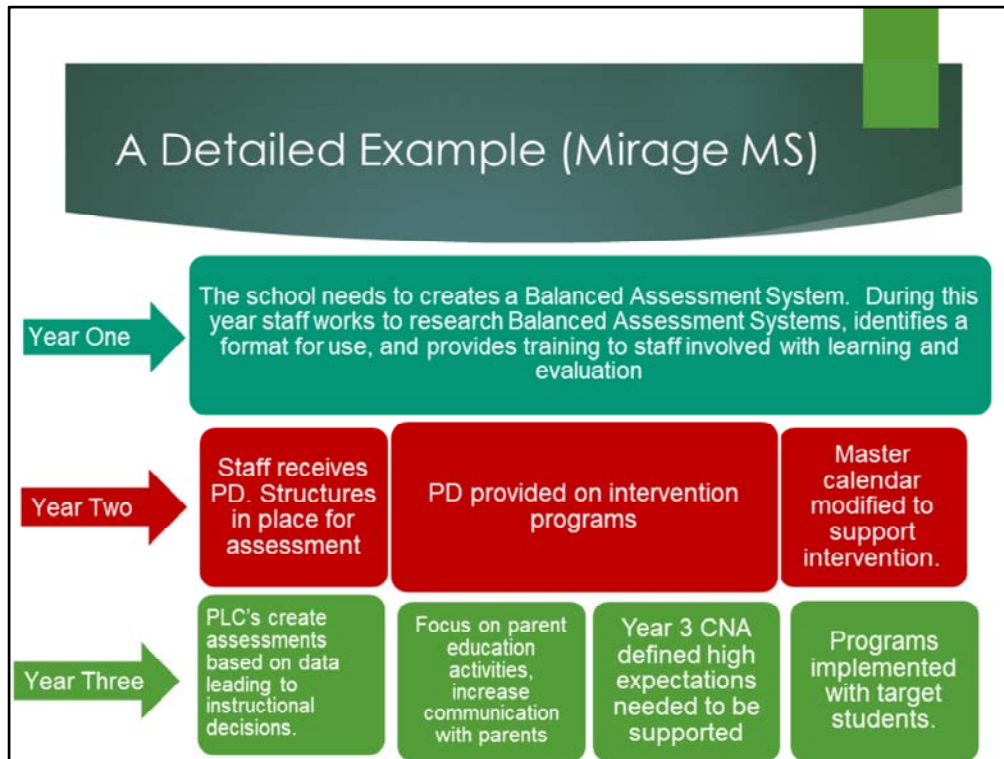
- ▶ School Year 2017-2018 is a planning year
- ▶ Promote collaboration with staff and stakeholders
- ▶ Plan for realistic and sustainable improvement
- ▶ Support from the Support and Innovation Unit
  - ▶ CNA,
  - ▶ Root Cause Analysis,
  - ▶ Evidence Based Strategies,
  - ▶ Desired Outcomes
- ▶ Dramatic student achievement

School year 2017-2018 will be a planning year for all CSI schools. As you know we have not identified new schools for improvement for the past 3 years. In the past schools have been asked to create a plan for change in a short timeframe which has lead to varied degrees of success. This planning year will allow schools to work collaboratively with staff and stakeholders to identify primary needs and formulate a plan to address your needs. ADE's Support and Innovation Unit support you through this process by assisting in a deep review and analysis of your site's CNAs, root cause analyses of primary needs and identifying evidence based solutions to extinguish the root cause and achieve sustainable results.

The goal of this planning year is to ensure that we are creating a specific, intentional and evidence based plan that will lead to dramatic student achievement in 2018-2019 with sustainable change during this two year improvement cycle and beyond.



Since 2017-2018 will be a planning year we will use that as a foundation for the next 3 years. The professional development and systems that are being developed, research and planned in 2017-2018 will showcase as implementation action steps in the integrated action plans for year 2 and year 3. You of course will need to make modifications and revisions based on each years CNA and root cause analysis. The Support and Innovation Unit will also offer competitive grants in year 2 and 3 to support your strategies for change.



