



**1003(g) SCHOOL IMPROVEMENT GRANT (SIG) SELF-ASSESSMENT,
FEDERAL TIERED MONITORING 2019-20 GRANT YEAR**

LOCAL EDUCATIONAL AGENCY (LEA) GRANT INFORMATION			
LEA NAME		COUNTY-DISTRICT CODE	FORM DUE DATE June 15, 2020
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"/>			2018-19 (YEAR 3) FIRST DAY OF SCHOOL
2018-19 (YEAR 3) GRANT APPROVAL DATE	ON-SITE DESE STAFF	ON-SITE LEA STAFF	REVIEW DATE

INSTRUCTIONS

- Respond to each of the following monitoring requirements for the **2019-20 (Year 4) 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** and **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: Federal Grants and Resources, 573-526-3232 or webreplisiggrants@dese.mo.gov; or School Improvement, 573-751-4104 or msip@dese.mo.gov.
- Please return the completed document to webreplisiggrants@dese.mo.gov or mail to:

Missouri Department of Elementary and Secondary Education
Office of Quality Schools – Federal Grants and Resources
P.O. 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 the district is 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
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The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute 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, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th 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 2019-20	Model	Cadre
		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 the 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**)

1003(G) SIG		Yes	No	NA	DR
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					
<input type="checkbox"/>	Approved 1003(g) SIG Application (required)				
<input type="checkbox"/>	Approved 1003(g) SIG Amendments (required, if applicable)				
<input type="checkbox"/>	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					
<input type="checkbox"/>	Title I ranking and allocation (required)				
<input type="checkbox"/>	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					
<input type="checkbox"/>	Teacher certification				
<input type="checkbox"/>	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					
<input type="checkbox"/>	Copy of transcript				
<input type="checkbox"/>	Copy of Para Professional Assessment results				
<input type="checkbox"/>	Copy of substitute certificate				
b. The LEA ensures instructional paraprofessionals are under the direct supervision of an appropriately certified teacher.					
Evidence Source					
<input type="checkbox"/>	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					
<input type="checkbox"/>	1003(g) SIG Self-assessment Federal Programs				
<input type="checkbox"/>	Correspondence between DESE (and representatives) and the LEA regarding Monitoring (required)				
<input type="checkbox"/>	Monthly (Running Record) Progress Report (required)				
<input type="checkbox"/>	Mid-Year School Progress Report (required)				
<input type="checkbox"/>	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 (ELA) annual goals **(required)**
- Mathematics annual goals **(required)**

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/ELA annual goal data **(required)**
- Mathematics annual goal data **(required)**

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, 3 or 4 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)**

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

Evidence Source

- Memorandum
- Announcements
- Rubrics

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

Time frame 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 to 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 _____

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)

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/ELA achievement data (required)
- Mathematics achievement data (required)

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

V. TECHNICAL ASSISTANCE

Technical assistance is provided to 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 the information they have provided to schools as technical assistance related to the implementation of the 1003(g) SIG models.

Evidence Sources

- Informational resources
- Toolkits
- Training materials
- Web-based resources and materials

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/ELA data (required)
- Mathematics data (required)

1003(G) SIG

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

Evidence Source

- Reading/ELA 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

