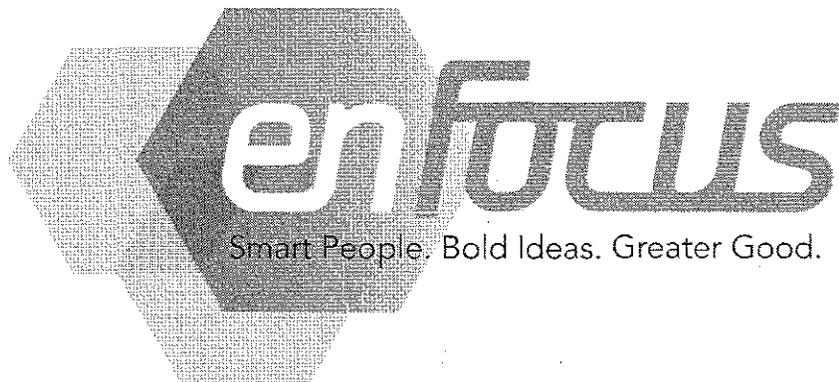


Title I – 1003 (g) – SY 2015-2016 – Cohort 6
Harrison Primary Center
Part F

Budget explanations

External provider detailed budgets



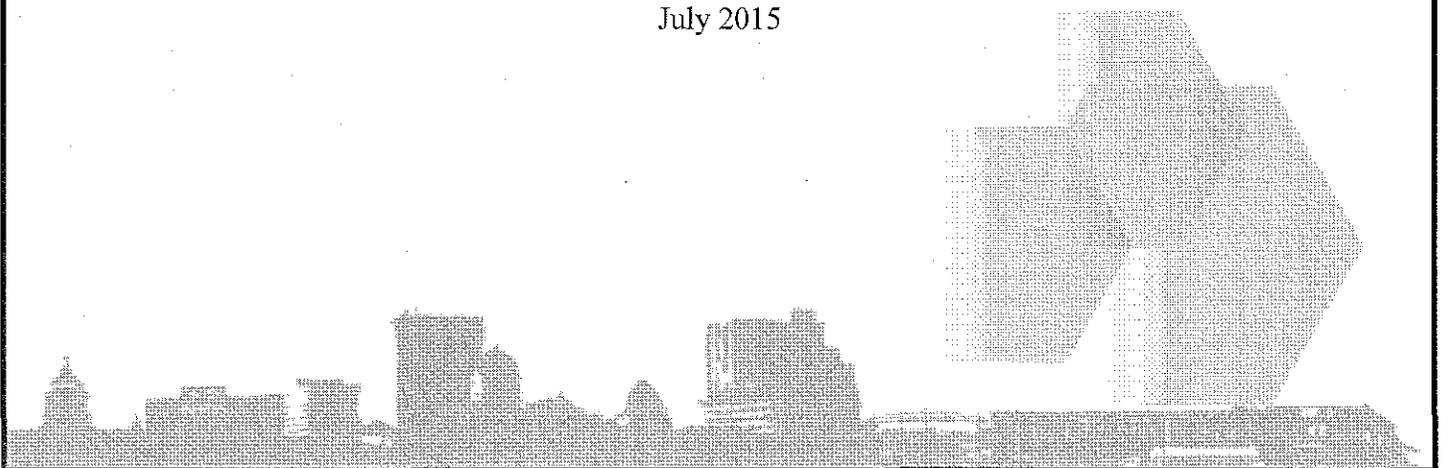
Description of Services for School Improvement:
Harrison Primary Center
South Bend, Indiana

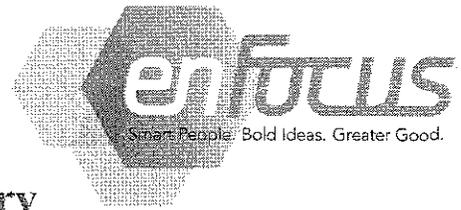
Compiled by:

Andrew Wiand,
Executive Director,

Patricia Karban,
Principal and School Improvement Lead

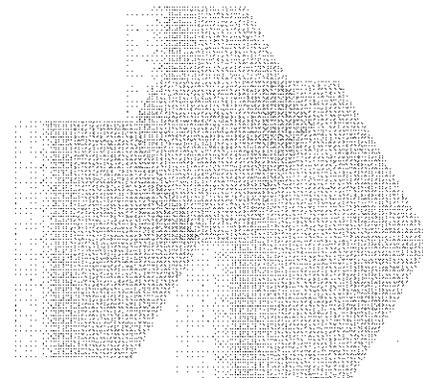
July 2015





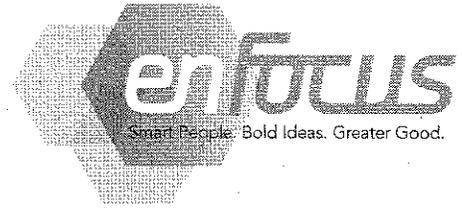
Proposal Charter Summary

Name of Organization	South Bend Community School Corporation – Harrison Primary Center
Summary	This document outlines the roles, responsibilities, deliverables, project schedule, performance reviews and cost elements required by the School Improvement grant guidelines 1003(g).
Proposed Project Duration	August 2015 – August 2020
Total Requested Amount	\$238,000 over five years of the grant period
Name and Title of Organizational Contact	Cindy Hurst, Title I Coordinator and SIG Supervisor Patricia Karban, Principal and SIG Lead, Harrison Primary Center
Address of Organizational Contact	Title I: 124 W. Washington Street, Indianapolis, IN 46204 Harrison Primary Center: 3302 W. Western Avenue, South Bend, IN 46619
Name and Title of enFocus Project Champion	Patrick Jones, First Year Fellow Innovation Consultant
Name and Title of enFocus Project Supervisor	Kathleen Ryan, Senior Fellow Portfolio Manager
Telephone Number of Project Champion	574-993-5378 (enFocus Office) 574-329-1058 (Andrew Cell)



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enFocus Statement of Work

Community School Improvement

Harrison Primary Center

On behalf of the enFocus, Inc. team and Board of Advisors, we thank the South Bend Community School Corporation's Harrison Primary Center for engaging with us to explore innovative solutions to your business needs. We share your enthusiasm for community development and hope to engineer communities where innovative people implement bold ideas for the greater good.

Document Objectives

- To outline a Statement of Work to perform planning and implementation professional services as an External Provider to the School Improvement grant awarded in August 2015 for a period of five years.
- To define mutual objectives, detail key activities required to complete the proposed work, and ensure unity of purpose moving toward execution

Background

To raise achievement in our State's lowest performing schools, School Improvement Grants (SIG), authorized under section 1003(g) of Title I of the Elementary and Secondary Education Act of 1965 (Title I or ESEA), are grants to State educational agencies (SEAs) that SEAs use to make competitive subgrants to local educational agencies (LEAs) that demonstrate the greatest need for the funds and the strongest commitment to use the funds to provide adequate resources. LEAs with priority schools in Indiana are eligible to apply for SIG funds. (source: <http://www.doe.in.gov/titlei/1003g-summary-sig-grants>).

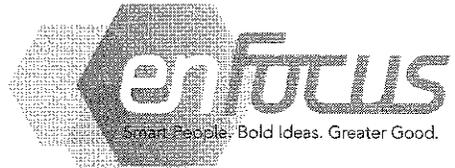
The enFocus organization utilizes a Fellowship model to expose top talent to issues across economic sectors, including education, healthcare, technology, non-profit, municipality and for-profit entities. The unique enFocus model harnesses the collective expertise of STEAM graduates across a wide variety of disciplines to introduce new and more efficient means to achieving better business outcomes in the community. enFocus has extensive experience in evaluating business strategies across all sectors of the economy. Specific to education, enFocus has worked with the South Bend Community School Corporation over the past three years, recommending and implementing several technology and business strategy projects including strategic planning protocols, technology and operational system enhancements across multiple departments, and data collection and visualization methods at the school-level and corporation level.

