

APPENDICES

Appendix A Budget

Appendix B..... Postings used for Principal Replacement
Resumes of Principal and District Mentor

Appendix C..... Assurances/Letters of Support

Appendix D Letter of Partnership

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APPENDIX A

SY 2015-2016		110	120	211-290	211-290	311-319	440	510-593	611-689	710-748	910	
Account Number	Expenditure Account	Salary		Benefits		Professional Services	Rentals	Other Purchase Services	General Supplies	Property	Transfer	Line Totals
		Cert	Noncert	Cert	Non Cert							
11000	Instruction	7200										7200
21000	Support Services-Student											0
22100	Improvement of Instruction (Professional Development)					14000			1350			15350
22900	Other Support Services											0
25191	Refund of Revenue											0
26000	Operation and Maintenance											0
27000	Transportation											0
33000	Community Service Operations											0
60100	Transfers (interfund)											0
	Column Totals	7200	0	0	0	14000	0	0	1350	0	0	
											Total Budget	22550

Supplies	Property: Technology
1350	
Property: Equipment	Other Purchase Services (travel, communication)
Professional Services	Staffing
14000	7200

0

SY 2016-2017		110	120	211-290	211-290	311-319	440	510-593	611-689	710-748	910	
Account Number	Expenditure Account	Salary		Benefits		Professional Services	Rentals	Other Purchase Services	General Supplies	Property	Transfer	Line Totals
		Cert	Noncert	Cert	Non Cert							
11000	Instruction	44500		7500					9500			61500
21000	Support Services - Student								3000			3000
22100	Improvement of Instruction (Professional Development)					154000						154000
22900	Other Support Services											0
25191	Refund of Revenue											0
26000	Operation and Maintenance											0
27000	Transportation		5000		1000							6000
33000	Community Service Operations								5000			5000
60100	Transfers (interfund)											0
	Column Totals	44500	5000	7500	1000	154000	0	0	17500	0	0	
											Total Budget	229500

Supplies	Property: Technology
17500	
Property: Equipment	Other Purchase Services (travel, communication)
Professional Services	Staffing
154000	58000

0

SY 2017-2018		110	120	211-290	211-290	311-319	440	510-593	611-689	710-748	910	
Account Number	Expenditure Account	Salary		Benefits		Professional Services	Rentals	Other Purchase Services	General Supplies	Property	Transfer	Line Totals
		Cert	Noncert	Cert	Non Cert							
11000	Instruction	44500		7500					10250			62250
21000	Support Services - Student								3000			3000
22100	Improvement of Instruction (Professional Development)					140000						140000
22900	Other Support Services											0
25191	Refund of Revenue											0
26000	Operation and Maintenance											0
27000	Transportation		5000		1000							6000
33000	Community Service Operations								5000			5000
60100	Transfers (interfund)											0
	Column Totals	44500	5000	7500	1000	140000	0	0	18250	0	0	
											Total Budget	216250

Supplies	Property: Technology
18250	
Property: Equipment	Other Purchase Services (travel, communication)
Professional Services	Staffing
140000	58000

0

SY 2018-19		110	120	211-290	211-290	311-319	440	510-593	611-689	710-748	910		
Account Number	Expenditure Account	Salary		Benefits		Professional Services	Rentals	Other Purchase Services	General Supplies	Property	Transfer	Line Totals	
		Cert	Noncert	Cert	Non Cert								
11000	Instruction	44500		7500					10500			62500	
21000	Support Services-Student								3000			3000	
22100	Improvement of Instruction (Professional Development)					120000						120000	
22900	Other Support Services											0	
25191	Refund of Revenue											0	
26000	Operation and Maintenance											0	
27000	Transportation		5000		1000							6000	
33000	Community Service Operations								5000			5000	
60100	Transfers (interfund)											0	
	Column Totals	44500	5000	7500	1000	120000	0	0	18500	0	0		
												Total Budget	196500

