



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF QUALITY SCHOOLS - FEDERAL GRANTS AND RESOURCES

**1003(g) SCHOOL IMPROVEMENT GRANT (SIG)
SELF-ASSESSMENT, FEDERAL TIERED MONITORING
2017-2018 GRANT YEAR**

LOCAL EDUCATIONAL AGENCY (LEA) GRANT INFORMATION			
LEA NAME		COUNTY-DISTRICT CODE	FORM DUE DATE June 15, 2018
BOARD-AUTHORIZED REPRESENTATIVE	EMAIL ADDRESS	BOARD-AUTHORIZED REP PHONE	
CONTACT PERSON	EMAIL ADDRESS	CONTACT PERSON PHONE	
IS YOUR LEA USING SCHOOLWIDE POOL FOR 1003(G) FUNDS? YES <input type="checkbox"/> NO <input type="checkbox"/>		2017-2018 FIRST DAY OF SCHOOL	
2017-2018 GRANT APPROVAL DATE	ON-SITE DESE STAFF	ON-SITE LEA STAFF	REVIEW DATE

INSTRUCTIONS

- Respond to each of the following monitoring requirements for the 2017-2018 grant year by checking the appropriate code (*see below*). Responses are required on each item and documentation proving compliance must be kept on file at the LEA.
- Place a checkmark in all appropriate boxes under Evidence Sources to indicate the type of supporting documentation you have available. The documentation of evidence of implementation must be on file at the LEA for review. Do not send copies of evidence of implementation to the Office of Quality Schools, unless requested to do so.
- All LEAs must answer questions 1-13, 25-27.
- If the LEA has a school implementing the *Transformation Model*, answer questions 14-21.
- If the LEA has a school implementing the *Closure Model*, answer questions 22-24.
- If you have any questions, call or email for assistance. Craig Rector at (573) 526-3232, craig.rector@dese.mo.gov
Jocelyn Strand at (573) 751-4104, jocelyn.strand@dese.mo.gov
- Please return the completed document to webrepliesgrants@dese.mo.gov or mail to:

OFFICE OF QUALITY SCHOOLS - FEDERAL GRANTS AND RESOURCES
MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
PO BOX 480, JEFFERSON CITY, MO 65102-0480

Yes = A review indicates compliance. When using this code, the LEA must have the documentation readily available for review by the Office of Quality Schools, if requested.

No = A review indicates district non-compliant.

DR = District Resolving: A review indicates a compliance discrepancy. When using this code, use the comment section on the last page to explain how the LEA intends to resolve the discrepancy and the intended time frame for completion.

NA = Not Applicable to this LEA.

LEA = Local Educational Agency: school district or charter school.

ASSURANCES AND CERTIFICATION

The authorized representative assures the Missouri Department of Elementary and Secondary Education (DESE) that the information provided is correct and accurate and documentation is on file at the district for review.

SIGNATURE OF BOARD-AUTHORIZED REPRESENTATIVE	DATE

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.

**1003(G) SIG
LIST OF SCHOOLS SERVED**

Name Of School Served in 2017-18	Model	Cadre
		IV
		IV
		IV
		IV
		IV

1003(G) SIG Yes No NA DR

I. APPLICATION PROCESS

The application process was carried out consistent with the final requirements of the 1003(g) SIG program. [Sections I and II of the final requirements for the School Improvement Grants authorized under section 1003(g) of Title I of Elementary and Secondary Education Act of 1965, as amended (75 FR 66363 (October 28, 2010))]

1. Application

The LEA maintains a copy of their approved application. The application contains the school improvement plan, LEA and school budgets and needs assessment.

Evidence Sources

Approved 1003(g) SIG Year 1, 2, 3, 4 or 5 Application (**required**)

2. Amendments

The LEA maintains a copy of all approved amendments.

Evidence Sources

Approved 1003(g) SIG Year 1, 2, 3, 4 or 5 Amendments (**required, if applicable**)

II. FISCAL

LEAs and schools are using funds consistent with the final requirements of the 1003(g) SIG program. [Section II of the final requirements for the School Improvement Grants authorized under section 1003(g) of Title I of Elementary and Secondary Education Act of 1965, as amended (75 FR 66363 (October 28, 2010)) ; §1114 of the ESEA; and Office of Management and Budget (OMB) Circular A-87]

3. Plan

All activities paid with 1003(g) SIG funds are reflected in the plan approved (and in approved amendments) in the Year 1 Application.