Business Need

The School Improvement grant includes a requirement for priority schools to enlist the assistance of a third party, "External Provider," to act as a strategy developer and implementation specialist during the course of the grant period. This is intended to both ensure proper institutionalization of the proposed school changes and proper evaluation of data and development of protocols for continuous improvement. During initial discussions with Principal Karban, benefits of the services of this Provider would reduce time allocation to data collection, communication, stakeholder alignment and monitoring of intended

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outcomes per the SIG guidelines, allowing more focus and resources allocated towards raising school and student achievement.

Purpose

The purpose of the External Provider is to collect, analyze, and disseminate evaluation information that will catalyze enhancements to current approaches to School Improvement and inform leadership on additional strategies to more effectively raise achievement at Harrison Primary Center.

Responsibilities/Needs Identified

Generally, the External Provider would be responsible for the following over the course of the School Improvement grant period:

- Coordinating and monitoring outcomes, budget, service delivery and evaluation process
 - Special populations review planning
 - Monthly and annual monitoring for proposed programs
 - Acting as liaison to community health providers by aggregating and disseminating pertinent outcomes data from the school-based health center
- Participating in quality improvement process with school staff and partners
- Serving as liaison to SBCSC district departments, school, service and collaborative partners
- Overseeing day-to-day operations
- Facilitating data collection from both Harrison Primary and community stakeholders
- Conducting community outreach and stakeholder coordination as needed
- Reporting to Steering Committee, funders and lead agency
- Performing best practice and benchmarking research on innovative improvement programs, specifically focused on technology-based mechanisms for enhanced student and parent learning
- Training school staff and partners on technology systems, e.g. website, instructional monitoring system and data management

Project Scope and Methods

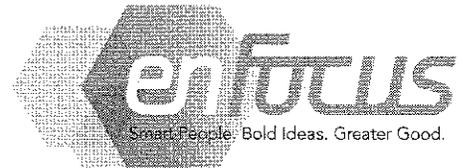
The proposed Statement of Work will require 1 full time employee (FTE) on-site at Harrison Primary Center for up to 35% of their total time, scaling back the resource commitment over five years. The effort will be broken down according to the phases of the SIG award. The ratios of effort for the responsibilities above is expected to change according to the distinct business needs of Harrison Primary Center throughout the stages listed below:

- SY 2015-2016 – Planning
- SY 2016-2017 – Implementation Year 1
- SY 2017-2018 – Implementation Year 2
- SY 2018-2019 – Implementation Year 3
- SY 2019-2020 – Sustainability

The proposed FTE would perform most of the intended work on-site and will complete all other efforts at the enFocus office, located at Union Station Technology Center (506 W South Street, South Bend, IN

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46601.) The close proximity of the enFocus office will allow for flexibility and responsiveness from enFocus staff.

Key Activities

Each phase of the proposed effort will be consist of key activities and agreed deliverables through each specific year of the grant period. The key activities under each phase are detailed below.

SY 2015-2016 – Planning

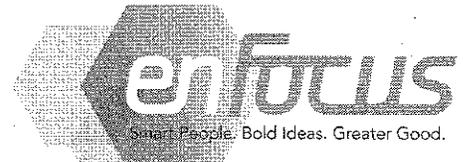
Resource Commitment:

- 2 Directors * 5% FTE
- 1 Senior Fellow * 10% FTE
- 1 First Year Fellow * 35% FTE
- Up to 4 Student Research and Technology Interns * 100% PTE

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Activities: 1.) Coordinating and monitoring outcomes, budget, service delivery and evaluation process working with local partners and agencies 2.) Performing best practice and benchmarking research on innovative improvement programs, specifically focused on technology-based mechanisms for enhanced student and parent learning	Activities: 1.) Coordinating and monitoring outcomes, budget, service delivery and evaluation process working with local partners and agencies 2.) Performing best practice and benchmarking research on innovative improvement programs, specifically focused on technology-based mechanisms for enhanced student and parent learning	Activities: 1.) Coordinating and monitoring outcomes, budget, service delivery and evaluation process working with local partners and agencies 2.) Performing best practice and benchmarking research on innovative improvement programs, specifically focused on technology-based mechanisms for enhanced student and parent learning	Activities: 1.) Coordinating and monitoring outcomes, budget, service delivery and evaluation process working with local partners and agencies 2.) Training school staff and partners on technology systems, e.g. website, instructional monitoring system and data management
Deliverables: 1.) Requirements definition and inventory of data assets and	Deliverables: 1.) Program data management framework for collection and	Deliverables: 1.) Recommendations for information systems design and data warehouse	Deliverables: 1.) Reporting and data-driven strategy for scheduled collection reporting

