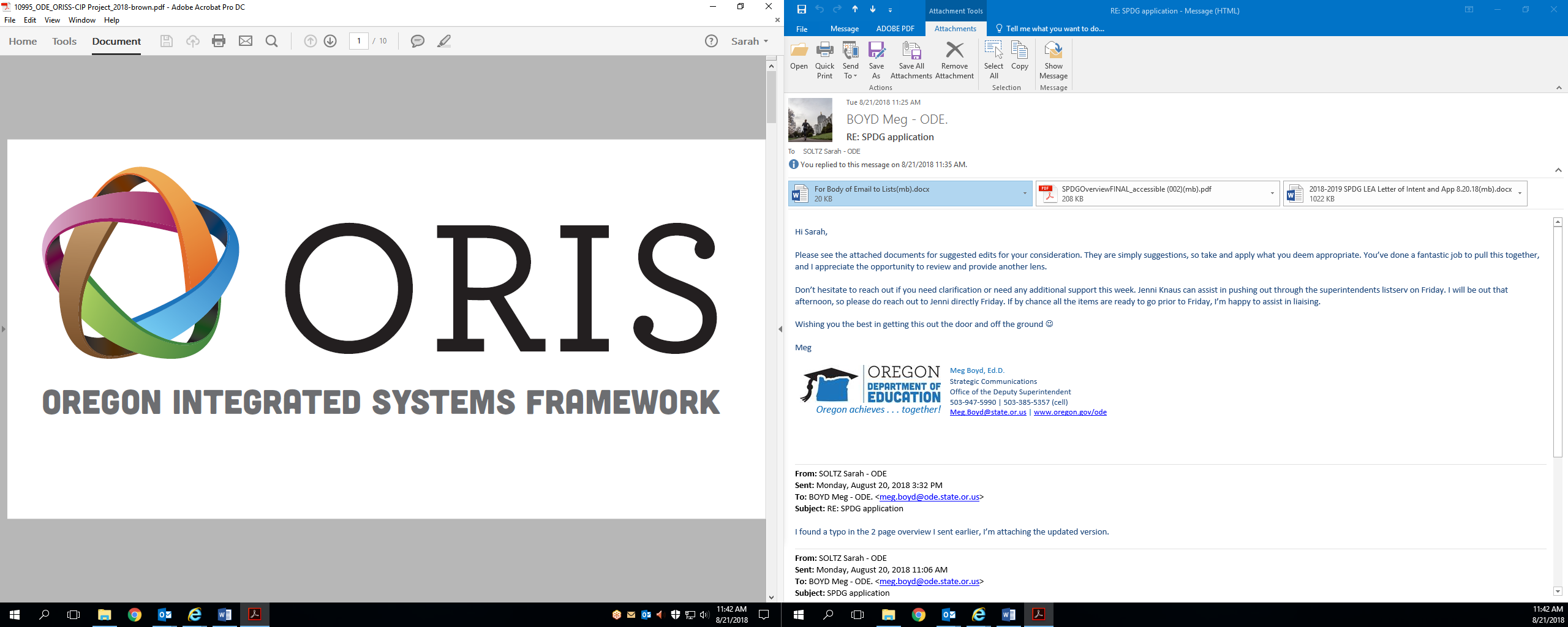
State Personnel Development Grant

**Letter of Intent to Apply**

**Application Materials**



Please complete all sections entirely. ODE may contact your school district point of contact for additional or incomplete information during the week of May 20.

**How to Submit**

Submit all materials via secure file transfer to Jennifer Eklund-Smith at jennifer.eklund-smith@ode.state.or.us. For information on how to submit using secure file transfer, go to <https://www.oregon.gov/ode/students-and-family/equity/EngLearners/Documents/BiliteracySealSecureFileTransferInstructions.pdf>

Following submission by secure file transfer, you will receive a confirmation email. Retain this email until you receive confirmation from Jennifer Eklund-Smith.

**ODE will notify and award grant recipients during the week of June 4.**

In an effort to distribute state supports equitably and efficiently, ODE may consider the potential alignment and/or number of other district initiatives as well as regional capacity for providing supports.

**Learn More! Informational Webinar Opportunities – Required to apply**

Participation in the webinar will allow districts to consider how these grant funds align and support your district mission and vision. Please join a live webinar or access the information on demand after April 13 at [www.orspdgdata.net](http://www.orspdgdata.net).

* April 11, 8:30-9:30 AM
* April 22, 3:00-4:00 PM

**Notification of Intent** **to Apply –** **Due April 26, 2019 3:00 PM**

Letter of Intent signed by Superintendent (see page 3)

**Application Due May 10, 2019 3:00 PM**

Please complete each section prior to submission.

Section A: Checklist Questions

Section B: Narrative Responses

Section C: Signatures

**For Application Questions and Support, Contact:**

Jennifer Eklund-Smith Sarah Soltz, D.Ed.

Coherent Strategies Specialist Coherent Strategies Specialist

503.947.5611 503.947.5752

[jennifer.eklund-smith@ode.state.or.us](mailto:jennifer.eklund-smith@ode.state.or.us) [sarah.soltz@ode.state.or.us](file:///C:/Users/darnoldl/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/6UPQLXES/sarah.soltz@ode.state.or.us)

**Letter of Intent to Apply for State Personnel Development Grant**

Submit via secure file transfer to Jennifer Eklund-Smith at

jennifer.eklund-smith@ode.state.or.us

**Due 3:00 PM April 26, 2019**

**Straight blue line**

The State Personnel Development Grant (SPDG) provides supports to districts for furthering the implementation of the Oregon Integrated Systems Framework (ORIS) in elementary and middle schools. The Oregon Department of Education will provide the following funds to support a systems/implementation coach and related coaching activities. ODE will not pay additional travel or other expenses. ODE will also provide professional development, and ongoing technical assistance for the individual identified as the systems/implementation coach.

