

School Improvement Grant Applicant Technical Assistance Information

OFFICE OF EDUCATION IMPROVEMENT AND INNOVATION
SCHOOL IMPROVEMENT SUPPORT UNIT

PRESENTERS:

DR. LAWANNA SHELTON, EDUCATION CONSULTANT

BEATRICE BARAJAS-MILLS, TECHNICAL ANALYST

Agenda

- ▶ Overview of the School Improvement Grant
- ▶ Overview of 2016 Grant Competition
- ▶ Components of the Building/District Application
- ▶ Overview of MEGS+
- ▶ Application Tips
- ▶ Grantee's Commitment

SIG Overview

This is a grant, not a program

- ▶ You are a sub-grantee
- ▶ You are a Focus/Priority School with a SIG not a SIG School!
- ▶ At the Building Level, be aware of “SIG” Meetings or “SIG” Activities.

SIG Overview

This is a grant, not a program, *continued*

- ▶ You only implement one intervention model
- ▶ Applicants have the option of hiring SIG positions at the district level
- ▶ Indirect Costs may not be used for funding personnel

SIG Overview

This is a grant, not a program, *continued*

- ▶ SIGs are awarded for the entire 5 years but allocations and/or continued funding a subject to year-to-year approval and available funds
- ▶ Misuse of funds may result in financial sanctions
- ▶ Districts and Buildings are fiscally responsible for all purchases

SIG Overview

This is a grant, not a program, *continued*

- ▶ Approved budgets do not supersede using the funds properly
- ▶ Approved budgets do not supersede following Federal, State, and/or local guidance and policy

SIG Overview

- ▶ Expenditures which are allowable and aligned to the approved SIG application may include
 - ▶ Teacher Professional Development
 - ▶ Technology
 - ▶ External Partner Provider
 - ▶ Supplemental Positions and Resources

SIG Overview

- ▶ Non-allowable activities include
 - ▶ Any activity that constitutes supplanting
 - ▶ Activities in excess of reasonable and necessary
 - ▶ Activities not connecting to the intervention model and in the Unpacking Tool

SIG Competition Overview

- ▶ SIG funds are meant to **enhance and supplement** activities described in your selected intervention model
- ▶ 10-15 schools are anticipated to receive awards

SIG Competition Overview

- ▶ Award Amount over 5 years
 - ▶ 500,000 for planning and sustainability years
 - ▶ 750,000 for implementation years
- ▶ Competition is open to Priority and Focus schools (Title I receiving/eligible)

SIG Competition Overview

Requirements must be met before a grant may be awarded to a Focus School. These are:

- ▶ When making awards, the State Education Agency must give priority to Local Educational Agencies (LEAs) with Priority Schools

SIG Competition Overview

- ▶ An LEA must apply to serve all its Priority Schools before it may apply to serve one or more of its Focus Schools.
- ▶ This means a Focus can only receive a SIG award if the district it resides in already has SIG grants for all its Priority Schools OR the district does not have any Priority Schools.

SIG Competition Overview

- ▶ No Focus Schools may receive a SIG award until the State Education Agency has already funded all LEAs with Priority Schools that submit approvable SIG applications.

Self-Audit of Readiness

- ▶ Comprehensive Needs Assessment completed
- ▶ Board Approval of Operational Flexibility (school's grant)
- ▶ Union Memo of Understanding where applicable

Self-Audit of Readiness

- ▶ Capacity for Required SIG Positions
 - ▶ School Improvement Grant Coordinator
 - ▶ Data Coach
 - ▶ Family Liaison

Refer to Page 28

Self-Audit of Readiness

- ▶ District has the necessary systems in place to use SIG V funds to provide adequate resources and related support to the sub-grantee(s) identified in the LEA application

Refer to Page 30

District/Central Office Application

SECTION A OF THE
APPLICATION

District Application

Six Components

- ▶ Actions to support intervention model
- ▶ Oversight of SIG implementation
- ▶ Monitoring of annual goal progress
- ▶ Charter School Accountability
- ▶ External Service Provider accountability
- ▶ District level budgets

Building Application

SECTION B OF APPLICATION N

Analysis of Need

- ▶ Pull together a team, collect all 4 types of data (demographic, process, achievement, perception)
- ▶ Analyze data and identify gaps
- ▶ Choose appropriate intervention model (#3 of application)
- ▶ Document the process and rationale for choosing the model (this is #1 of the application)

Pages 3 & 4

Baseline Data

Data from current school year:

- ▶ Examples (not comprehensive list):
- ▶ School year minutes
- ▶ Dropout rate
- ▶ Number of disciplinary incidents
- ▶ Student attendance
- ▶ Dual enrollment courses

Intervention Model

- ▶ All eligible applicants can choose any model, regardless of current approved model. For example, a priority school that currently has an approved transformation intervention plan can opt to write a plan for one of the other models.