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collection strategies for planning and reporting 2.) Presentation of research findings	reporting 2.) Presentation of technology models for increasing digital learning for both parent and students	strategy 2.) Implementation strategy, final budget and technology infrastructure agreements with service providers	to local stakeholders and lead agencies 2.) Training materials for technology (hardware and software) and data management system deployment
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SY 2016-2017 – Implementation Year 1

Resource Commitment:

- 1 Director * 5% FTE
- 1 Senior Fellow * 10% FTE
- 1 First Year Fellow * 25% FTE
- Up to 4 Student Research and Technology Interns * 100% PTE

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Activities: 1.) Participating in quality improvement process with school staff and partners 2.) Serving as liaison to SBCSC district departments, school, service and collaborative partners 3.) Overseeing day-to-day operations 4.) Facilitating data collection from both Harrison Primary and community stakeholders 5.) Conducting community outreach and stakeholder coordination as needed	Activities:	Activities:	Activities:

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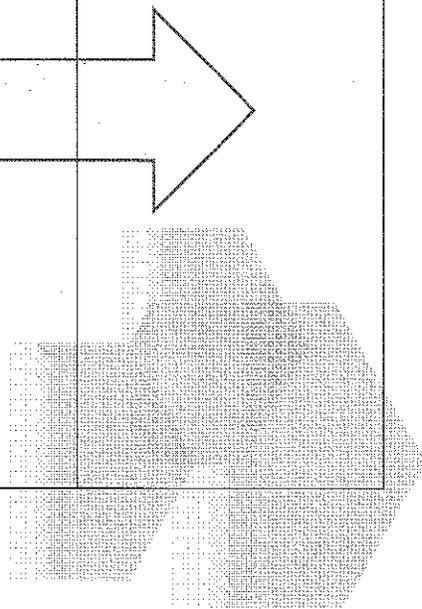


6.) Reporting to Steering Committee, funders and lead agency			
Deliverables: 1-6.) Documentation and communications materials for reporting, evaluation and continuous improvement	Deliverables:	Deliverables:	Deliverables:

SY 2016-2017 – Implementation Year 2

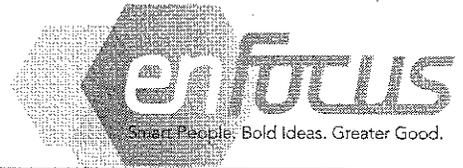
- 1 Directors * 5% FTE
- 1 Senior Fellow * 10% FTE
- 1 First Year Fellow * 25% FTE
- Up to 4 Student Research and Technology Interns * 100% PTE

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Activities: 1.) Participating in quality improvement process with school staff and partners 2.) Serving as liaison to SBCSC district departments, school, service and collaborative partners 3.) Overseeing day-to-day operations 4.) Facilitating data collection from both Harrison Primary and community stakeholders 5.) Conducting community outreach and stakeholder coordination as needed	Activities:	Activities:	Activities:



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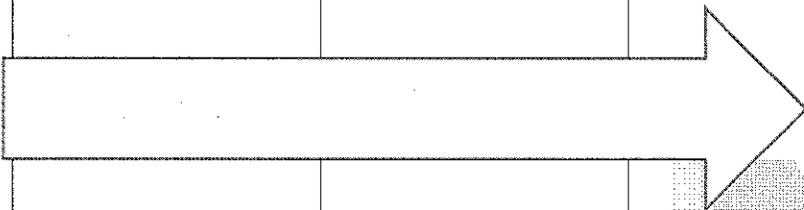
6.) Reporting to Steering Committee, funders and lead agency			
Deliverables: 1-6.) Documentation and communications materials for reporting, evaluation and continuous improvement	Deliverables:	Deliverables:	Deliverables:

SY 2016-2017 – Implementation Year 3

Resource Commitment:

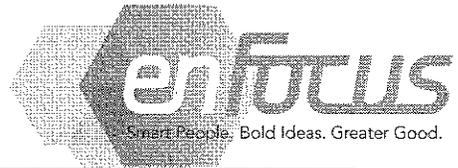
- 1 Director * 5% FTE
- 1 Senior Fellow * 10% FTE
- 1 First Year Fellow * 25% FTE
- Up to 4 Student Research and Technology Interns * 100% PTE

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Activities: 1.) Participating in quality improvement process with school staff and partners 2.) Serving as liaison to SBCSC district departments, school, service and collaborative partners 3.) Overseeing day-to-day operations 4.) Facilitating data collection from both Harrison Primary and community stakeholders 5.) Conducting community outreach and stakeholder	Activities:	Activities:	Activities:



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coordination as needed 6.) Reporting to Steering Committee, funders and lead agency			
Deliverables: 1-6.) Documentation and communications materials for reporting, evaluation and continuous improvement	Deliverables:	Deliverables:	Deliverables:

SY 2016-2017 – Sustainability

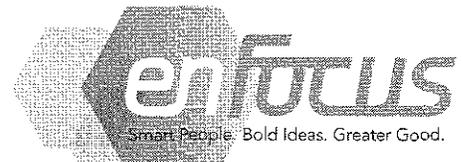
Resource Commitment:

- 1 Director * 5% FTE
- 1 Senior Fellow * 10% FTE
- 1 First Year Fellow * 25% FTE
- Up to 4 Student Research and Technology Interns * 100% PTE

<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>
Activities: 1.) Participating in quality improvement process with school staff and partners 2.) Serving as liaison to SBCSC district departments, school, service and collaborative partners 3.) Overseeing day-to-day operations 4.) Facilitating data collection from both Harrison Primary and community stakeholders	Activities:	Activities:	Activities:

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5.) Conducting community outreach and stakeholder coordination as needed			
6.) Reporting to Steering Committee, funders and lead agency			
Deliverables: 1-6.) Documentation and communications materials for reporting, evaluation and continuous improvement	Deliverables:	Deliverables:	Deliverables:

Milestones and Schedule

A detailed schedule with key activities and deliverables will be developed as an initial scoping activity by the First Year Fellow lead upon the award of the School Improvement Grant 1003 (g). As the award will be notified on August 12th, the project will start promptly on August 15th and span the course of the grant period.

Effort Analysis and Pricing

Yearly Resource Model, example year 1:

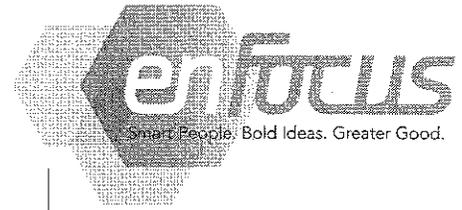
Cost Type	Number	Percent Effort	Hours/Year	Total
Director	2	5%	100	\$ 16,000.00
Senior Fellow	1	10%	200	\$ 12,000.00
First Year Fellow	1	35%	700	\$ 28,000.00
First Year Fellow	0	25%	500	\$ -
First Year Fellow	0	15%	300	\$ -
Interns	4	100%	100	\$ 6,000.00
Total				\$ 62,000.00

Cost per Year, Total Quote:

Year 1 Cost	\$ 62,000.00
Year 2 Cost	\$ 46,000.00
Year 3 Cost	\$ 46,000.00

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Year 4 Cost	\$	46,000.00
Year 5 Cost	\$	38,000.00
Total	\$	238,000.00

*Note: Diminishing resources costs to promote sustainability.

