

LEA Application

Michigan SIG Cohort IV

APPLICATION COVER SHEET

SCHOOL IMPROVEMENT GRANTS (SIG)

Legal Name of LEA Applicant: Redford Union Schools	Applicant's Mailing Address: 17715 Brady Redford, MI 48240
District Code: 82110	
LEA Contact for the School Improvement Grant	
Name: Susan Shelton	
Position and Office: Principal, Beech Elementary	
Contact's Mailing Address: 19990 Beech Daly Redford, MI 48240	
Telephone: 248-214-5529	
Fax: 313-242-6105	
Email address: sheltos@redfordu.k12.mi.us	
LEA School Superintendent/Director (Printed Name): <i>Lawrence M. Dizon</i>	Telephone: <i>313-242-6001</i>
Signature of the LEA School Superintendent/Director: X <i>Lawrence M. Dizon</i>	Date: <i>7-1-2015</i>
LEA School Board President (Printed Name): Jennifer Kurland	Telephone:
Signature of the LEA Board President: X <i>Jennifer Kurland</i>	Date: <i>6-29-15</i>
Union Representative (Printed Name): <i>Steven M. Losey</i>	Telephone:
Signature of Union Representative: X <i>Steven M. Losey</i>	Date: <i>6/22/15</i>
The LEA, through its authorized representative, agrees to comply with all requirements applicable to the School Improvement Grants program, including the conditions that apply to any waivers the State of Michigan receives through this application.	
ASSURANCES AND CERTIFICATION: By signing this cover sheet, the applicant certifies that it will agree to perform all actions and support all intentions stated in the Assurances and Certifications in Attachment H , and will comply with all state and federal regulations and requirements pertaining to this program. The applicant certifies further that the information submitted on this application is true and correct.	

LEA APPLICATION

SCHOOLS TO BE SERVED

SCHOOLS TO BE SERVED: An LEA must include the following information with respect to the Eligible schools it will serve with a School Improvement Grant.

The LEA must identify each Eligible school the LEA commits to serve and identify the model that the LEA will use in each Eligible school. Detailed descriptions of the requirements for each intervention are in attachments E.1 – E.6

An LEA in which one or more priority schools are located must serve all of these schools before it may serve one or more focus schools.

Note: Weight will be given to applicant schools that:

- have not previously received a SIG award
- are identified as priority
- choose the transformation, turnaround, whole-reform, or early learning models

SCHOOL NAME	NCES ID #	PRIORITY (check)	FOCUS (check - if applicable)	INTERVENTION MODEL
Beech Elementary	00748	X		Transformation

Note: The **“Rule of Nine” has been eliminated**. In previous years, an LEA that has nine or more Priority schools could not implement the transformation model in more than 50 percent of those schools. That requirement is **no longer in effect**.

Section A

District/Central Office Level Responses

1. Actions to Support the Intervention Model: (maximum length 2 pages)

In support of Beech Elementary's priority status, the district has and will continue to provide operational flexibility to the administrator and school leadership team. With this flexibility, Beech has taken control over their budget to allow for alignment between purchases and the plan. This flexibility has also allowed for a change in district scheduling. Each Redford Union school has adjusted their schedules to accommodate the extra 15 minutes Beech has added to the school day. An extra day of professional development has been added to the district calendar in accordance with Beech's plan. The district has also provided substitutes for teachers to engage in job-embedded professional learning during the school day as well as for the drafting of the priority plan. This support and operational flexibility will continue throughout the life of the plan.

The district's human resource director is committed to ensuring that Beech has effective teachers on staff. Ineffective and minimally effective teachers were removed at the end of this school year (3 total). New teachers will be chosen based on their ability to provide effective instruction leading to positive student growth.

Community resources will be aligned to facilitate implementation of the plan. Current partnerships will continue to provide programs and support to Beech students. The Redford Parks and Recreation Department provides after-school and summer enrichment activities. The Redford Township Library provides summer reading programs and incentives for students, as well as informational workshops and field trip opportunities. Zeal Credit Union operates a weekly credit union satellite at Beech where students are interviewed and hired to work and where all Beech students can open and maintain a credit union account. Redford Union Schools works closely with Methodist Children's Home Society to provide educational services to their at-risk residential youth both within and outside of Beech Elementary. The Wayne County Health Department provides free immunizations to students each year at the Redford Union Schools Community Fair. Beech partners with David Ellis Academy, a local charter school, to provide after-school athletics and anti-bullying programs. New community resources are continually being sought to enhance services for Redford Union students.

All actions at the district level will align with and support Beech's priority redesign plan. Redford Union Schools has modified its practices and policies to give Beech operational flexibility for staffing, budgeting, and scheduling so that Beech can effectively implement a comprehensive approach to substantially increase student achievement.

2. Oversight of SIG Implementation: (maximum length 1 page)

At the building level, a school leadership team has been formed consisting of the building principal, one teacher from each grade level, representatives from subcommittees (content areas, PBIS, parent involvement, climate and culture), and the SIG coordinator. The team meets bimonthly with the purpose of overseeing the implementation and effectiveness of the instructional plan.