Here is an example of how the 3 year breakdown would occur...You can see year one in blue, year two in red and year three in green. In year 1 (blue) the school is setting the foundation. The school is currently using assessments but not efficiently. The school will focus on targeted professional learning during Feb.- May and creating assessments for 2018-2019. The school will also conduct research on the best interventions based on data.


In year two you can see the implementation of the professional learning and evidence of planning strategy revisions based on the Year 2 CNA.

In year three you see the ongoing progression of strategies updated to reflect the year 3 CNA.

As your organization grows and changes you may find you need to address different needs. For this reason, continuing the cycle of a comprehensive needs assessment, root cause analysis and revisions to the integrated action plan is crucial to ensure you continue on the path of sustainable success.

## Mission & Vision

- ▶ Question #1
  - ▶ Vision
  - ▶ Mission
  - ▶ Shared/Core Values/Beliefs
  
- ▶ **If these are not available or have not been updated for three years this will be a required action steps for this year.**



In the following slides, we will look at each question in the application to clarify what is required. To begin with question one, schools need to include the most recent vision, mission and core values. If the vision, mission and values are too old or have not been updated for three or more years, this will be a required action plan step. You will be asked to write out these narratives and include the date of the last revision in the application.

## Comprehensive Needs Assessment (CNA)

- ▶ Review your primary needs for each principle from your CNA
- ▶ Select 3-4 primary needs

*Note: If your CNA indicated a need in a subgroup or leading indicator, use this as your 3<sup>rd</sup> or 4<sup>th</sup> primary need.*

Subgroups	Leading Indicators
<ul style="list-style-type: none"> <li>• American Indian</li> <li>• Asian/Pacific Islander</li> <li>• Black</li> <li>• Hispanic</li> <li>• White</li> <li>• Multi-Racial</li> <li>• Economically Disadvantage</li> <li>• English Learners</li> <li>• Foster Youth</li> <li>• Migrant</li> <li>• Students with Disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Drop Out Rate</li> <li>• Attendance</li> <li>• Truancy</li> <li>• Discipline</li> <li>• Percent of students completing advanced course work</li> <li>• Teacher attendance rate</li> </ul>

For questions 2 and 3 you will describe the process you used to complete the CNA and list all the primary needs that surfaced in EACH principle.

From the CNA, you should have determined your top 3-4 primary needs.

If your CNA and data indicated a need in a particular subgroup or referenced a leading indicator, you may want to address that as your 3<sup>rd</sup> or 4<sup>th</sup> primary need. Keep in mind that next year subgroups and graduation rate will play a significant role in identifying targeted schools.

## Current Data

### Leading Indicators

- ▶ Drop out rate
- ▶ Attendance
- ▶ Discipline Incidents
- ▶ Truancy
- ▶ Teacher attendance
- ▶ Benchmark/Interim

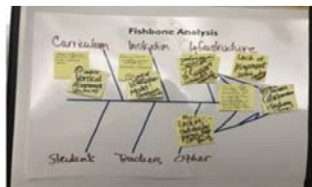
### Lagging Indicators

- ▶ State Assessment Proficiency
  - ▶ By grade
  - ▶ By subgroup
- ▶ AZELLA
- ▶ Graduation Rate

Questions 4-7 ask the school to analyze the data and reflect on what the data is telling you. These questions ask for the school to report on comprehensive school data to include detail on leading and lagging indicators. Please be sure your response is detailed and demonstrates a thoughtful consideration for each subgroup and indicator if there are questions regarding what leading and lagging indicators are please look in the CNA guidance document or contact your EPS for support.

## Root Cause Analysis


- ▶ Complete a Root Cause Analysis on your 3-4 primary needs that you selected from your CNA
- ▶ Utilize the "Fishbone" or "5 Why's" as a tool to determine your root cause



Questions 8-9 refer to your root cause analyses. Further training on how to conduct a root cause analysis has been provided at the face to face regional trainings. Please use your root cause analyses documents and Integrated Action Plan Worksheet for number 9 to assist you in completing this section.