Aggregate Resource Model, Total Cost:

Cost Type	Number	Percent Effort	Hours per Annum	Total
Director	6	5%	100	\$ 48,000.00
Senior Fellow	5	10%	200	\$ 60,000.00
First Year Fellow	1	35%	700	\$ 28,000.00
First Year Fellow	3	25%	500	\$ 60,000.00
First Year Fellow	1	15%	300	\$ 12,000.00
Interns	20	100%	100	\$ 30,000.00
Total				\$ 238,000.00

The payment may be administered at the discretion of the Lead Agency and Harrison Primary Center according to a preferred pay model. The available options for payment are as follow:

- Entire yearly fee assessed at onset of a program year
- Fees paid at onset and at completion of yearly quarters

Per the preferred model, the details of the work milestone will accompany a summary invoice sent directly to the sponsor project champion. To finalize the project agreement, enFocus requires that each Sponsor sign a **Terms and Conditions** document.

Sponsor Project Champion, Managers

The Project Champion will be responsible for providing introductions with relevant personnel and consistent direction for project advancement throughout the effort. enFocus will frequently speak with the project champion(s) to ensure the project is progressing as planned.

The Project Champion (s) is understood to be:

- Principal Patricia Karban, Harrison Primary Center

enFocus Project Personnel

Client Lead: Patrick Jones, First Year Fellow

Client Supervisor: Kathleen Ryan, Senior Fellow

Advisors: Andrew Wiand, Executive Director, and Bryant Dennis, Director of Development and Growth

Mentors: enFocus Board of Advisors

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The Client Lead will report internally to the enFocus Advisors and Mentors. The Client Lead, Project Advisor and Project Mentors will report directly to the Client Project Manager and Client Project Champion.

Project Updates and Communication (TBD)

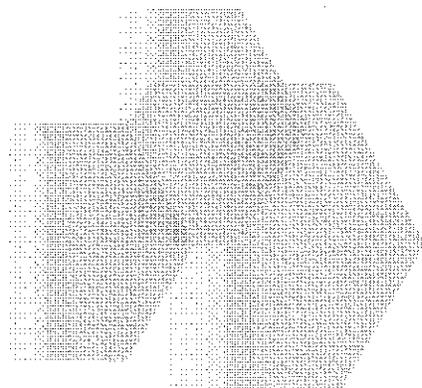
Regular, recurring project update meetings at the middle and end of each project milestone establishes expectations for all relevant teams to align resources and work plans accordingly. Upon advisement from Harrison Primary, enFocus leads will report to sponsor project champions as often as weekly. During these meetings the Client Project Manager and Client Project Champion will be briefed on project status and any required amendments to project deliverables or timeline.

Pivots Clause

enFocus places value on our *entrepreneurial* focus and approach to projects. We have had historical success for clients when we reserve the option to initiate conversation with the client for a project pivot when we see a better path or opportunity to pursue that can lead to greater success. This is not meant to mitigate the project responsibility of enFocus, but rather to create a scenario that will produce the most valued outcome for all parties. enFocus and the client will agree to any project pivot(s) in advance.

Feedback

Please let us know how we can continue to improve this proposal and the collaboration with Harrison Primary Center.



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Technology

Page 1

Vendor/AS400	Qty	Description	Price ea
Apple—13735	60	BL3Y2LL/A BNDL MBA 11.6/1.6GHZ/4G/128GB Flash-5PK with AppleCare Protection Plan package of 5	5060
Apple—13735	10	Bretford carts for mac book airs 1 for every 30 laptops	1799
Apple—13735	21	BKPG2LL/A iPad mini 3 Wi-Fi 16GB Space Gray (10-Pack) with 3-year AppleCare+ for iPad package of 10	4730
Apple—13735		Volume purchase plan for APPS each year	10000
Dell	80	Office suite for lab and teachers	43
Apple—13735	27	BKQ92LL/A iPad Air 2 Wi-Fi 16GB Space Gray (10-Pack) with 3-year AppleCare+ for iPad package of 10	5730
Apple—13735	60	Additional chargers for devices each year	70
Apple—13735	17	Bretford carts for mini ipads/iPads 1 for every 30 ipads	2799
Apple—13735	33	iMacs for computer lab with 4 year warranty for year 2 to provide for assessment purposes	1245
CDW-20151	510	Protective cases for mini iPads one for each iPad	38
CDW-20151	5	Laser Printers replace all printers in bldg	850
Graybar—40239	1	Blanket order for materials needed for 8 Electronic Whiteboards an:	16300
CDW-20151	8	Epson Brightling Projectors 585Wi with speakers and software	1900
AT&T—13619		1 G Bandwidth to support digital devices 1st year 8400, 2nd year 840, 3rd year 840 difference is because of eRate	8400
Herrman & Goetz	8	Labor to install electronic whiteboards	600

