

COVER PAGE

Section B:
Year 2 Renewal Application
(Cohort 2 Schools)

**Comprehensive School Reform Grant Renewal for
Second Year Implementation (2002-2003)**



Name of School: _____

LEA: _____ Grade Levels: _____

CSR Program: _____

Grant Contact Person: _____

Phone: _____ Fax: _____ E-mail: _____

Year 1 Award Amount: _____ Amount Requested for Year 2: _____

Guidelines for 2002 Year 2 Application for Second Year CSR Schools

<p>Purpose of Year 2 Application</p>	<ul style="list-style-type: none"> • The year two application document to be submitted by each school will be used to obtain information on the school’s plan for continued implementation. • The Year 2 Plan should build on and show expansion and enhancements beyond what was accomplished in the first year of CSR implementation.
<p>Guidelines for Completing the Year 2 Application</p>	<p>As you complete this Year 2 Application, please adhere to the following guidelines:</p> <ul style="list-style-type: none"> • Complete the Cover Page for the Year 2 Application. • Using a maximum of <u>15</u> pages (including narrative and forms), please state the questions then provide the answers in sequence. • Attachments should include only what is required. • After you have organized all your documents in sequence, number your pages. • Use one and a half spacing. • Use a 12-point font size. • Do not use binders and plastic covers.
<p>Organizing Your Year 2 Application Document</p>	<ul style="list-style-type: none"> • Simply staple your Year 2 Application Document as follows: <ul style="list-style-type: none"> -Cover page, -Year 2 Application narrative and forms, -Signature page, & -Attachment of technical assistance contracts
<p>Submission Deadlines</p>	<ul style="list-style-type: none"> • Submit <u>3</u> copies of your Second Year Application along with <u>3</u> copies of your Impact Survey to: <p style="text-align: center;"><i>Dr. Jerry Jailall, CSR Coordinator School Improvement Division, NCDPI 301 N Wilmington Street Raleigh, NC 27601</i></p> • All Second Year Applications and Impact Surveys must be <u>received</u> at DPI (not postmarked) no later than <u>5:00 p.m. on Wednesday, May 22, 2002.</u> • Faxed or e-mailed copies will not be accepted.

YEAR 2 CSR IMPLEMENTATION PLAN (2002-2003)

Describe your comprehensive reform design/initiative for whole school improvement by responding to the questions below.

1. Overview of Year 2 Plan for Comprehensive Design with Aligned Components -- 40 points

Using the table below, describe how the elements of your design are linked and integrated into your selected CSR program/initiative. Give attention to your school improvement plan, safe school plan, and Closing the Gap plan here. Show how your design will enable all students to meet ABCs content and performance standards, and how it incorporates a comprehensive plan for effective school functioning.

Elements of Reform Component #2	Measurable Goals & Benchmarks (Each goal must have its own benchmarks. You may have more than one goal for each area).	Specific Strategies/Steps for Each Goal	Projected Timelines for Implementation
<i>a. Student achievement</i>	<i>Goal:</i> <i>Benchmarks:</i>		
<i>b. Curriculum alignment</i>	<i>Goal:</i> <i>Benchmarks:</i>		

Elements of Reform Component #2	Measurable Goals & Benchmarks (Each goal must have its own benchmarks. You may have more than one goal for each area).	Specific Strategies/Steps for Each Goal	Projected Timelines for Implementation
<i>c. Instruction</i>	<p><i>Goal:</i></p> <p><i>Benchmarks:</i></p>		
<i>d. Assessment</i>	<p><i>Goal:</i></p> <p><i>Benchmarks:</i></p>		
<i>e. Classroom management</i>	<p><i>Goal:</i></p> <p><i>Benchmarks:</i></p>		

Elements of Reform Component #2	Measurable Goals & Benchmarks (Each goal must have its own benchmarks. You may have more than one goal for each area).	Specific Strategies/Steps for Each Goal	Projected Timelines for Implementation
<i>f. School culture, school organization/ management/ governance</i>	<p>Goal:</p> <p>Benchmarks:</p>		
<i>g. Technology integration in the curriculum</i>	<p>Goal:</p> <p>Benchmarks:</p>		

2. Year 2 Professional Development Plan -- 30 points

In the table below, describe your second year plan for high quality and continuous teacher and staff professional development that is clearly aligned with the needs identified, program goals, and the comprehensive initiative selected and that will lead to increased student learning. Include strategies for ensuring that skills learned are implemented in classrooms, such as follow-up, on-site coaching, etc.

