



DEPARTMENT OF EDUCATION

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Superintendent of Public Instruction

*Working Together for Student Success*

## Title I Single School Improvement Model Planning Grant

### *Guidance for Application Reviewers*

#### **Background**

Local Education Agencies (LEAs) with one or more first-year Comprehensive Support and Improvement (CSI) schools are eligible to apply on behalf of individual CSI schools in their LEA for this Title I School Improvement Grant.

This grant is designed to help LEAs and first-year CSI schools develop school improvement plans with evidence-based interventions that are anchored in high-quality needs assessments and key learnings from meaningful stakeholder engagement.

This grant is also designed to help LEAs and first-year CSI schools set the conditions necessary to implement school improvement plans and evidence-based interventions during the following school year.

The school improvement model developed through this planning grant must be tailored to meet the unique needs and build on the specific strengths of the individual CSI school.

To support the implementation of innovative school improvement models, the Indiana Department of Education (IDOE) will invite LEAs who are awarded this *planning grant* during the 2018-2019 school year to apply for an *implementation grant* for the 2019-2020 school year. Unlike the *planning grant*, the *implementation grant* will be competitive.

#### **Objectives**

IDOE has three core objectives for the recipients of this single-school planning grant.

1. Conduct a comprehensive needs assessment, aligned to an evidence-based framework for school improvement;
2. Develop a school improvement plan that is driven by the qualitative and quantitative findings from a comprehensive needs assessment, aligned to an evidence-based framework for school improvement; and
3. Ensure the required conditions are in place to enable successful implementation of the entire school improvement plan during the 2019-2020 school year.

## Application Review Guidance

Section Number	Application Section	Requirements	Reviewer's Feedback	Reviewer's Notes
1	Applicant Contact Information	<input type="checkbox"/> Name of LEA <input type="checkbox"/> Name of LEA Contact <input type="checkbox"/> Title of LEA Contact <input type="checkbox"/> Email Address of LEA Contact	Does the application provide the required information? <input type="checkbox"/> Yes <input type="checkbox"/> No	If the answer is no, what information is missing or needs to be modified?
2	School Contact Information	<input type="checkbox"/> Name of School <input type="checkbox"/> Name of School Contact <input type="checkbox"/> Title of School Contact <input type="checkbox"/> Email Address of School Contact	Does the application provide the required information? <input type="checkbox"/> Yes <input type="checkbox"/> No	If the answer is no, what information is missing or needs to be modified?
3	School Improvement Model Planning Team	At least one representative from each of the following stakeholder groups must be included on the planning team: <input type="checkbox"/> School leadership team <input type="checkbox"/> Educator <input type="checkbox"/> Staff <input type="checkbox"/> Family member <input type="checkbox"/> Community member  The grant application must also: <input type="checkbox"/> Briefly describe each individual's role on the planning team; and <input type="checkbox"/> Name the stakeholder group that they represent.	Does the application provide the required information? <input type="checkbox"/> Yes <input type="checkbox"/> No	If the answer is no, what information is missing or needs to be modified?

4	Goals	<ul style="list-style-type: none"> <li><input type="checkbox"/> Overarching goals for the planning grant (what should be true by the end of this grant?) <ul style="list-style-type: none"> <li><input type="checkbox"/> Please note, these are not goals for the impact of the school improvement model that this planning grant is designed to help the CSI school develop).</li> </ul> </li> <li><input type="checkbox"/> Measure(s) of success that allows the CSI school to be able to evaluate its progress towards achieving each goal.</li> <li><input type="checkbox"/> Person(s) responsible for leading the CSI school and its grant planning team towards this goal.</li> </ul>	<p>Does the application provide the required information?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul>	<p>If the answer is no, what information is missing or needs to be modified?</p>
5	Ongoing Stakeholder Engagement	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide at least one goal (should be a summative goal, not short-term) that describes how the LEA and CSI school will conduct ongoing stakeholder engagement when developing its school improvement model through this planning grant. <ul style="list-style-type: none"> <li><input type="checkbox"/> Describe a measure(s) of success that allows the CSI school to be able to evaluate its progress towards achieving the goal(s).</li> <li><input type="checkbox"/> Define a target date for meeting the goal(s).</li> </ul> </li> <li><input type="checkbox"/> Provide at least two benchmarks that describe how the CSI school will monitor its progress towards each goal. <ul style="list-style-type: none"> <li><input type="checkbox"/> Describe a measure(s) of success that allows the CSI school to be able to benchmark its progress towards the goal(s).</li> <li><input type="checkbox"/> Define a target date for meeting each benchmark.</li> </ul> </li> </ul>	<p>Does the application provide the required information?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul>	<p>If the answer is no, what information is missing or needs to be modified?</p>