Supplies	Property: Technology
18500	
Property: Equipment	Other Purchase Services (travel, communication)
Professional Services	Staffing
120000	58000

SY 2019-20		110	120	211-290	211-290	311-319	440	510-593	611-689	710-748	910	
Account Number	Expenditure Account	Salary		Benefits		Professional Services	Rentals	Other Purchase Services	General Supplies	Property	Transfer	Line Totals
		Cert	Noncert	Cert	Non Cert							
11000	Instruction	14200		1000								15200
21000	Support Services - Student								200			200
22100	Improvement of Instruction (Professional Development)					42000						42000
22900	Other Support Services											0
25191	Refund of Revenue											0
26000	Operation and Maintenance											0
27000	Transportation		700		200							900
33000	Community Service Operations											0
60100	Transfers (interfund)											0
	Column Totals	14200	700	1000	200	42000	0	0	200	0	0	
											Total Budget	58300

Supplies	Property: Technology
200	
Property: Equipment	Other Purchase Services (travel, communication)
Professional Services	Staffing
42000	16100

0

TOTAL Funding		110	120	211-290	211-290	311-319	440	510-593	611-689	710-748	910	
Account Number	Expenditure Account	Salary		Benefits		Professional Services	Rentals	Other Purchase Services	General Supplies	Property	Transfer	Line Totals
		Cert	Noncert	Cert	Non Cert							
11000	Instruction	154900	0	23500	0	0	0	0	30250	0	0	208650
21000	Support Services-Student	0	0	0	0	0	0	0	9200	0	0	9200
22100	Improvement of Instruction (Professional Development)	0	0	0	0	470000	0	0	1350	0	0	471350
22900	Other Support Services	0	0	0	0	0	0	0	0	0	0	0
25191	Refund of Revenue	0	0	0	0	0	0	0	0	0	0	0
26000	Operation and Maintenance	0	0	0	0	0	0	0	0	0	0	0
27000	Transportation	0	15700	0	3200	0	0	0	0	0	0	18900
33000	Community Service Operations	0	0	0	0	0	0	0	15000	0	0	15000
60100	Transfers (interfund)	0	0	0	0	0	0	0	0	0	0	0
	Column Totals	154900	15700	23500	3200	470000	0	0	55800	0	0	
											Total Budget	723100

SY 2020-2021 DISTRICT SUSTAINABILITY		110	120	211-290	211-290	311-319	440	510-593	611-689	710-748	910	
Account Number	Expenditure Account	Salary		Benefits		Professional Services	Rentals	Other Purchase Services	General Supplies	Property	Transfer	Line Totals
		Cert	Noncert	Cert	Non Cert							
11000	Instruction	9200										9200
21000	Support Services - Student											0
22100	Improvement of Instruction (Professional Development)								1000			1000
22900	Other Support Services											0
25191	Refund of Revenue											0
26000	Operation and Maintenance											0
27000	Transportation											0
33000	Community Service Operations											0
60100	Transfers (interfund)											0
	Column Totals	9200	0	0	0	0	0	0	1000	0	0	
											Total Budget	10200

Supplies	Property: Technology	0
1000		
Property: Equipment	Other Purchase Services (travel, communication)	
Professional Services	Staffing	
	9200	

Required Funding Alignment Section of Budget



School Improvement Grant (1003g)

BUDGET

Alignment of Other Funding

Sources to SIG Elements

<i>Element of the Intervention</i>	<i>Intervention</i>	<i>Resources</i>
FEDERAL RESOURCES		
Job-embedded PD to train teachers to provide effective instruction to ELL's	Transformation	Title III Funds
Continued use of data and improvement of instructional practices through embedded PLC time	Transformation	Title II Funds

<i>Element of the Intervention</i>	<i>Intervention</i>	<i>Resources</i>
STATE RESOURCES		
Leadership team continues to be driving force for continuous improvement in instruction and student achievement	Transformation	General Fund

APPENDIX B

Principal

Job Posting Information

Posting ID: POS2015051200001

Posting Start Date: 5/13/2015

Name: Principal

Posting End Date: 5/28/2015

Location: Lakeview Middle School

Overview: The mission of Warsaw Community School Corporation is to inspire and equip all students to continuously acquire and apply knowledge and skills while pursuing their dreams and enriching the lives of others. We are seeking a collaborative and visible leader with a passion for education and a commitment to the professional growth and development of team members, who embraces also embraces this mission and strives to move it forward.