Remember a Root Cause Analysis should be conducted for each primary need. This analysis may be completed using the Fishbone graphic, or the 5 Why's tool to assist you. These are located on our department web links.





## Integrated Action Plan


- ▶ Use CNA and Root Cause Analysis to identify your Needs Statements and determine your Desired Outcomes
- ▶ Plan action steps
- ▶ Ensure your action steps are evidence based and you have allowable expenses planned
- ▶ Tag your funding sources in the IAP

For questions 10, 11 you will need refer to your completed integrated action plan and/or planning worksheet. As mentioned previously, your Integrated Action Plan should be written based on the analysis of the Comprehensive Needs Assessment and review of data, along with the completion of a root cause analysis. These will have helped you identify what your true needs and causes are, and are the starting point for developing action steps. Remember that all action steps should be evidence-based and include only allowable expenses for this planning grant. Be sure to tag your funding sources in your Integrated Action Plan.

We want to reiterate that the Integrated Action Plan should be unique to the school, and budgets should be focused on school-based expenditures. While we recognize that schools operate under the umbrella of a larger organization, each school's change efforts should reflect their specific context.


# Evidence for ESSA

<b>STRONG</b>	Experimental Study (i.e., a randomized controlled trial)
<b>MODERATE</b>	Quasi-experimental Study
<b>PROMISING</b>	Correlational Study with statistical controls for selection bias



**Success for All — Struggling Readers**

**STRONG** +0.17



**Reading Coaching — Whole**

**STRONG** +0.29

<http://www.azed.gov/cna/>

Some final comments on ESSA evidence-based requirements:

ESSA introduces four levels of evidence based criteria. CSI schools evidence levels are limited to three levels: Strong, Moderate, or Promising, only.

The evidence based worksheet will need to be uploaded to ALEAT to support your findings. The guidance for the integrated action plan provides extensive information about evidence based decision making. This is located on **the Title I website**. The link to this site is included in this slide. Please click on the Resources tab at the bottom, to assist you with your search of evidence based expenditures. You may also refer to page 11 of the CSI guidance for a brief summary of this requirement.

If you need additional support with this please contact your Education Program Specialist to assist you.

### Evidence Based Summary Form

<u>LEA Grade</u>		<u>LEA Community</u>	
<input type="checkbox"/> Preschool	<input type="checkbox"/> Elementary	<input type="checkbox"/> Urban	<input type="checkbox"/> Rural
<input type="checkbox"/> Middle School	<input type="checkbox"/> High School	<input type="checkbox"/> Suburban	

<u>Target grade</u>	<u>Community</u>	<u>ESSA Rating</u>	<u>Effect Size</u>
<input type="checkbox"/> Preschool	<input type="checkbox"/> Urban	<input type="checkbox"/> Strong	<input type="checkbox"/> 0.0 to .39 (not recommended)
<input type="checkbox"/> Elementary	<input type="checkbox"/> Rural	<input type="checkbox"/> Moderate	<input type="checkbox"/> 0.4 to .49 (1 year growth)
<input type="checkbox"/> Middle School	<input type="checkbox"/> Suburban	<input type="checkbox"/> Promising	<input type="checkbox"/> 0.5 and above (highly recommended)
<input type="checkbox"/> High School			

Program or Strategy Description or Research Paper Abstract:

Please upload research report and/or job description to support your strategy to related documents.

\*Please include website if applicable

If you have any questions or need support contact your Education Program Specialist.

This slide is a brief glance at the evidence based summary form that must be completed and uploaded into ALEAT to support any expenditures. This form is available on the weblinks provided earlier in our presentation.

## Prepare Budget

### 6100 Salaries

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?

Support Services 2100, 2200, 2600, 2700		
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)

Questions 11 and 12 are narrative responses the LEA will need to complete for each school's application.