6	School-level needs assessment and root cause analysis	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide at least one goal (should be a summative goal, not short-term) that describes how the CSI school will conduct a school-level needs assessment and root cause analysis when developing its school improvement model through this planning grant. <ul style="list-style-type: none"> <li><input type="checkbox"/> Describe a measure(s) of success that allows the CSI school to be able to evaluate its progress towards achieving the goal(s).</li> <li><input type="checkbox"/> Define a target date for meeting the goal(s).</li> </ul> </li> <li><input type="checkbox"/> Provide at least two benchmarks that describe how the CSI school will monitor its progress towards each goal. <ul style="list-style-type: none"> <li><input type="checkbox"/> Describe a measure(s) of success that allows the CSI school to be able to benchmark its progress towards the goal(s).</li> <li><input type="checkbox"/> Define a target date for meeting each benchmark.</li> </ul> </li> </ul>	<p>Does the application provide the required information?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul>	<p>If the answer is no, what information is missing or needs to be modified?</p>
7	Evidence-based interventions	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide at least one goal (should be a summative goal, not short-term) that describes how the LEA and CSI school will identify high-impact, evidence-based interventions (informed by key learnings from the school-level needs assessment and root cause analysis) when developing its school improvement model through this planning grant. <ul style="list-style-type: none"> <li><input type="checkbox"/> Describe a measure(s) of success that allows the CSI school to be able to evaluate its progress towards achieving the goal(s).</li> <li><input type="checkbox"/> Define a target date for meeting the goal(s).</li> </ul> </li> </ul>	<p>Does the application provide the required information?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul>	<p>If the answer is no, what information is missing or needs to be modified?</p>

		<input type="checkbox"/> Provide at least two benchmarks that describe how the CSI school will monitor its progress towards each goal. <ul style="list-style-type: none"> <li><input type="checkbox"/> Describe a measure(s) of success that allows the CSI school to be able to benchmark its progress towards the goal(s).</li> <li><input type="checkbox"/> Define a target date for meeting each benchmark.</li> </ul>		
8	Budgeting and sustainability planning	<input type="checkbox"/> Provide at least one goal (should be a summative goal, not short-term) that describes how the LEA and CSI school will create a budget that demonstrates the sustainability of the school improvement model developed through this planning grant. <ul style="list-style-type: none"> <li><input type="checkbox"/> Describe a measure(s) of success that allows the CSI school to be able to evaluate its progress towards achieving the goal(s).</li> <li><input type="checkbox"/> Define a target date for meeting the goal(s).</li> </ul> <input type="checkbox"/> Provide at least two benchmarks that describe how the CSI school will monitor its progress towards each goal. <ul style="list-style-type: none"> <li><input type="checkbox"/> Describe a measure(s) of success that allows the CSI school to be able to benchmark its progress towards the goal(s).</li> <li><input type="checkbox"/> Define a target date for meeting each benchmark.</li> </ul>	Does the application provide the required information? <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul>	If the answer is no, what information is missing or needs to be modified?
9	Condition Setting	<input type="checkbox"/> Provide at least one goal (should be a summative goal, not short-term) that describes how the LEA and CSI school will set the conditions necessary to	Does the application provide the required information?	If the answer is no, what information is

		<p>effectively implement the school improvement model developed through this planning grant during the following school year.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Describe a measure(s) of success that allows the CSI school to be able to evaluate its progress towards achieving the goal(s).</li> <li><input type="checkbox"/> Define a target date for meeting the goal(s).</li> </ul> <p><input type="checkbox"/> Provide at least two benchmarks that describe how the CSI school will monitor its progress towards each goal.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Describe a measure(s) of success that allows the CSI school to be able to benchmark its progress towards the goal(s).</li> <li><input type="checkbox"/> Define a target date for meeting each benchmark.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	missing or needs to be modified?
10	Grant Expenditures	<ul style="list-style-type: none"> <li><input type="checkbox"/> Define the requested amount of the planning grant funding to be used to fulfill the main objectives for the grant (also described as Phase I) - conduct a high-quality Comprehensive Needs Assessment and develop a high-quality School Improvement Plan</li> <li><input type="checkbox"/> <i>Optional:</i> Define the requested amount of the planning grant funding to be used to support the initial implementation of the SIP (Phase II) <ul style="list-style-type: none"> <li><input type="checkbox"/> Note: If this section of the application is completed, the applicant must complete Appendix A – Phase II Budget Planning Worksheet</li> </ul> </li> </ul>	<p>Does the application provide the required information?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No	If the answer is no, what information is missing or needs to be modified?