Evidence Sources

- Approved 1003(g) SIG Year 1, 2, 3, 4 or 5 Application (**required**)
- Approved 1003(g) SIG Year 1, 2, 3, 4 or 5 Amendments (**required, if applicable**)
- Record of expenditures

4. Schoolwide Pool

Activities approved in the 1003(g) SIG Year 1, 2, 3, 4 or 5 Application were implemented as part of the schoolwide pool.

Evidence Sources

- Approved 1003(g) SIG Year 1, 2, 3, 4 or 5 Application (**required, if applicable**)
- Approved 1003(g) SIG Year 1, 2, 3, 4 or 5 Amendments (**required, if applicable**)
- Record of activities (**required, if applicable**)

5. School Level Budget

The school(s) served by 1003(g) SIG maintain(s) an onsite school-level SIG budget (and approved amendments).

Evidence Sources

- Approved 1003(g) SIG Application (**required**)
- Approved 1003(g) SIG Amendments (**required, if applicable**)
- Approved NCLB Schoolwide Pool Budget Grid (**required, if applicable**)

6. Comparability

The LEA ensures that a school being served with 1003(g) SIG funds is still receiving all the funds that it would have received without the SIG award.

Evidence Sources

- Title I ranking and allocation (**required**)
- Completed comparability report (**required, if applicable**)

7. Appropriately Certified

All federally funded 1003(g) SIG teachers (including after school tutoring) are appropriately certified for content and grade level at the time of hire for the length of the teacher's contract.

Evidence Sources

- Teacher certification
- Staff Assignment Report in Core Data

8. Paraprofessionals (NCLB, 1119 (c))

a. 1003(g) SIG funded paraprofessionals have a minimum of 60 semester hours of college credit with a certified transcript on file, or have taken and passed the Para Professional Assessment or Para Pro Assessment.

Evidence Sources

- Copy of transcript
- Copy of Para Professional Assessment results
- Copy of substitute certificate

b. The LEA ensures instructional paraprofessionals are under the direct supervision of an appropriately certified teacher.

Evidence Source

- October Core Data cycle, Screen 20 comments box (**required, if applicable**)

III. MONITORING

Monitoring of LEAs and schools is being conducted consistent with the final requirements of the 1003(g) SIG program. [Section II of the final requirements for the School Improvement Grants authorized under section 1003(g) of Title I of Elementary and Secondary Education Act of 1965, as amended (75 FR 66363 (October 28, 2010))]

9. Monitoring Process

The LEA maintains documentation of the monitoring of the 1003(g) SIG program.

Evidence Sources

- 1003(g) SIG Self-assessment Federal Programs
- Correspondence between DESE (and representatives) and the LEA regarding Monitoring (**required**)
- Monthly (Running Record) Progress Report (**required**)
- Mid-Year School Progress Report (**required**)
- MOSIG Site Visit Report (**required**)

IV. IMPLEMENTATION

SIG intervention models are being implemented consistent with the final requirements of the 1003(g) SIG program. [Sections I and II of the final requirements for the School Improvement Grants authorized under section 1003(g) of Title I of Elementary and Secondary Education Act of 1965, as amended (75 FR 66363 (October 28, 2010))]

10. LEA Support/Implementation - ALL MODELS

The LEA is organized to support/implement the 1003(g) SIG improvement models.

Evidence Sources

- Organizational charts
- Job descriptions
- Policies and/or procedures
- Other _____

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11. External Providers - ALL MODELS

The LEA has entered into written agreements with external providers.

Evidence Sources

- Contracts
- Purchase of service agreements
- Memorandums of understanding

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12. LEA Student Achievement Goals and Data - ALL MODELS

a. The LEA provides copies of LEA's annual goals for student achievement on the State's assessments for each Priority school that it is serving.

Evidence Sources

- Reading/English language arts annual goals **(required)**
- Mathematics annual goals **(required)**

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b. The LEA collects data for the LEA's annual goals for student achievement on the State's assessments for each Priority school that it is serving.

Evidence Source

- Reading/English language arts annual goal data **(required)**
- Mathematics annual goal data **(required)**

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13. School Level Implementation Timeline - ALL MODELS

The school(s) served by 1003(g) SIG maintains an onsite school-level implementation timeline submitted as part of the LEA's approved SIG application.

