



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF QUALITY SCHOOLS – SCHOOL IMPROVEMENT

1003(g) SCHOOL IMPROVEMENT GRANTS (SIG) END-OF-YEAR REPORT

SCHOOL DISTRICT NAME «School_District_Name»		COUNTY-DISTRICT CODE «CTYDIST»	FORM DUE DATE November 1, 2016
SCHOOL BUILDING NAME «School_Building_Name»	BUILDING CODE «Bldg»	SIG CONTACT «SIG_Contact»	SIG CONTACT PHONE «SIG_Contact_Phone»
SIG CONTACT EMAIL «SIG_Contact_Email»	INTERVENTION «Intervention»		TIER «Tier»

DIRECTIONS

Complete this form for each **building** receiving assistance through 1003(g) SIG. Fax or email the completed form no later than November 1, 2016 to: (573) 751-9438 or fedprodata@dese.mo.gov.

QUESTIONS: School Improvement at (573) 751-4426 or Grants and Resources (573) 526-3232

SCHOOL YEAR MINUTES

Report the number of minutes that all students were required to be at school and any additional learning time (e.g., before- or after-school, weekend school, summer school) for which all students had the opportunity to participate. That is, report the number of minutes that a student who was enrolled for the entire school year would have been required to be at school.

School year minutes are the total of all full school days and half school days and any increased learning time provided to all students in the school.

- Example:
- The regular school year for a school included 176 full school days and four half school days that all students were required to attend.
 - The school is in a Local Educational Agency (LEA) where a full day is 390 minutes and a half day is 195 minutes.
 - The school also provided 80 days of additional learning time for which all students had the opportunity to participate.
 - The additional learning time lasted 90 minutes per day.
 - The total minutes would be 76,620, calculated as follows:
 - 176 days multiplied by 390 minutes = 68,640 minutes;
 - 4 days multiplied by 195 minutes = 780 minutes;
 - 80 days multiplied by 90 minutes = 7,200 minutes;
 - Add the results: 68,640 minutes + 780 minutes + 7,200 = 76,620 minutes

Is “increased learning time” included in the calculation of school year minutes? Yes, the “number of minutes” reporting indicator includes the total number of minutes within the school year, including the minutes added due to the increased learning time. We note that, to satisfy the requirements of the turnaround model and the transformation model for providing increased learning time, a before- or after-school or weekend instructional program must be available to all students in the school.

Are minutes from an activity that was not available to all students included? No. Minutes are included only when the activity was available to all students.

	14-15 PRIOR YEAR MINUTES	15-16 CURRENT YEAR MINUTES
The number of minutes that all students were required to be at school and any additional learning time (e.g., before- or after- school, weekend school, summer school) for which all students had the opportunity to participate.	«Prior_Year_Minutes» _____	_____

ASSURANCES AND CERTIFICATION

The authorized representative assures the Department of Elementary and Secondary Education 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, 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.

SCHOOL DISTRICT NAME «School_District_Name»	COUNTY-DISTRICT CODE «CTYDIST»	BUILDING CODE «Bldg»	SCHOOL BUILDING NAME «School_Building_Name»
LEARNING TIME			
Indicate below the type of increased learning time that was provided by your school building. Please note that if you report that you provided for increased learning time than your school year minutes should have increased from prior school year to current school year.			
			LEARNING TIME
Did the school provide for increased learning time?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes" is indicated above, please indicate what method below.			
Did the school provide a longer school year for increased learning time?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the school provide a longer school day for increased learning time?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the school provide before- or after-school for increased learning time?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the school provide summer school for increased learning time?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the school provide weekend school for increased learning time?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the school provide increased learning time other than longer school year, longer school day, before- or after-school, summer school, weekend school?			<input type="checkbox"/> Yes <input type="checkbox"/> No
LEARNING TIME EXPLANATION			
If the school provided increased learning time other than longer school year, longer school day, before- or after- school, summer school, and/or weekend school, include information below about the type of increased learning time that was provided.			

SCHOOL DISTRICT NAME «School_District_Name»	COUNTY-DISTRICT CODE «CTYDIST»	BUILDING CODE «Bldg»	SCHOOL BUILDING NAME «School_Building_Name»
TEACHER ATTENDANCE RATE			
<p>Indicate below the number of full time-equivalent (FTE) days teachers worked divided by the maximum number of FTE-teacher working days.</p> <p>What is the definition of absent? A teacher is absent if he or she is not in attendance on a day in the regular school year when the teacher would otherwise be expected to be teaching students in an assigned class. This includes both days taken for sick leave and days taken for personal leave. Personal leave includes voluntary absences for reasons other than sick leave. Do not include administratively-approved leave for professional development, field trips, or other off-campus activities with students.</p> <p>What is the reporting period? Regular school year however, if summer session is part of implementing the restart, transformation, or turnaround model, then the reporting period is regular school year plus summer session.</p> <p>Are part-time teachers included? Yes. This rate is based on FTE. The denominator of the rate would include the FTE for the part-time teachers.</p> <p>What education units are reported? Report only for Tier I and Tier II schools that implemented the restart, transformation, or turnaround model and were served with SIG funds</p> <p>How is the teacher attendance rate calculated? The teacher attendance rate is the number of FTE days teachers worked divided by the maximum number of FTE-teacher working days.</p> <p>Example: A school has 40 full-time (FTE 1.0) and 10 half-time teachers (FTE 0.5), or 45 FTE teachers. The number of teacher working days is 180.</p> <ul style="list-style-type: none"> • The 40 full-time teachers worked 7,120 days and the half-time teachers worked 1,760 days • The school's teacher attendance rate would be 98.77 percent, calculated as follows: <ul style="list-style-type: none"> ○ The number of FTE-teacher days worked is 7,120 <ul style="list-style-type: none"> ▪ (7,120 days worked multiplied by 1.0 FTE) plus 880 (1,760 days worked * 0.5 FTE) is 8,000 ○ The maximum number of FTE-teacher working days is 8,100 <ul style="list-style-type: none"> ▪ 45 FTE multiplied by 180 teacher working days ○ 8,000 FTE-teacher days worked divided by the maximum FTE working days 8,100 is 98.77 percent 			
			FTE
Number of Teacher FTE's reported in MO Student Information System (MOSIS) (Staff Assignment Report)			«M_of_FTEs_in_MOSIS»
Number of Teacher Working Days (Core Data Screen 10)			«M_of_Teacher_Working_Days»
Provide the maximum number of FTE-teacher working days. (Number of Teacher FTEs * Number of Teacher Working Days)			«Maximum_Number_of_FTE_Worked »
Provide the number of FTE days teachers worked. (Maximum number of FTE teacher working days minus the number of FTE days the teacher actually worked)			