In order to effectively monitor SIG implementation at the district level, a Guiding Council will be formed, consisting of the superintendent, assistant superintendent of business and finance, two elementary principals, the SIG coordinator and a teacher from each grade level at Beech. The Guiding Council will meet quarterly to review data and monitor progress on the SIG goals. The data coach will collect, organize and submit all relevant data to the Council each quarter. Achievement data will consist of NWEA, DRA and benchmark assessment scores. Implementation data will consist of notes from principal walkthroughs and lesson plan monitoring, as well as minutes from PLC meetings. If data indicates that the program is being implemented with fidelity and adequate progress towards achieving the goals is being made, the plan will continue. If implementation fidelity or achievement is lacking, a discussion and brainstorming session will occur and the strategy/plan will be adjusted accordingly. The Guiding Council will then provide quarterly updates to the board of education, Beech Elementary parent club and Beech staff.

3. Monitoring Progress on Annual Goals: (maximum length 1 page)

Specific annual goals are listed in attachment G. The percentage of students that are proficient on the NWEA assessment will be monitored three times per year (September, January and May), after each assessment cycle by the Guiding Council. The Guiding Council will work with the school leadership team to adjust programs and strategies if adequate progress towards the goals is not being made by any grade level or subgroup.

4. Charter School Accountability:

N/A

5. External Service Provider Accountability: (maximum length 1 page)

Redford Union Schools and Beech Elementary will work with external providers to set measurable goals. In order to monitor the implementation and effectiveness of external providers, Redford Union Schools will utilize the evaluation tool found in Hassel and Steiner's *Guide to Working with External Providers* from Learning Point Associates. This tool will enable us to evaluate the providers' performance, staff, materials, and outcomes to ensure Beech staff and students are receiving effective, quality services.

6. District Level Budgets:

Redford Union Schools is a small district. Since most of the vital transformation work will occur at the building level, a minimal amount of funding is needed at the district level. The largest portion of district-level funds will be spent on supervision and oversight of the SIG and transformation efforts. The superintendent will support Beech in its transformation efforts and will be responsible for supervising staff and monitoring implementation of the transformation plan and compliance with grant requirements. He will be a member of the Guiding Council which is responsible for quarterly monitoring of plan implementation and success. He will assist with monitoring external service providers and with holding them accountable for meeting SIG requirements. This district-level support will be required throughout the entire life of the transformation plan and SIG implementation.

Another district-level cost to be addressed is the financial component of the SIG. Central Office oversight and assistance with SIG spending is needed to ensure proper utilization of SIG funds to support the transformation plan. The business office and grant coordinator will oversee SIG funds, assist Beech in procuring budget items and with financial compliance with the grant.

Support from the human resources department is also necessary to ensure that Beech employs the capable, highly effective staff needed for its turnaround efforts. The human resources director will assist with hiring and staffing processes to ensure Beech has the best staff to facilitate successful implementation of the transformation/SIG plan.

Attachment C.2: Five Year Budget Overview

NOTE: Preliminary budgets are for planning and review purposes only. Initial approval of the grant application does not grant explicit approval to all preliminary budget items. Final approval of SIG budget items occurs in the Michigan Electronic Grants System Plus (MEGS+) and is subject to Title I rules of supplement vs. supplant, tests of allowability, and reasonable and necessary expenditures to support the approved reform model. Inclusion of an item in the preliminary budget does not guarantee it will be approved as a line item submitted in MEGS+.

Complete the budget overview on the next page using the template provided.

LEA BUDGET OVERVIEW						
Budget Year	Year 1	Year 2	Year 3	Year 4	Year 5	5 Year Total
Eligible School #1	1,178,492	1,242,750	1,012,712	719,926	642,999	4,796,879
Eligible School #2						
Eligible School #3						
Eligible School #4						
LEA Costs	30,342	30,342	30,342	30,000	30,342	151,710
Total Budget	1,208,834	1,273,092	1,043,054	750,000	673,341	4,948,589

Attachment C.3: Preliminary District Level Budget

NOTE: Preliminary budgets are for planning and review purposes only. Initial approval of the grant application does not grant explicit approval to all preliminary budget items. Final approval of SIG budget items occurs in the Michigan Electronic Grants System Plus (MEGS+) and is subject to Title I rules of supplement vs. supplant, tests of allowability, and reasonable and necessary expenditures to support the approved reform model. Inclusion of an item in the preliminary budget does not guarantee it will be approved as a line item submitted in MEGS+.

