

April 5, 2002

To: Principals, Cohort 2 Comprehensive School Reform Schools

From: Elsie C. Leak, Ed. D., Director
School Improvement Division

Re: **Impact Survey and Second Year Application Documents
Pertaining to the Renewal of Your CSR Grant**

As a follow up to our letter of March 5, 2002, please see the attached information on the process, as well as the Impact Survey and Second Year Application documents pertaining to the renewal of your Comprehensive School Reform grant. Your Impact Survey and Second Year Application are due at DPI by 5:00 p.m. on Wednesday, May 22, 2002.

Note that the Impact Survey and the Second Year Application documents for this renewal process are available on DPI's web page under the School Improvement Division/Compensatory Education Section at:
http://www.ncpublicschools.org/school_reform_grants.

We would also like to acknowledge your registration for the April 16-17, 2002 Conference and look forward to meeting with you.

For additional assistance, please contact Dr. Jerry Jailall, CSR Coordinator, in the Compensatory Education Section at 919-807-3965.

ECL:WFM:JJ

cc. Superintendents, CSR schools

Process for the Renewal of North Carolina Comprehensive School Reform Cohort 2 Grants: Year 2002 Second Year Application for Renewal

Rationale & Criteria for Renewal

The Comprehensive School Reform demonstration grants program was conceptualized to be a 3-year process for participating schools. All schools awarded a CSR grant are eligible for renewal up to the amount of the original award.

While consideration will be given to barriers faced and justifications for intended activities not completed, renewal will be based on:

- Each school's demonstrated implementation and impact up to this point.
- The integrity with which the approved proposal has been implemented, and
- Potential for continued effective implementation and institutionalization of the reform initiative.

Application Requirements

The application for renewal includes two written components:

- 1) Section A: Completion of an Impact Survey**
- 2) Section B: Completion of a Second Year Proposal for Grant Implementation**

- In addition to the written information to be provided above, the renewal process will include an interview with the DPI's CSR Coordinating Committee.

***NOTE:** We encourage you to provide a frank appraisal of your reform initiative. Your authentic feedback would facilitate the process of continuous improvement.*

The Impact Survey

The **Impact Survey** is intended to:

- Help grantees assess themselves on their accomplishments towards the implementation of their Comprehensive School Reform model for whole-school improvement.
- Obtain evidence of grant success in implementation and impact, up to this point.

The Year 2

The year two application document to be submitted by each school

Application	will be used to obtain information on the school's plan for continued implementation.				
Site Visits/ Interviews	<p>The interviews and/or site visits will be used to obtain more information on your reform initiative, as well as to obtain clarifications on any information you may have provided otherwise.</p> <p>DPI's Steering Committee for CSR will determine the schedule for interviews.</p>				
Review Process	<p>The Steering Committee for CSR will review all information on your grant based on the interview, impact survey, and reapplication and submit recommendations for review by DPI's senior leadership. Final recommendations will then be sent to the State Board of Education.</p>				
Criteria for Refunding	<p>Refunding decisions will be made on the basis of the following criteria:</p> <ul style="list-style-type: none"> • Successful and satisfactory impact of your Comprehensive School Reform initiative as shown in your impact survey and the overall evaluation of your impact based on the totality of information obtained from your impact survey, reapplication, and interview. • Scope of your second year implementation plan in addressing the <u>11</u> major reform components, and scaling up of your reform effort as proposed in your reapplication document. • Preliminary data on student growth and performance. <p>Consideration will be given to justifications for non-completion of any intended activities/impact.</p>				
Renewal Decisions	<ul style="list-style-type: none"> • Schools showing satisfactory progress will be recommended for renewal. • Schools showing marginal progress may have their grant terminated, be renewed conditionally, or have their renewal decision deferred until our concerns are resolved. • If recommended for renewal, your carryover balances and the scope of your second year implementation will be taken into consideration in determining your award amount. 				
Projected Timelines for Award	<table border="0"> <tr> <td data-bbox="532 1791 1104 1837">Renewal information sent</td> <td data-bbox="1104 1791 1455 1837">March 5, 2002</td> </tr> <tr> <td data-bbox="532 1837 1104 1894"><i>Registration form due for CSR Conference</i></td> <td data-bbox="1104 1837 1455 1894"><i>March 15, 2002</i></td> </tr> </table>	Renewal information sent	March 5, 2002	<i>Registration form due for CSR Conference</i>	<i>March 15, 2002</i>
Renewal information sent	March 5, 2002				
<i>Registration form due for CSR Conference</i>	<i>March 15, 2002</i>				

on April 16-17

Impact Survey and Reapplications Due at DPI (not postmarked) May 22, 2002

Interviews May 27-31, 2002

SBE Award July 11, 2002

NOTE: Schools may begin to work on the Impact & Reapplication prior to the April 16-17 conference—don't wait to start after the conference.

Signature Page

The signatures of the school principal, chair of School Improvement Team, and the superintendent are required on the Impact Survey and Reapplication.

Submission Guidelines

- Send only the information requested.
- Number your pages.
- Use a 12-point font size.
- No letters of endorsements/recommendations.
- Do not use binders and plastic covers.
- Simply staple your documents separately as follows:

Impact Survey Document

- Cover page,
- Impact Survey narrative and forms,
- Signature page, &
- Attachments of evidences (judiciously chosen and labeled clearly).

Second Year Application

- Cover page,
- 2nd Year Application narrative and forms,
- Signature page, &
- Attachment of technical assistance contracts.

Submit 3 copies of the Impact Survey & Second Year Application to:

***Dr. Jerry Jailall, CSR Coordinator
School Improvement Division, NCDPI
301 N Wilmington Street
Raleigh, NC 27601***

Submission Deadlines

- All Impact Surveys and Second Year Applications must be received at DPI (not postmarked) no later than **5:00 p.m. on Wednesday, May 22, 2002.**

- Faxed or e-mailed copies will not be accepted.
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Filename: #1 Cover letter renew
Directory: C:\WebUpdates\School Reform Grants
Template: C:\Documents and Settings\ehart\Application
Data\Microsoft\Templates\Normal.dot
Title: March 5, 2002
Subject:
Author: DPI Employee
Keywords:
Comments:
Creation Date: 4/3/2002 5:17 PM
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