page 1

Total price
303600
17990
99330
10000
3440
154710
4200
47583
41085
19380
4250
16300
15200
8400
4800

page 1 total: \$750,268

page 2 total: \$20,575

Total technology cost: \$770,843

CDW--20151	50	Targus Laptop cases (forteachers)	40
Netech Corporation--21929		Access Points for Wireless AIR-CAP2702I-A-K9802.11ac CAP w/CleanAir; 3x4:3SS; Int Ant; A for any rooms not wireless today	525
Touchboard-26610	44	Hovercam T3 document camera 3 mega pixel	225
CDW--20151	50	Additional bulbs for existing whiteboards	99
FileWave		Licensing for software installation each year	3200

page 2

2000
525 - wifi
9900
4950
3200

page 2 total: \$20,575

Family Connector

SIG Harrison Budget 6/2015

	Plan Year	Year 1	Year 2	Year 3
Principal mentor	26,000	26,000	20,800	10,400
HighScope Resources	275	200	200	200
RC training	20,000	20,000		
RC Resources	2,000	1,250	1,250	1,250
RC facilitator trng				
DAP resources	1,450			
RS Assess materials	300			
RC consultant	9,000	9,000	6,000	3,000
PQA Assessments	1,100	1,100	1,100	
Numbers Plus H/S Curriculum & training		2,500		
RC teacher certification & trainer fee	2,500	2,000	2,000	2,000
H/S Conference	1,235		3,705	
RC Leadership Conf		1,855		1,855
Printing				
Food & materials				
Materials				
H/S basic trng for K tchrs	2,600			
National Network of Partnership Schools	400	200	200	200
total	66,860	64,105	35,255	18,905

4-year total:
\$185,125

SIG Harrison Budget 6/2015

RC - Responsive Classroom	PY - Planning Year	Y1, Y2, Y3 - Year 1, 2, 3	
H/S - HighScope			
RS - Ready Schools			

SIG Harrison Budget 6/2015

Notes
.25 FTEfor PY & Y1; .20 Y2; .10 Y3
H/S curruculum, Essentials, PQA in PY; additional resources Y1-3
RC training during school yr to pick up other teachers who missed
1st Six Weeks, Rules in Sch, Morn Mtng for all teachers, coaches, princ
(24) PY; additional resources Y1-3 inc PD Kits @695
training comes with kit orders - need transportation and lodging to
Turners Falls, MA (3 1-day trainings - in Y1,2,3 (matches budget for kits
above)
Yardsticks; NAEYC DAP K and 1-3 in PY
Packet for team
Tracy - 2 days PY & Y1; 1.5 days Y2; 1 day Y3
spr PQA assessment py, yr 1 & 2
HighScope math curriculum for PreK
for one teacher
registration, hotel (3 nites), meals, trav - principal; pr + lead tchrs Y2
regidtration, hotel (3 nites), meals, travel - principal
Orientation materials, newsletters, fam activity packets
Family activity events, orientation
Family activity events
600 per person x 4 + 200 travel
membership, includes multiple resources

Budget Explanations

General supplies (Support services – students)

Student incentives:

Monthly bike give away:

\$500.00 total cost x 9 distributions = Total cost: \$4,500.00

Student clothing:

Student t-shirts = Total cost: \$3,000.00

After school programming supplies:

\$100 per after school program x 36 programs = Total cost: \$3,600.00

Total line item: \$11,100.00

Items not added:

Additional student incentives

Breakdown of the \$ amounts for hired staff benefits, both certified and non-certified

Stipends (after school programming, monthly technology training, teacher evaluation incentive, meeting school wide goal incentive, assessment aides for mclass testing, leading training/PD incentive)