Questions 13-17 will require you to complete a proposed budget in GME. Be sure to include sufficient details in the narrative. The items in the budget must support the completion of the planning strategies and objectives based on your CNA and root cause analysis. Your funds must be allowable. Please see the Comprehensive Support and Improvement guidance for budget expectations.

Examples of a budget item and the detailed required has been provided on this slide and the next. As stated previously, please refer to the Integrated Action Plan guidance document for the requirements on various funding sources or if you need more examples.

## Example of a Budget Detail

### 6300 Purchased Professional Services

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

- 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? cost x # of staff =
- Educational Service Provider (external provider) Detail needed: Who? What? When? For To whom? How much? # of days x daily rate =

### 6500 Other Purchased Services

Support Services 2100, 2200, 2600, 2700		
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

## Planning Grant Allowable Expenditures

- ▶ Leadership Development
- ▶ Professional Learning Activities
- ▶ External Provider Services for professional development
- ▶ Off Contract Pay for Site Level Instructional Staff
- ▶ REASONABLE amount for supplies and resources
- ▶ Other expenditures upon special approval

Because 2017-18 is a planning year, budget expenditures will be limited to those expenses related to foundational support and planning for organizational change. Examples of planning expenditures include:

1. Leadership development to help leaders grow in their support and learning if it will help support the plan outcome
2. Professional learning activities or conferences that are aligned to strategies and/or action steps
3. Contracting external Provider services that might help support leadership development and can be used for training teachers or to establish a school structure that is required.
4. Resources to support strengthening the instructional programs or to support professional development activities
5. Off contract pay is limited to planning committees, research, professional development, or data evaluation teams.

If your organization is in need of funding to support expenditures that are not listed above, and there are extenuating circumstances that necessitate funds for improvement, please contact your Specialist. There is no guarantee of approval in these instances, but your request will be considered in extreme situations.

The slide features a dark green header with the word "Application" in white. Below the header is a purple box containing the text "Arizona Department of Education Support and Innovation School Improvement" and "Comprehensive Support and Improvement Planning Grant Application 2017-18". To the right of this box is a bulleted list of instructions.

## Application

Arizona Department of Education  
Support and Innovation  
School Improvement

Comprehensive  
Support and  
Improvement  
Planning Grant  
Application

2017-18

- ▶ Sign the application and upload it
- ▶ Complete all the Assurances
  - ▶ All schools complete ALEAT assurances
  - ▶ Only schools applying for grant complete assurances in GME

The application is posted on the support and innovation website. Please review the application rubric attached to the application to make sure you have all the necessary parts to gain the most points.