In accordance with policies and regulations of the District, the middle school principal is the leader directly responsible for the administration, supervision and evaluation in matters pertaining to the management of the school including instruction, personnel, students, curriculum, budget, school organization, professional development and community information.

This is a full-time, 225 day position with benefits.

Qualification: 1. Valid Indiana Administrative License 2. Demonstrated ability to effectively communicate orally and in written form to provide sound and equitable educational judgment 3. Organizational managerial experience at the executive level to assume responsibility, leadership, and supervision with students, staff, parents, and public patrons 4. Knowledgeable, understands, and is up-to-date on current laws, regulations, and procedures governing school management at state and federal levels 5. High standard of morality, ethics, honesty, integrity, and personal conduct. 6. Committed to Professional Learning Communities for school improvement

Desirable Qualifications:

1. Experience working in public schools as a teacher, administrator, or in an office of education 2. Demonstrated leadership and/or involvement in curriculum development 3. Experience working with a diverse student population 4. Ability to speak Spanish

Required Certificate(s):

(One or more are required to qualify for this position.)

BUILDING LEVEL ADMINISTRATOR

Additional/Optional Certificate(s):

(All listed items are optional and not required to qualify for this position.)

Required Endorsement(s):

(All listed items are required to qualify for this position.)

Additional/Optional Endorsement(s):

(All listed items are optional and not required to qualify for this position.)

Assignments

Hiring Manager: David Hoffert

HR Staff: Cari Williams
Amy Mencarelli

Email Group:

Salary and Benefit

Salary: Salary

Benefit: Standard Administrative Benefits

Salary Range: Based on Degree and Years of Experience

Administrative Posting on IAPSS Vacancies List

Administrative-

Richmond, IN 47374
Phone: 765.973.3443
Fax: 765.973.3359
Email: aleasias@rcs.k12.in.us
Website: www.rcs.k12.in.us

05/13/2015 - Principal – Lakeview Middle School
Warsaw Community Schools

Amy Sivley, Director of Human Resources
1 Administration Drive
Warsaw, IN 46518
Phone: 574.371.5098
Fax: 574.371.5044
Email: asivley@warsaw.k12.in.us
Website: www.warsaw.k12.in.us

05/13/2015 - Chief Academic Officer
Clinton Central School Corporation

Dr. Jeff Studebaker
725 State Road 29
Michigantown, IN 46057
Phone: 765.249.2515
Fax: 765.249.2504
Email: jeff.studebaker@clinton.k12.in.us
Website: www.clinton.k12.in.us

05/12/2015 - Director of Finance
Rush County Schools

Matt Vance, Superintendent
330 West 8th Street
Rushville, IN 46173
Phone: 765.822.4186

AMY K. SIVLEY
2136 Lindenwood Avenue
Warsaw, IN 46580
Home/Cell Phone: 260-466-7146
E-mail: aksivley@rocketmail.com

QUALIFICATIONS:

- Eleven years of effective leadership in the role of assistant principal, principal, Chief Accountability Officer, and Director of Human Resources
- Proven ability to serve as the instructional leader of a building
- Ability to work collaboratively with excellent verbal and written communication skills
- Effectively able to build relationships with administrators, teachers, students, and parents
- Indiana Administrative License (Proficient Practitioner) – #1213431
- Certified Crisis Prevention Institute (CPI) Trainer
- Certified School Safety Specialist
- Master's Degree in Educational Leadership

LEADERSHIP EXPERIENCE:

Director of Human Resources— July 2014 to Present

Warsaw Community Schools

1 Administration Drive
Warsaw, IN 46581
(574) 371-5098

Chief Accountability Officer— August 2012 to June 2014

Warsaw Community Schools

1 Administration Drive
Warsaw, IN 46581
(574) 371-5098

Principal—July 2010 to August 2012

Gateway Education Center, Warsaw Community Schools

201 N. Union Street
Warsaw, IN 46580
(574) 371-5019

Principal—July 2008 to July 2010

Lakeside Middle School, Fort Wayne Community Schools

1200 S. Clinton
Fort Wayne, IN 46802
(260) 467-1000

Assistant Principal/Athletic Director—August 2004 to June 2008

Lakeview Middle School, Warsaw Community Schools

848 E. Smith Street
Warsaw, IN 46580
(574) 269-7211

AMY K. SIVLEY
2136 Lindenwood Avenue
Warsaw, IN 46580
Home/Cell Phone: 260-466-7146
E-mail: aksivley@rocketmail.com

TEACHING EXPERIENCE:

Central Noble High School—August 1995 to August 2004

High School Business Teacher; Varsity Girls Basketball Coach, Varsity Boys Track Coach, 8th Grade Volleyball Coach

Bluffton High School—August 1994 to May 1995

High School Business Teacher; JV Girls Basketball Coach, Varsity Assistant Track Coach

EDUCATIONAL EXPERIENCE:

Indiana University/Purdue University, Fort Wayne—May 2002 – August 2004

Masters of Science in Educational Leadership—August 2004
Area of Certification—K – 12 School Administration
School Leaders Licensure Assessment with score of 182

Indiana-Wesleyan University, Fort Wayne—June 1998 – July 1999

Completed six (6) credit hours for teaching license renewal

Ball State University, Muncie—August 1989 – May 1994

Bachelors of Science in Business Education/Office Administration—May 1994
Area of Certification—Business Education, K – 12

- On-Campus Job at Muncie Burriss High School, September 1990 – May 1993—Secretary for the Athletic Department—Responsible for preparing, sending, and filing event and officials contracts; setting up and working at athletic events; and keeping the book for the varsity boys basketball team

REFERENCES:

David Hoffert, Superintendent—(574) 371-5098
Dani Barkey, Chief Accountability Officer—(574) 371-5098
David Robertson, Chief Academic Officer—(574) 371-5098
Amy Hobbs, Director of Special Services—(574)
Ronna Kawsy, WACC Principal—(574) 371-5074
Brenda Linky, Secondary Special Services Coordinator—(574) 371-5099
Amy Mencarelli, WCS HR Generalist/ACA Coordinator—(574) 371-5098
Abigail Slone, Jefferson Special Education Teacher—(574) 267-7361

David Michael Robertson

Objective *To serve the students, parents, and staff of Warsaw Community Schools through educational leadership as Chief Academic Officer.*

Summary of qualifications Professional Educator's License: Administration: Building Administrator

Education 2006-2009 Ball State University Muncie, IN

M.A. in Education in Educational Administration

- 3.733 Cumulative G.P.A.
- Served as Administrative Intern at Warsaw Community High School and Harrison Elementary School. Administrative responsibilities included:
 - Student discipline and attendance at both the elementary and secondary levels.
 - Worked with community leaders to establish and maintain an attendance reward program.
 - Served as administrative chair for Case Conferences at both the elementary and secondary levels.
 - Organized and coordinated scheduling of events for EdCom 2009.
 - Served with administrative team to screen, interview, hire, and induct non-certified school staff members.
- Created Response to Interventions (RtI) Staff Development Plan

1999-2003 Grace College Winona Lake, IN

B.S. in Elementary Education

- 3.49 Cumulative G.P.A.
- 3 years Varsity Track and Field
- 2003 Most Outstanding Prospective Teacher Award: Honorable Mention
- Served in Student Leadership as Resident Assistant for 2 years

1996-1999 Warsaw Community High School Warsaw, IN

Academic Honors Diploma

- Member National Honors Society
- Varsity Athlete in Three Sports
- Fellowship of Christian Athletes Board Member

Professional experience 2014-Present Warsaw Community Schools
Warsaw, IN
Chief Academic Officer

Community and Volunteer
Experience

Indiana Principal Leadership Institute

- Completed 2-year leadership development program.
- Initiated action-research focused on creating elements of a high-reliability school.
- Currently serve as a mentor for 5 principals in northern Indiana.