The district budget must adhere to the following guidelines

1. Annual district level costs should not exceed 5% of the overall LEA allocation.
2. Building level costs or positions may not be duplicated at the district level. For example, SIG coordinators are building level positions and costs and come out of those budgets/allocations. These costs may not come from the district budget, nor may the district employ additional SIG coordinators at the district level.
3. District level oversight and associated costs must reflect the actual amount of time spent on those duties.
4. District level duties may include, but are not limited to:
 - a. Financial oversight
 - b. Support for school buildings receiving the grant
 - c. Monitoring schools and other entities for compliance with grant requirements
 - d. Monitor progress on annual goals and implementation of the grant and selected intervention model

District/Central Office Budget Year 1: (may not exceed 5% of total allocation)

FUNCTION CODE	FUNCTION TITLE	SALARIES	BENEFITS	PURCHASED SERVICES	SUPPLIES & MATERIALS	CAPITAL OUTLAY	OTHER EXPENDITURES	TOTAL EXPENDITURES
221	Improvement of Instruction							
226	Supervision and Direction of Instructional Staff	6,039	181					6,220
232	Executive Administration	6,039	181					6,220
233	Grant Writer/Grant Procurement							
249	Other School Administration							
252	Fiscal Services	10,222	1,096					11,318
266	Operation and Maintenance							
281	Planning, Research, Development, and Evaluation							
283	Staff/Personnel Services	5,153	374					5,527
331	Community Activities							
	SUBTOTAL	27,453	1,832					29,285
	Indirect Costs <u>3.85</u> % Restricted Rate	1,057						1,057
	TOTAL	28,510	1,832					30,342

District/Central Office Budget Year 2: (may not exceed 5% of total allocation)

FUNCTION CODE	FUNCTION TITLE	SALARIES	BENEFITS	PURCHASED SERVICES	SUPPLIES & MATERIALS	CAPITAL OUTLAY	OTHER EXPENDITURES	TOTAL EXPENDITURES
221	Improvement of Instruction							
226	Supervision and Direction of Instructional Staff	6,039	181					6,220
232	Executive Administration	6,039	181					6,220
233	Grant Writer/Grant Procurement							
249	Other School Administration							
252	Fiscal Services	10,222	1,096					11,318
266	Operation and Maintenance							
281	Planning, Research, Development, and Evaluation							
283	Staff/Personnel Services	5,153	374					5,527
331	Community Activities							
	SUBTOTAL	27,453	1,832					29,285
	Indirect Costs ____3.85 % Restricted Rate	1,057						1,057
	TOTAL	28,510	1,832					30,342

District/Central Office Budget Year 3: (may not exceed 5% of total allocation)

FUNCTION CODE	FUNCTION TITLE	SALARIES	BENEFITS	PURCHASED SERVICES	SUPPLIES & MATERIALS	CAPITAL OUTLAY	OTHER EXPENDITURES	TOTAL EXPENDITURES
221	Improvement of Instruction							
226	Supervision and Direction of Instructional Staff	6,039	181					6,220
232	Executive Administration	6,039	181					6,220
233	Grant Writer/Grant Procurement							
249	Other School Administration							
252	Fiscal Services	10,222	1,096					11,318
266	Operation and Maintenance							
281	Planning, Research, Development, and Evaluation							
283	Staff/Personnel Services	5,153	374					5,527
331	Community Activities							
	SUBTOTAL	27,453	1,832					29,285
	Indirect Costs __3.85_ % Restricted Rate	1,057						1,057
	TOTAL	28,510	1,832					30,342

District/Central Office Budget Year 4: (may not exceed 5% of total allocation)

FUNCTION CODE	FUNCTION TITLE	SALARIES	BENEFITS	PURCHASED SERVICES	SUPPLIES & MATERIALS	CAPITAL OUTLAY	OTHER EXPENDITURES	TOTAL EXPENDITURES
221	Improvement of Instruction							
226	Supervision and Direction of Instructional Staff	6,039	181					6,220
232	Executive Administration	6,039	181					6,220
233	Grant Writer/Grant Procurement							
249	Other School Administration							
252	Fiscal Services	10,222	1,096					11,318
266	Operation and Maintenance							
281	Planning, Research, Development, and Evaluation							
283	Staff/Personnel Services	5,153	374					5,527
331	Community Activities							
	SUBTOTAL	27,453	1,832					29,285
	Indirect Costs _3.85_ % Restricted Rate	1,057						1,057
	TOTAL	28,510	1,832					30,342

District/Central Office Budget Year 5: (may not exceed 5% of total allocation)

FUNCTION CODE	FUNCTION TITLE	SALARIES	BENEFITS	PURCHASED SERVICES	SUPPLIES & MATERIALS	CAPITAL OUTLAY	OTHER EXPENDITURES	TOTAL EXPENDITURES
221	Improvement of Instruction							
226	Supervision and Direction of Instructional Staff	6,039	181					6,220
232	Executive Administration	6,039	181					6,220
233	Grant Writer/Grant Procurement							
249	Other School Administration							
252	Fiscal Services	10,222	1,096					11,318
266	Operation and Maintenance							
281	Planning, Research, Development, and Evaluation							
283	Staff/Personnel Services	5,153	374					5,527
331	Community Activities							
	SUBTOTAL	27,453	1,832					29,285
	Indirect Costs _3.85_ % Restricted Rate	1,057						1,057
	TOTAL	28,510	1,832					30,342