Pages 5 & 6

Pages 15 & 16

Intervention Model

Models:

- ▶ Transformation
- ▶ Turnaround
- ▶ Early Learning
- ▶ Whole-school
- ▶ Closure (affects final score)
- ▶ Restart (affects final score)

Pages 15 & 16

Transformation & Turnaround Requirements

Both models attend to:

- ▶ Building Leadership Capacity (replace Principal)
- ▶ Comprehensive, whole-school instructional reforms
- ▶ Increased learning time for students and teachers
- ▶ Job-embedded PL
- ▶ Use of data to drive instruction

Critical Differences

- ▶ Turnaround requires staff to be released and rehire no more than 50%
- ▶ Turnaround also requires the creation of new governance structure

Early Learning Model

- ▶ Similar to Transformation
- ▶ Full day Kindergarten
- ▶ Establish high-quality pre-school
- ▶ Equitable support and pay for all early learning faculty
 - ▶ High-quality qualifications (degree in Early Childhood or equivalent)
 - ▶ Child to instructor staff ration (no more than 10:1)
 - ▶ Class size no larger than 20
 - ▶ Inclusion of children with disabilities

Evidence Based Whole-School Reform Model

USED Approved models

- ▶ Proprietary Strategies (with strategy developer)
 - ▶ Successful for All
 - ▶ Institute for Student Achievement
 - ▶ Positive Action
- ▶ Non-proprietary Strategies
 - ▶ Small School of Choice

<http://www2.ed.gov/programs/sif/sigevidencebased/index.html>

Resource Profile

- ▶ First, align existing funding sources to intervention efforts
- ▶ Then, align SIG funds to supplement intervention efforts
- ▶ Must have 3 SIG funded positions (SIG coordinator, Data coach, Family Liaison)
 - ▶ Cannot be an administrator
 - ▶ Refer to the recommended FTE guidelines outlined in the application
- ▶ Describe how required positions will be operationalized and funded
- ▶ Describe how data will be used for PL plan

External Service Provider and Strategy Developer

- ▶ Use the Misigregistry.org to help identify an ESP if you are planning on using this type of service
- ▶ Whether or not you use an ESP, you must still describe the process:
 - ▶ Vetting
 - ▶ Selecting
 - ▶ Monitoring
 - ▶ Evaluating
- ▶ District and building responsibility (not MDE)

Increased Learning Time

- ▶ Increased time for students to engage in meaningful learning opportunities (not just adding clock time)
 - ▶ Detail how this will fit into current or proposed schedule
 - ▶ May need union agreement

Timeline

- ▶ Attachment F
- ▶ 5 year implementation plan for identified model
- ▶ Identify responsible person for each activity

Annual Goals

- ▶ Attachment G
- ▶ Identify student achievement goals in core content areas for next five years as defined by state/local assessments
- ▶ Describe how data will be used for continuous improvement

Sustaining Reforms

- ▶ How will reforms be sustained after funding period
- ▶ How will capacity be built
- ▶ Commitments from District

Budget: Narrative and Preliminary

Budget Overviews:

Budget timeline options

Option #1:

- ▶ One year pre-implementation planning, 3 years full implementation, one year sustaining reforms

Option #2

- ▶ Three years full implementation, 2 years sustaining reforms

*Must have budgets for Building and District

Timeline

Application
Due Date
Tentative July
15, 2016

Peer Review
End of July,
2016

Award
Notification
No Later
Than August
15, 2016

Mandatory
Orientation
Meeting
Last Week of
August 2016

Funds
Available for
Release after
October 1,
2016

Year One
Budget Due in
MEGS+ by
November 4,
2016

Peer Review and Scoring

- ▶ Your application will be peer- reviewed
- ▶ Requests for reviewers are sent out as the application deadline approaches
 - ▶ LEA principals, superintendents, business office personnel
 - ▶ ISD personnel
 - ▶ SIG Coordinators (not allowed to review own app)
 - ▶ Grant writers, charter school authorizers,
 - ▶ MDE employees/Higher education/Educational Organizations
- ▶ Reviewers trained and review teams formed (2-3 people)

Technical Assistance

- ▶ MDE can answer technical questions about MEGS+
- ▶ MDE cannot provide assistance on the content of plans or pre-reviews of plans
- ▶ Submit content related technical assistance questions to MDE-SIG@michigan.gov
- ▶ Responses will be posted in an FAQ document posted on the MDE SIG website at www.michigan.gov/sig

