



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
 OFFICE OF QUALITY SCHOOLS  
 PO BOX 480, JEFFERSON CITY, MO 65102-0480  
**1003(g) SCHOOL IMPROVEMENT GRANT (SIG)**  
**SELF-ASSESSMENT, FEDERAL TIERED MONITORING**  
**2013-2014 GRANT YEAR**

**LEA GRANT INFORMATION**

LEA NAME		COUNTY-DISTRICT CODE	FORM DUE DATE <b>July 15, 2014</b>
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"/>			2013-2014 FIRST DAY OF SCHOOL
2013-2014 GRANT APPROVAL DATE	ON-SITE DESE STAFF	ON-SITE LEA STAFF	REVIEW DATE

**DIRECTIONS**

- Respond to each of the following monitoring requirements for the 2013-2014 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, 33-35.
- If the LEA has a school implementing the *Turnaround Model*, answer questions 14-21.
- If the LEA has a school implementing the *Transformation Model*, answer questions 22-29.
- If the LEA has a school implementing the *Closure Model*, answer questions 30-32.
- If you have any questions, call or email for assistance. Craig Rector: (573) 526-1594, [craig.rector@dese.mo.gov](mailto:craig.rector@dese.mo.gov)  
 Jocelyn Strand: (573) 751-1014, [jocelyn.strand@dese.mo.gov](mailto:jocelyn.strand@dese.mo.gov)
- MAIL or FAX the completed form by the due date above to: Office of Quality Schools, Attn: Craig Rector, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102, Fax (573) 526-6698.

- 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 non-compliance.
- 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 (the Department) 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), 6<sup>th</sup> 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](mailto:civilrights@dese.mo.gov).



**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 or 2 Application (**required**)

**2. Amendments**

The LEA maintains a copy of all approved amendments.

**Evidence Sources**

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

**4. Schoolwide Pool**

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

**Evidence Sources**

- Approved 1003(g) SIG Year 1 or 2 Application (**required, if applicable**)  
 Approved 1003(g) SIG Year 1 or 2 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. Highly Qualified**

*(<http://dese.mo.gov/divimprove/fedprog/grantmgmnt/HighlyQualifiedTeacherIndex.html>)*

All federally funded 1003(g) SIG teachers (including after school tutoring) are highly qualified at the time of hire for the length of the teacher's contract.

**Evidence Sources**

- Teacher certification  
 HOUSSE Forms  
 Passing score on Praxis exam

**8. Paraprofessionals (NCLB, 1119 (c))**

<p><b>a.</b> 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.</p> <p><b>Evidence Sources</b></p> <input type="checkbox"/> Copy of transcript <input type="checkbox"/> Copy of Para Professional Assessment results <input type="checkbox"/> Copy of substitute certificate				
<p><b>b.</b> The LEA ensures instructional paraprofessionals are under the direct supervision of a highly qualified teacher.</p> <p><b>Evidence Source</b></p> <input type="checkbox"/> October Core Data cycle, Screen 20 comments box <b>(required, if applicable)</b>				

**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**

<p>The LEA maintains documentation of the monitoring of the 1003(g) SIG program.</p> <p><b>Evidence Sources</b></p> <input type="checkbox"/> 1003(g) SIG Self-assessment Federal Programs <input type="checkbox"/> Correspondence between the Department (and representatives) and the LEA regarding Monitoring <b>(required)</b> <input type="checkbox"/> Monthly (Running Record) Progress Report <b>(required)</b> <input type="checkbox"/> Mid-Year School Progress Report <b>(required)</b> <input type="checkbox"/> MOSIG Site Visit Report <b>(required)</b>				
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**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**

<p>The LEA is organized to support/implement the 1003(g) SIG improvement models.</p> <p><b>Evidence Sources</b></p> <input type="checkbox"/> Organizational charts <input type="checkbox"/> Job descriptions <input type="checkbox"/> Policies and/or procedures <input type="checkbox"/> Other _____				
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**11. External Providers - ALL MODELS**

<p>The LEA has entered into written agreements with external providers.</p> <p><b>Evidence Sources</b></p> <input type="checkbox"/> Contracts <input type="checkbox"/> Purchase of service agreements <input type="checkbox"/> Memorandums of understanding				
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**12. LEA Student Achievement Goals and Data - ALL MODELS**

<p><b>a.</b> The LEA provides copies of LEA's annual goals for student achievement on the State's assessments for each Tier I and Tier II or Priority school that it is serving.</p> <p><b>Evidence Sources</b></p> <input type="checkbox"/> Reading/language arts annual goals <b>(required)</b> <input type="checkbox"/> Mathematics annual goals <b>(required)</b>				
<p><b>b.</b> The LEA collects data for the LEA's annual goals for student achievement on the State's assessments for each Tier I and Tier II or Priority school that it is serving.</p> <p><b>Evidence Source</b></p> <input type="checkbox"/> Reading/language arts annual goal data <b>(required)</b> <input type="checkbox"/> Mathematics annual goal data <b>(required)</b>				

**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 or 2 application (required)


**14. Principal - TURNAROUND 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)


**15. LEA Staffing - TURNAROUND MODEL**

**a.** Of the school staff employed during the two school years prior to implementation, not more than 50% were retained for the first school year.