Baker Youth Club

- Summer Camp Coordinator: 2006-2009
- Duties include scheduling of staff, planning of activities, discipline, and communication with parents.

Pleasant View Bible Church

- Coordinator for PVBC T-Ball League
- 3rd Grade Sunday School Teacher

Lakeland Child Evangelism Ministries--*Board Member*

References available upon request

APPENDIX C



July 7, 2015

Dear Superintendent Ritz,

It is with great pleasure that we write this letter in support of the School Improvement Grant Initiative's work under Section 1003(g) of Title I. As the Superintendent and Board President at Warsaw Community Schools, we will stand behind and support all aspects necessary for the complete and full implementation of the Transformation Model at Lakeview Middle School.

We are committed to each element of the grant, as outlined below:

- Replacing the principal (effective July 1, 2015)
- Increasing teacher and school leadership effectiveness through evaluation, rewarding high-performing teachers, and providing professional growth opportunities to teachers
- Strengthening the PLC model to ensure a guaranteed and viable curriculum that is vertically aligned from one grade to the next, as well as aligned to State academic standards
- Utilizing data to monitor progress of continuous improvement
- Developing a Leadership Team that provides ongoing, embedded professional development to all staff
- Increasing the learning time for all students, including embedded remediation and opportunities for enrichment
- Developing wrap-around services to ensure success of students
- Increasing parent and community engagement

Thank you for your consideration of Warsaw Community Schools as a recipient for this grant.

Sincerely,

David A. Hoffert, PhD
Superintendent
Warsaw Community Schools

Jennifer Tandy
Board President
Warsaw Community Schools



**Warsaw Community Education Association*

To Whom It May Concern:

As the exclusive representative of the teachers employed by Warsaw Community Schools, the Warsaw Community Education Association endorses Warsaw Community School's application for the **LEA Grant** at **Lakeview Middle School** effective beginning the 2015-2016 school year.

Terry A Sims

Terry A. Sims, President * W.C.E.A

APPENDIX D



July 1, 2015

To Whom It May Concern:

This letter is to confirm the potential partnership of Huntington University with Lakeview Middle School in Warsaw, Indiana. This partnership would include TESOL/EL Certification for a cohort of Lakeview Middle School teachers. Certification courses for the first cohort would begin in August 2016 and be completed by the end of May 2017. Subsequent cohorts could begin each fall and complete certification in the following spring. Courses would be offered to the Lakeview cohort at a location to be determined in Warsaw for the convenience of the teachers. As a member of Region 8 Education Service Center, Lakeview Middle School will receive the Region 8 discount on tuition costs. (See cost details on separate paper.)

Courses for the 15-credit hour certification are as follows:

- Foundations of TESOL/EL (3 credit hours)
- Instructional Methods for TESOL/EL: Listening and Speaking (3 credit hours)
- Instructional Methods for TESOL/EL: Reading and Writing (3 credit hours)
- Intercultural Communication (3 credit hours)
- TESOL/EL Practicum (120 combined hours of lesson preparation, teacher collaboration, and direct ELL instruction with a minimum of 60 hours being direct instruction; 3 credit hours)

Upon successful completion of these 15-credit hours, teachers will receive TESOL/EL Certification from Huntington University and have the opportunity to add licensure in the content area of teaching English Learners.

If you have any questions regarding the Huntington University TESOL Certification, please contact me at 260-359-4296 or smckinney@huntington.edu

Thank you,

A handwritten signature in black ink that reads 'Shoshannah McKinney'. The signature is fluid and cursive, with a large loop at the end.