Name of Presenter(s)	Specific Topics/Activities	# of Staff to Be Targeted by Grade Level/Subject Areas	Dates/Length of Training (Hours/# of Days)	How Follow-up Will Be Provided to Implement Strategies/Training

3. Year 2 Evaluation Plan -- 15 points

- a. Explain the plan for evaluating the implementation of the 11 components of the school reform initiative, the impact on achievement for all students, as well as other specified goals of the initiative, including school governance and culture, curriculum development, instruction, and assessment. Your evaluation design must include qualitative as well as quantitative methods, as appropriate.
- b. Describe how will you use formative evaluation to make continuous improvements in your implementation.

Name of Evaluator(s)	Evaluation Design & Specific Strategies Using Multiple Sources of Data	Timelines

4. Support for Comprehensive School Reform (45 points)

a. Year 2 Plan for Support Within the School -- 10 points

- i. Describe/demonstrate how you will continue to secure support from the school faculty, administrators, and staff for implementation of the initiative.
- ii. Describe the composition of the school team that will provide leadership for your Comprehensive School Reform initiative. (Give names, positions, and roles). How will this team relate to the School Improvement Team to ensure integration and avoid fragmentation?
- iii. What is your LEA's and school's plan to ensure that new administrators(s) and new teachers/staff will be oriented to and be supportive of your initiative?

b. Year 2 Plan for LEA Support -- 10 points

- i. In the table below, describe the specific kinds of on-going support that your central office will provide in Year 2 to your school to ensure successful implementation of the comprehensive school reform initiative, including how technical assistance, staff development and evaluation services will be provided.

Name and Position of Central Office Technical Assistance Partner(s)	Specific Assistance to be Provided (Include the specific nature of the assistance such as # of staff to be served by grade level/subject areas; e.g. initial training, follow-up, class observations, coaching etc.)	Timelines/Schedule of Services (Frequency, intensity, duration of services -- Length of training hours/number of days)

- ii. How will this support be coordinated with the developer(s) of the comprehensive school reform program being implemented at the school or with other external technical assistance providers?

c. Year 2 Plan for Parental & Community Involvement -- 10 points

Elements of Reform Component #6	Measurable Goals & Benchmarks (Each goal must have its own benchmarks. You may have more than one goal for each area).	Specific Strategies & Steps	Projected Timelines for Implementation
<p>i. Explain how this initiative will meaningfully involve parents and the local community in planning and implementing school improvement activities. (Going beyond current levels of involvement).</p>	<p>Goal:</p> <p>Benchmarks:</p>		
<p>ii. Explain collaboration and linkages with other community services, organizations, businesses, etc. (Going beyond current levels of involvement).</p>	<p>Goal:</p> <p>Benchmarks:</p>		

d. Year 2 Plan for External Technical Support and Assistance -- 15 points

i. In the table below, describe how your school will use external technical support and assistance from your CSR program developer or other technical assistance provider.

iv. *Check one* ✓

_____ A contract is in place for Year 2 and a copy is attached.

_____ A contract is not in place for Year 2, at this time.

Name of External Technical Assistance Partner(s)	Describe Specific Assistance/Services to Be Provided (Include the specific nature of the assistance such as # of staff to be served by grade level/subject areas; e.g. initial training, follow-up, class observations, coaching etc.)	Projected Timelines/Schedule of Services (Frequency, intensity, duration of services-- Length of training hours/number of days)	Cost of Assistance (Show breakdowns by line items)

5. Budget Coordination/Leveraging Resources (30 points)

(a) Budget Coordination - 25 points

- i. It is the intent of this grant that the reform initiative not be a separate, add-on activity, but rather integrates all aspects of schooling and funding. Therefore, it should be clear that all sources of funds are coordinated and their use maximized. Using the budget forms provided (Form #1-page 12 and Form #2-page 13), submit a fully annotated budget for Year 2 showing links to other funding sources and the breakdown of funds being requested.
- ii. If your school is, or will be receiving At-risk (PRC 69), Student Accountability Standards (PRC 72), High Priority School Funds, or Continually Low Performing Funds, show how these funds/activities will be coordinated with the reform initiative and focus on the stated priority needs of your school.
- iii. The amount of funds requested and budget items should be appropriate and clearly related to the reform components, needs, goals, strategies, and timelines described in the reform initiative.