**Evidence Sources**

- Roster of staff hired or rehired (required)
- Roster of former staff not returning as part of the turnaround model (required)
- Timeframe of hiring (required)


**b.** The LEA maintains current written documentation outlining the evaluation criteria and screening processes for hiring new and returning staff.

**Evidence Source**

- Criteria and screening processes for hiring new staff (required)
- Criteria and screening processes for hiring returning staff (required)


**16. LEA Professional Development - TURNAROUND 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 for all school years of implementation.

**Evidence Sources**

- LEA memorandum
- Announcements
- Agendas
- Sign in Sheets


**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


**c.** The LEA determined the types of professional development to be provided were of high quality.

**Evidence Sources**

- Documentation
- Research
- Data


**17. Annual Goals - TURNAROUND MODEL**

The school has established annual goals and collects data.

**Evidence Sources**

- Academic (required)
- Attendance
- Behavior
- Other \_\_\_\_\_


1003(G) SIG		Yes	No	NA	DR
<b>18. Increased Learning Time - TURNAROUND MODEL</b>					
The school has increased learning time for students. <b>Evidence Sources</b> <input type="checkbox"/> School schedule for school year prior to implementation (required) <input type="checkbox"/> School schedule for all school years of implementation (required)					
<b>19. School Level Implementation Timeline - TURNAROUND MODEL</b>					
The school(s) served by 1003(g) SIG provide(s) social-emotional services and supports to students. <b>Evidence Sources</b> <input type="checkbox"/> Memorandum <input type="checkbox"/> List of services or supports					
<b>20. Professional Development - TURNAROUND MODEL</b>					
a. The LEA and school has provided professional development to 1003(g) SIG school staff relating to the school reform models and effective instruction. <b>Evidence Sources</b> <input type="checkbox"/> LEA memorandum <input type="checkbox"/> Announcements <input type="checkbox"/> 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. <b>Evidence Sources</b> <input type="checkbox"/> Memorandum <input type="checkbox"/> Announcements <input type="checkbox"/> Materials					
<b>21. Instructional Program Selection - TURNAROUND MODEL</b>					
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. <b>Evidence Sources</b> <input type="checkbox"/> Memorandum <input type="checkbox"/> Other _____					
<b>22. LEA Staffing - TRANSFORMATION MODEL</b>					
a. The LEA provides copies of job announcements for positions with 1003(g) SIG schools. <b>Evidence Sources</b> <input type="checkbox"/> Job announcements (required)					
b. The LEA disseminates the procedures for evaluating staff in a 1003(g) SIG school. <b>Evidence Source</b> <input type="checkbox"/> Memorandum <input type="checkbox"/> Announcements <input type="checkbox"/> Rubrics					
<b>23. Principal - TRANSFORMATION MODEL</b>					
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. <b>Evidence Sources</b> <input type="checkbox"/> Timeframe of hiring (required)					
<b>24. School Staffing - TRANSFORMATION MODEL</b>					
The school disseminates the criteria and process for teacher evaluation in a 1003(g) SIG school. <b>Evidence Sources</b> <input type="checkbox"/> Faculty Handbook <input type="checkbox"/> Memorandum <input type="checkbox"/> Other _____					

**25. Increased Learning Time - TRANSFORMATION MODEL**

The school has increased learning time for students.

**Evidence Sources**

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


**26. 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


**27. System of Staff Recognition - TRANSFORMATION MODEL**

The LEA and school has a system of reward for staff that are raising student achievement and remediation and consequences for staff that are not raising student achievement.

**Evidence Sources**

- Faculty Handbook
- Memorandum
- Staff contract


**28. 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 Source**

- Memorandum
- Announcements
- Materials


**29. Instructional Program Selection - TRANSFORMATION MODEL**

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

**Evidence Sources**

- Memorandum
- Other \_\_\_\_\_


**30. 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)


**31. Achievement Data - CLOSURE MODEL**

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

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


**32. 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 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))]*

**33. Technical Assistance from the Local Education Agency (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


**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))]*

**34. Benchmark and Interim Data**

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

**Evidence Sources**

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


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

**Evidence Source**

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


**35. 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**