After Awards are Granted

- ▶ Mandatory Orientation (will require specific personnel)
- ▶ Completion and submission of year 1 budget
- ▶ Required Monitoring
- ▶ Implementation of SIG grant
- ▶ Contract with External Partner Provider, if applicable

After Awards are Granted

- ▶ Mid-year and year-end fiscal & program reviews
- ▶ End of Year Fiscal Reporting
- ▶ Mandatory attendance to Networking Events
- ▶ On-going development of the Unpacking Tool

Expectations for Awardees

- ▶ Attend mandatory *New Awardee Orientation* in August
- ▶ Attend all *SIG Network Events*

Refer to Page 26

Expectations for Awardees

- ▶ Open school to and collaborate with assigned MDE Facilitator/Monitor
- ▶ Be receptive to USED evaluation visits and profiling

Refer to Page 29

Expectations for Awardees

- ▶ Complete Funds Release requirements
 - ▶ Submission/approval of detailed management plan
 - ▶ Line Item Budget aligned to management plan
 - ▶ Conversion to Title 1 Participating (if applicable)
 - ▶ Approval of External Partner Provider/Deliverables
 - ▶ Develop and maintain Unpacking Tool

Reminders

Do NOT spend or otherwise obligate any grant funds until you receive an award letter from State Superintendent Brian Whiston.

SIG Application in MEGS+ (Michigan Electronic Grants System *Plus*)

Prior to accessing MEGS+, you must have a MEIS (Michigan Education Information System) account. The MEIS account feeds into most MDE systems.

- **Cash Management System (CMS)**
- Child Nutrition Programs (CNP)
- Financial Information Database (FID)
- **MI Electronic Grants System *Plus* (MEGS+)**
- MI Online Educator Certification System (MOECS)

SIG Application in MEGS+ (Michigan Electronic Grants System *Plus*)

- Migrant Education Data Systems (MEDS)
- Registry of Educational Personnel (REP)
- School Bus Inventory (SE-4107)
- School Infrastructure Database (SIG)
- Taxable Value Management System

MEIS Help Desk
(517) 335-0505 x2

www.michigan.gov/meis

SIG Application in MEGS+

It's important to have the appropriate security level assigned to the user writing and/or submitting the application.

Level 1 – Viewer

- ▶ Can view all parts of the assigned application, but not save.

Level 2 - Grant Writer

- ▶ Can view, edit, and save all pages in the assigned application.

SIG Application in MEGS+

Level 4 - Application Administrator

- ▶ May grant access to the SIG IV application for lower level users.
- ▶ Changes the status of the application (except initiate and submit).

Level 5 - Authorized Official

- ▶ Each agency has a minimum of two and can access all district applications.
- ▶ Is the only level which may initiate and submit an application.
- ▶ May grant access to MEGS+ and the SIG application for lower level users.

SIG Application in MEGS+

There are four main areas that must be completed in MEGS+ that are required as part of the application submission.

- ▶ Adding a main contact person and verifying agency information.

Do not upload scanned documents.

SIG Application in MEGS+

Uploading the three portions of the application.

- ▶ **Section A: District/Central Office information** – combine all necessary attachments and upload as a PDF or Word document (limit 1 per district/central office)

Do not upload scanned documents.

SIG Application in MEGS+

- ▶ **Section B: Building Level Information** – combine all necessary attachments and upload as a PDF or Word document (limit 1 document for each school included in the application)
- ▶ **Section B: Baseline Data Collection** - one Excel file for each school included in the application

Do not upload scanned documents.

SIG Application in MEGS+

SIG applicant resources can be found at www.michigan.gov/sig and click on Cohort IV.

- ▶ User Guide – Submitting a SIG Application
- ▶ User Guide – Modifying SIG Users in MEGS+

Important information to remember

- ▶ Always **SAVE** before you go to the next task.
- ▶ Items with an asterisk (*) are **required**.



Page Information

The information has been saved.

MEIS Help Desk
(517) 335-0505
x2

For MEGS+
technical
questions
contact
(517) 373-1806.

Points of Contact

Bill Witt, Supervisor

(517) 335-2957

wittB1@michigan.gov

Bea Barajas Mills, Analyst

(517) 373-4872

barajasB1@michigan.gov

Dr. LaWanna Shelton, Consultant

(517) 373-3488

sheltonL@michigan.gov

Questions should be emailed to
mde-sig@michigan.gov

Responses will also be posted to the SIG website at
www.michigan.gov/sig