NOTE:

- At least 30% of the funds are to be budgeted for professional development, **apart from the amount for contracted services** with the CSR model developer that will work with your school.
 - A maximum of 10% for technology is allowable if it supports the specific CSR program being implemented.
 - Not more than 25% may be used for personnel if this aligns with your reform initiative.
 - Expenditures for consumables and student and teacher incentives are restricted.
- iv. The budget narrative (Form #2, page 13) should provide full explanations for the various line items in your proposed expenditures.

(b) Sustaining the Reform - Funds, Policy, Training -- 5 points

The purpose of CSR is to provide seed funds for schools to engage in long-term reform. Describe how your school will maintain and sustain the reform initiative after the grant funding has ended, including how LEA and school resources will be used (address whether local Board policy supports your initiative and how funding and training will be continued).

6. Year 2 Plan for Addressing Year 1 Barriers - 10 points

- a) Please provide specific evidence of actions, attitudes, and/or activities that may have become barriers that prevented your school from attaining one or more of the grant's key goals/activities (e.g. changes in leadership, model, or technical assistance; policy; practices; schedules; staff resistance; etc.).
- b) What actions have you taken and/or will take to address these barriers? If you have already taken action, what were the outcomes?

Budget Form #1 --2002-2003

(Additional pages may be used)

Current Approved Budget (2001-2002)	CURRENT FUNDING (2001-2002)		Amount & Description of Requested 2nd Year Funding (2002-2003)
	Amount & Description of Expenditures (Already Spent/Obligated)	Amount, Description & Timelines of Proposed Disbursement of Remaining Funds	
Personnel Salaries \$			
Personnel Benefits \$			
Purchased Professional & Technical Services \$			
Staff Development \$			
Travel \$			
Equipment \$			
Supplies/ Materials \$			
Other (Specify) \$			
Total 2nd Year Funds Requested: \$			

(Budget Form #2 --2002-2003)

Budget Narrative

(This narrative gives you an opportunity to detail your proposed expenditures so we can have a better understanding of your budget. Please provide explanations for specific line items in your budget. Describe the equipment purchases, contracted services, materials, and other expenses that will be incurred).

Item	Description & Rationale	Amount
	TOTAL	\$

Signature Page

Statement of Assurances

Assurances are hereby provided to the State Education Agency that the Local Education Agency will:

1. Carry out responsibilities authorized under §1502 of Title I of the Improving America's School Act of 1994 (if applicable) and the Fund for the Improvement in Education (Title X, Part A) of the Improving America's Act of 1994.
2. Support implementation of comprehensive school reform initiatives that show the most promise of enabling children to meet challenging state content and performance standards based on reliable research and effective practices.
3. Provide technical assistance to funded schools concerning the selection, development, implementation, and evaluation of the comprehensive school reform initiative.
4. Ensure that sufficient resources are available to continue the comprehensive school reform initiative after grant support ends.
5. Review, on an annual basis, the implementation of the comprehensive school reform model and the academic performance of the students in funded schools as a part of the grant continuation and renewal process.
6. Appoint a central office contact to work with each school selected to receive funding.
7. Use CSR Implementation Grant funds to supplement, and not supplant, all federal, state, and local funds in funded schools.
8. Budget at least 30% of the funds allotted to each school for staff development (apart from the contracted amount with the CSR program developer), use professionals certified by model developers to conduct training, involve central office liaison in training, network training where possible and adhere to national and/or state standards or guidelines for meaningful professional development.
9. Participate in the state-level evaluation of the CSR Initiative.
10. Select a technical assistance partner to provide support to the school.
11. Follow all rules and regulations governing this program including those pertaining to the expenditures of grant funds.
12. Obligate any carryover funds by September 30, 2002, and that a carryover budget will be submitted after June 30, 2002 if we have any carryover funds at that date.

Superintendent's Signature (Required)

Date of Signature

Principal's Signature

Chair, School Improvement Team

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Data\Microsoft\Templates\Normal.dot
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