Evidence Sources

- Implementation timeline in approved 1003(g) SIG year 1, 2 or 3 application **(required)**

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14. LEA Staffing - TRANSFORMATION MODEL

a. The LEA provides copies of job announcements for positions with 1003(g) SIG schools.

Evidence Sources

- Job announcements **(required)**

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b. The LEA disseminates the procedures for evaluating staff in a 1003(g) SIG school.

Evidence Source

- Memorandum
- Announcements
- Rubrics

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15. Principal - TRANSFORMATION MODEL

The LEA has replaced the principal in the school(s) served by 1003(g) SIG prior to the first year of implementation but no earlier than two school years prior to the first year of implementation as part of a school reform effort.

Evidence Sources

- Timeframe of hiring (required)

16. School Staffing - TRANSFORMATION MODEL

The school disseminates the criteria and process for teacher evaluation in a 1003(g) SIG school.

Evidence Sources

- Faculty Handbook
- Memorandum
- Other _____

17. Increased Learning Time - TRANSFORMATION MODEL

The school has increased learning time for students.

Evidence Sources

- School calendar for school year prior to implementation (required)
- School calendar for all school years of implementation (required)

18. Parent and Community Engagement - TRANSFORMATION MODEL

The school has engaged the parents and community about the planning and implementation of the transformation model.

Evidence Sources

- Letters to parents
- Fliers
- Announcements
- Agendas from parent/community meetings
- Minutes from parent/community meetings

19. System of Staff Recognition - TRANSFORMATION MODEL

The LEA and school has a system of reward for staff that is raising student achievement.

Evidence Sources

- Faculty Handbook
- Memorandum
- Staff contract

20. Professional Development - TRANSFORMATION MODEL

a. The LEA and school has provided professional development to 1003(g) SIG school staff relating to the school reform models and effective instruction.

Evidence Sources

- LEA memorandum
- Announcements
- Agendas

b. The LEA has provided professional development resources and materials to 1003(g) SIG school staff relating to the school reform models and effective instruction.

Evidence Sources

- Memorandum
- Announcements
- Materials

21. Instructional Program Selection - TRANSFORMATION MODEL

The LEA has provided the school written documentation outlining the LEA's criteria and evaluation process for screening and selecting new instructional programs or strategies.

Evidence Sources

- Memorandum
- Other _____

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22. Closure Process Schedule - CLOSURE MODEL

The LEA maintains documentation of the schedule for completing the closure process of selected schools.

Evidence Sources

- Schedule for completing the closure process (required)

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23. Achievement Data - CLOSURE MODEL

The LEA collects achievement data for the schools in which students from the closed schools are now enrolled.

Evidence Sources

- Reading/language arts achievement data (required)
- Mathematics achievement data (required)

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24. Parent and Community Outreach - CLOSURE MODEL

The LEA provided information on the closure of the school and the new school where the students enrolled.

Evidence Sources

- Letter to parents
- Press releases
- Other announcements

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V. TECHNICAL ASSISTANCE

Technical assistance is provided to its LEAs consistent with the final requirements of the 1003(g) SIG program. [Section II of the final requirements for the School Improvement Grants authorized under section 1003(g) of Title I of Elementary and Secondary Education Act of 1965, as amended (75 FR 66363 (October 28, 2010))]

25. Technical Assistance from the LEA

The LEA maintained information that they have provided as technical assistance to schools related to the implementation of the 1003(g) SIG models.

Evidence Sources

- Informational resources
- Tool kits
- Training materials
- Web-based resources and materials

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VI. DATA COLLECTION

Data is being collected consistent with the final requirements of the 1003(g) SIG program. [Sections II and III of the final requirements for the School Improvement Grants authorized under section 1003(g) of Title I of Elementary and Secondary Education Act of 1965, as amended (75 FR 66363 (October 28, 2010))]

26. Benchmark and Interim Data

a. The LEA provides benchmark and interim data for each Priority school that it is serving.

Evidence Sources

- Reading/English language arts data (required)
- Mathematics data (required)

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1003(G) SIG

b. Each school served maintains current benchmark and interim data for their students.

Evidence Source

- Reading/English language arts data **(required)**
- Mathematics data **(required)**

27. Annual Evaluation Process

The LEA conducts an annual review of 1003(g) SIG activities.

Evidence Sources (all are required)

- Review of student achievement data
- Review of program strengths and weaknesses (needs assessment)
- Review of district and/or school AYP status
- Documentation of recommendations and revisions

1003(G) SIG COMMENTS

Large empty rectangular area for providing comments.