* 2019-2020 School Year: $19,859
* 2020-2021 School Year: $20,261

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name), Superintendent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (district), affirm that the district intends to apply for the State Personnel Development Grant in September 2018. If selected, the district agrees to the following:**

1. Willingness to implement ODE’s version of a multi-tiered system of support which is the Oregon Integrated Systems (ORIS) Framework
2. Engage in a collaborative needs assessment process using ODE recommended tools and develop a comprehensive action plan following the state’s revised continuous improvement process
3. Identify priority area(s) and select evidence-based practice(s) responsive to needs of student groups
4. Identify a certified staff member to serve in the role of the Local Education Agency (LEA) implementation/instructional coach through 2021
5. Identify members of the district leadership team to support the implementation of evidence-based practices aligned with district priorities through regular systems level data review
6. Identify members of a building level leadership team in participating schools (up to four elementary, middle or K-8 schools)
7. Prioritize resources to allow ongoing collaboration among LEA coach, instructional staff, and building leadership team members including opportunities to attend district and building leadership (implementation) team meetings
8. Conduct an annual staff survey indicating implementation stage of MTSS implementation and submit data to ODE for State Personnel Development Grant evaluation
9. Support the participation of the identified coach in professional development and ongoing activities including:
   1. Participation in designated ODE professional development opportunities
   2. Meeting regularly with the assigned regional coach and state liaison
10. Structure the position to allow for the opportunity for the LEA coach to attend building and district level leadership team meetings and to participate in activities necessary to promote the implementation of a multi-tiered system of support framework
11. Provide additional funding as necessary to support coaching activities including travel to ODE sponsored events

**Superintendent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Webinar Attendance or Viewing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Webinar Participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application for State Personnel Development Grant**

Submit via secure file transfer to jennifer.eklund-smith@ode.state.or.us

**Due 3:00 PM May 10, 2019**

**straight blue line**

**Section A: Checklist Questions District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  | **Yes** | **No** |
| --- | --- | --- | --- |
|  | Does the district have a district leadership team willing to dedicate resources, including regular meeting times, to oversee implementation in participating schools? |  |  |
|  | Does each school have a building leadership team? |  |  |
|  | If no to box 2, is the district willing to dedicate resources to creating a building leadership team in each implementing school? |  |  |
|  | Does a district team meet regularly to review data? |  |  |
|  | Does a school team meet regularly to review data? |  |  |
|  | Does the district have an instructional/implementation coach? |  |  |
|  | Is the district willing to allocate resources to make leadership available to support implementation at the district and school levels? |  |  |
|  | Is the district willing to supplement coach FTE with additional funds? |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number of schools participating: \_\_\_\_\_\_\_ | | | | |
| School Number | 1 | 2 | 3 | 4 |
| Grade Configuration |  |  |  |  |

**Section A Continued On Next Page**

Of the schools intending to participate in the State Personnel Development Grant, for each of the following areas of instruction, indicate if the schools use:

|  | **Literacy** | | | **Math** | | | **Behavior** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Willing to implement | Yes | No | Willing to Implement | Yes | No | Willing to Implement |
| A research-based core curriculum aligned with state standards |  |  |  |  |  |  |  |  |  |
| Supplemental interventions |  |  |  |  |  |  |  |  |  |
| Universal screener administered 3 x year |  |  |  |  |  |  |  |  |  |
| Standardized instructional practices |  |  |  |  |  |  |  | | |
| Common behavioral expectations |  | | |  | | |  |  |  |

Please list other state-sponsored supports and initiatives in which the district participates:

**Section A Narrative: Please provide additional, relevant information about any areas, including where the district responded no and is not willing to implement.**

**Section B: Narrative Response Questions**

Please adhere to the following format for narrative response questions:

* Times New Roman, 12 pt. font
* 1 inch margins
* Double spaced
* Maximum 1,000 words (4 pages) total

# **Question 1 – Leadership, Vision, Alignment**

Why is the district applying and how will this opportunity align with other initiatives and supports, state-sponsored or otherwise, in support of district priorities?

# **Question 2 – Implementation of Tiered Systems**

Has your district implemented an MTSS framework or tiered system of support? If so, please describe this experience, including number of schools involved. How will participation in the SPDG further your implementation of an MTSS framework?

# **Question 3- Infrastructure to Support Coaching**

Describe your capacity to select and support a coach, including how the coach will work with leadership teams at the school and district levels. How will your district’s teaming structures incorporate systems and instructional coaching to further implementation of an MTSS?

# **Question 4 – Data-Based Decision Making Routines**

How does your district use data to identify inequities among student groups and within systems, and how does the district use these data to make decisions to address these inequities? Provide an example of a district-level decision that reflects using systems or outcome data to drive change.

**Section C: Signatures**

| Team Members Completing Application | Roles |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

Please identify a district administrator to oversee the grant activities and act as primary contact.

| Name | Role | Email Address | Phone Number |
| --- | --- | --- | --- |
|  |  |  |  |

**Primary Contact Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Why did the district select this person?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Districts may select up to four elementary and/or middle schools to participate.

| Participating School | School Principal | School Principal Signature |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

District-level leadership (implementation) team guiding implementation of selected evidence-based practices:

| Name | Position | Signature |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

Add additional rows if needed.