Shoshannah McKinney
Associate Director, Institute for TESOL Studies
Huntington University
2303 College Ave.

Huntington, IN 46750



Huntington University
Institute for TESOL Studies
TESOL/EL Certification Cost Sheet

Regular Adult Degree Programs undergraduate tuition price per credit hour*: \$365

Adult Degree Program undergraduate tuition price per credit hour with Region 8 discount*: \$328.50

Total 15-credit hour undergraduate level TESOL/EL Certification tuition cost for one teacher*: \$4,927.50

*Please note that tuition prices listed here are based on 2015-2016 pricing and may be subject to change in subsequent years.

APPENDIX E

LAKEVIEW MIDDLE SCHOOL

Monthly SIG Monitoring Report

SIG Requirement	Intervention	Quality of Implementation 4--Highly Effective 3--Effective 2--Improvement Necessary 1--Ineffective NYI--Not Yet Implemented	Evidence
Replace Principal	New principal hired 7/1/2015		
Use a teacher evaluation system which takes student growth into account as a significant factor	Utilize WCS RISE Evaluation System		
Provide principal with mentor	Assigned David Robertson, CAO		
Provide financial incentive or additional resources in classroom via teacher grants or rewards for high-performing teachers	Reward HE and EFF teachers with mini-grants for classroom resources		
Provide staff with opportunities for leadership growth in the building	Create Leadership Team with one rep from each core content area and four at-large members		

LAKEVIEW MIDDLE SCHOOL

Monthly SIG Monitoring Report

SIG Requirement	Intervention	Quality of Implementation 4--Highly Effective 3--Effective 2--Improvement Necessary 1--Ineffective NYI--Not Yet Implemented	Evidence
Provide additional compensation to attract and retain staff with skills necessary to meet the needs of students	Provide staff with TESOL and/or GT Certification opportunities		
Implement a system of peer support and assistance to foster the needs of educators	Peer-to-Peer Learning and observations		
Create an intervention plan for students who are behind academically	Develop Student Intervention Team		
Instructional coach lesson modeling	Develop a system with district math and literacy coaches to provide in-class modeling		
Report card accountability disaggregation presented and provided to IDEO at first monitoring visit	Required data for IDEO		

LAKEVIEW MIDDLE SCHOOL

Monthly SIG Monitoring Report

SIG Requirement	Intervention	Quality of Implementation 4--Highly Effective 3--Effective 2--Improvement Necessary 1--Ineffective NYI--Not Yet Implemented	Evidence
Regular utilization and analysis by all staff of data dashboard	Regular analysis of student academic and behavioral data		
Implement PD with an emphasis on instructional strategies to support special populations	PD on the co-teaching model has been provided and is demonstrated in the classroom		
Provide increased learning time for students.	Extended day with embedded remediation; After-School Enrichment opportunities		
Formalized plan for after-school enrichment activities	Plan provided to IDOE		
Ensure the schedule is designed to meet the professional development needs of staff.	Weekly PLC time is embedded; common plan times by department; evaluation of modified block schedule		

LAKEVIEW MIDDLE SCHOOL

Monthly SIG Monitoring Report

SIG Requirement	Intervention	Quality of Implementation 4--Highly Effective 3--Effective 2--Improvement Necessary 1--Ineffective NYI--Not Yet Implemented	Evidence
Utilization and analysis of extended learning data	Analyze student data to show effect of embedded remediation efforts and after-school enrichment opportunities		
Family and community engagement programs focused on instruction and academic performance	Develop Family Outread Team to create opportunities for parents to learn how to help their students		
LEA provides principal: control over people, time, program and dollars and opportunity to present updates and progress to school board at least twice per year in a pre- and post-manner	Superintendent, Board of School Trustees and WCEA provide yearly assurances to support principal in implementation of SIG; principal presents progress on SIG to BoST twice a year		