		<ul style="list-style-type: none"> <li><input type="checkbox"/> Describe how this grant will be used to help the CSI school design a school improvement plan that is rooted in key learnings from a high-quality comprehensive needs assessment and ongoing, meaningful stakeholder engagement.</li> <li><input type="checkbox"/> If the CSI school will work with an external partner(s) to achieve the objectives of this planning grant, the applicant must (1) name the partner(s) and (2) provide rationale for selecting the partner(s). <ul style="list-style-type: none"> <li>o Note: If the external partner is not on <a href="#">this list of organizations selected to participate in the IDOE’s School Improvement Summit</a>, the applicant must complete the “Technical Assistance Partner Profile” form (Appendix B).</li> </ul> </li> <li><input type="checkbox"/> Describe how other funding sources be utilized to help the CSI school design a school improvement plan that is rooted in key learnings from a high-quality needs assessment and ongoing, meaningful stakeholder engagement. <ul style="list-style-type: none"> <li>o For each funding source, provide the amount that will be allocated to help the CSI school achieve this objective.</li> </ul> </li> </ul>	<p>Do all grant funded activities relate to Phase I?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul>	<p>If the applicant plans to use grant funds for activities outside of Phase 1, the applicant must complete Appendix A.</p>
			<p>Is the external partner(s) on <a href="#">this list of organizations selected to participate in the IDOE’s School Improvement Summit</a>?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul>	<p>If the external partner(s) is not on the list, the applicant must complete Appendix B.</p>
11	Budget (Title I Application Center)	<ul style="list-style-type: none"> <li><input type="checkbox"/> All grant activities align to the grant narrative</li> <li><input type="checkbox"/> All grant activities are reasonable, allocable, and necessary</li> </ul>	<p>Does the application provide the required information?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul>	<p>If the answer is no, what information is missing or needs to be modified?</p>

12	Evaluation and Monitoring	<ul style="list-style-type: none"> <li><input type="checkbox"/> Define a clear process (e.g., who, when, how) for monitoring and evaluating progress toward the planning grant’s goals (not implementing the school improvement model developed through this planning grant.</li> <li><input type="checkbox"/> Define how the LEA will work with the CSI school to modify how it is leveraging the planning grant if progress towards goals is not demonstrated.</li> <li><input type="checkbox"/> <i>If the applicant is requesting to use grant funds for Phase II supports</i>, define a clear process (e.g., who, when, how) for monitoring and evaluating the implementation of evidence-based interventions.</li> <li><input type="checkbox"/> <i>If the applicant is requesting to use grant funds for one or more Technical Assistance Partners</i>, define a clear process (e.g., who, when, how) for monitoring and evaluating the effectiveness of the Technical Assistance Partner(s).</li> </ul>	<p>Does the application provide the required information?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul>	<p>If the answer is no, what information is missing or needs to be modified?</p>
13	Appendix A: Phase II Budget Planning Worksheet <sup>1</sup>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All grant funds used for Phase II of the planning grant will be used to support interventions that meet the evidentiary threshold described in the table on the last page of this document.</li> <li><input type="checkbox"/> Name and describe each EBI that will be supported with grant funds and utilized in the CSI school.</li> <li><input type="checkbox"/> Define a proposed amount of grant funds to be used to support the implementation of each EBI.</li> </ul>	<p>Does the application provide the required information?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul>	<p>If the answer is no, what information is missing or needs to be modified?</p>

<sup>1</sup> Appendix A should only be completed if an applicant wants to use grant funds to support the implementation of evidence-based interventions tied to their School Improvement Plan.



		<input type="checkbox"/> Define an annual goal, measure(s) of success, and two formative benchmarks for each EBI.		
14	Appendix B: Technical Assistance Partner Profile <sup>2</sup>	<input type="checkbox"/> The profile is no more than 2 pages. <input type="checkbox"/> The profile includes the TAP’s name, contact information, and mission. <input type="checkbox"/> The profile includes at least one study with a statistically significant positive effect on student outcomes as defined by ESSA (i.e., strong evidence, moderate evidence, promising evidence) <ul style="list-style-type: none"> <li>○ Note: See the table below for more information.</li> </ul> <input type="checkbox"/> The profile includes at least three references of schools that the TAP has provided similar services for, including their contact information. <input type="checkbox"/> The profile has ratings for each of the four categories. <input type="checkbox"/> The profile has supporting evidence for each rating.	Does the application provide the required information? <input type="checkbox"/> Yes <input type="checkbox"/> No	If the answer is no, what information is missing or needs to be modified?

**Evidence-Based Interventions as Defined by ESSA**

<u>Evidence Level</u>	<u>Evidentiary Threshold</u>
Strong Evidence	Based on at least one (1) well-designed and well-implemented experimental study.
Moderate Evidence	Based on at least one (1) well-designed and well-implemented quasi-experimental study.

<sup>2</sup> Appendix B should only be completed if the external partner(s) described in this grant application is not on [this list of organizations selected to participate in the IDOE’s School Improvement Summit](#).

Promising Evidence	Based on at least one (1) well-designed and well-implemented correlational study with statistical controls for selection bias.
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