## Reminder: Where do things go?

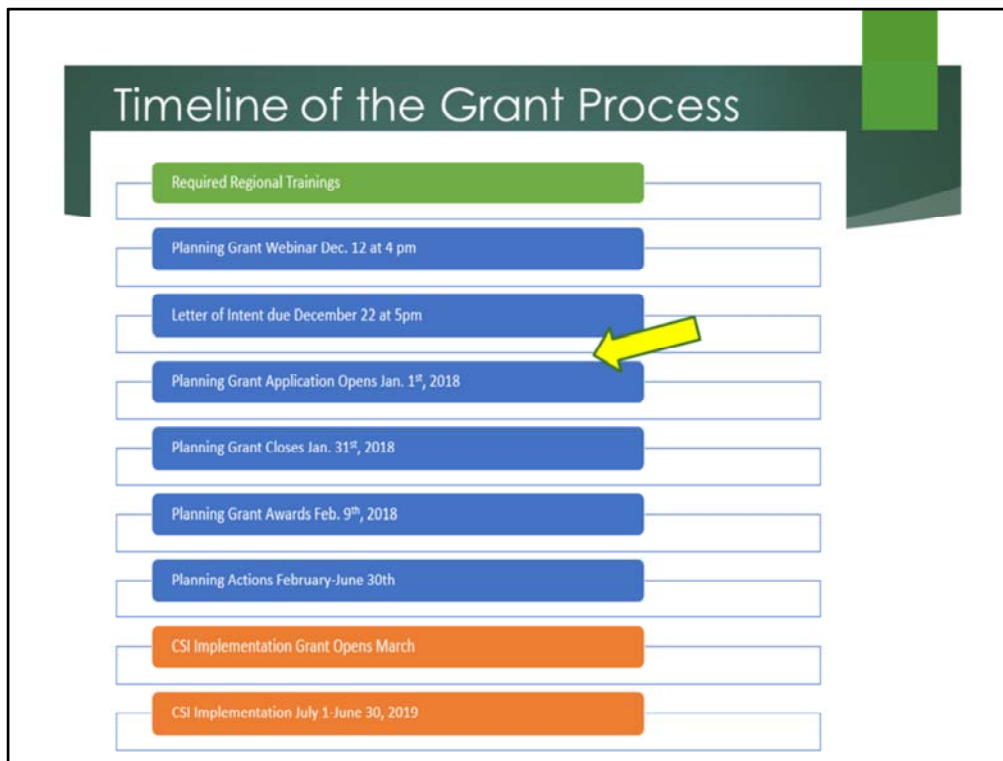
ALEAT	GME	Emailed to EPS
<ul style="list-style-type: none"> <li>❖ Completed Integrated Action Plan</li> <li>❖ Comprehensive Needs Assessment</li> <li>❖ Evidence Based Summary Form</li> <li>❖ Root Cause Analysis</li> <li>❖ Assurances</li> <li>❖ Contact Information</li> </ul>	<ul style="list-style-type: none"> <li>❖ Completed Application</li> <li>❖ Updated Contact and Signature Page</li> <li>❖ Assurances</li> <li>❖ Detailed Budget</li> <li>❖ Planning Strategy Action Plan</li> </ul> <p>*Double Check your expenditures, math and function /object codes.</p>	<ul style="list-style-type: none"> <li>❖ Letter of Intent</li> <li>❖ Application</li> <li>❖ Documents related to Application</li> </ul>

Specific directions on how to upload to ALEAT and GME are in the guidance for support. You will need to type-in or cut and paste in, the Integrated Action Plan information. The CNA should be uploaded into the school's File Cabinet.

ALEAT is accessed through the Common Logon at the Arizona Department of Education website. You will need a current login and password and access permissions in order to complete your submission. If you have difficulty with logging in, you may contact your designated LEA representative for access, or the ADE support desk if you need a login/password reset.

Once your IAP and CNA have been completed and uploaded into ALEAT, you may begin your CSI application.





Once again, here is the timeline for the grant process. Remember if are interested in applying for the grant to help support your improvement process please complete your letter of intent and send it to your Education Program Specialist by December 22nd.

Please also note that next year's grant application, for the school year 2018-2019, will open in March. The application will be similar, however the narrative responses may differ from the planning grant application. Next year's grant will only be open to eligible schools who applied for the planning year grant. Further details on next year's grant application process will be forthcoming in the next few months.

## Support Provided by S&I

- ▶ Assistance in analyzing CNA data
- ▶ Developing IAP
- ▶ Evidence Based Strategies
- ▶ Required LEA and school system structures
- ▶ Quarterly SIAP progress checks
- ▶ On site support visits
- ▶ Desktop support as needed
- ▶ Assistance completing grant application (optional)

Remember your EPS is here to support you through the process and answer any questions you may have. Please contact them for any support you need.

Remember all schools in improvement must complete the CNA, Root Cause Analysis and IAP regardless of if you decide to apply for grant funds. This support can be helpful as you plan and implement your improvement steps.

If you do choose to apply for the grant funds, your specialist can further assist you in the completion of the grant application

## Resource Links

### **Support and Innovation Website**

<http://www.azed.gov/improvement/comprehensive-and-targeted-support-schools//>

<http://www.azed.gov/improvement/webinar-resources/>

### **Title I Website**

<http://www.azed.gov/cna/>

## Support and Innovation Contact Information

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Thank you!

We look forward to reading your application!