

Cohort 1 Renewal Components and Timelines

The Office of Transforming Schools has created the following procedures for determination of year two funding for the identified 35 Tier 1 and Tier 2 schools and the 6 Tier 3 schools. There are five components to the renewal process. Each will be considered as decisions are made for year two funding. The components are: Renewal Matrix, Internal Review and Recommendations, Monitoring site visit, Completion of Reporting Metrics and review of Fiscal Summary.

1. Renewal Matrix March 5, 2011

The Renewal Matrix was developed to assist districts and building with completion of the year 2 SIG application. Essential Questions were identified for each component of the application and indicators of quality were created to clearly identify quality responses. The renewal matrix was shared and discussed at the conference. In addition, the matrix was posted on the ODE website.

2. Internal Review March 7 – March 31, 2011

Four areas of documentation were reviewed by an Internal ODE Reviewer to assess continuation funding for the Cohort 1 buildings receiving SIG funding. The documentation required included:

- CCIP/SIG Funding Application
- State Diagnostic Review Report
- Transformation Specialist Quarterly Report
- IMM Tool

The intent of the review was to ensure alignment of each area reviewed with the work at each of the buildings. The Renewal matrix was shared and discussed at the OASSFEP conference with teams to ensure understanding of the needs identified for each building during the Internal Review Process. Each building was provided with a letter citing strengths and areas in need of strengthening when writing the renewal application. The letter was also mailed to each Superintendent during the first week in April, 2011.

3. Reporting Metrics March 31, 2011

Office of Transforming Schools will electronically send a spreadsheet prior to the site visit, which includes a reporting metric that needs to be completed based on the school's selected model. The metric will then be submitted to the transformation specialist at the time of the external site visit. The metric must be completed by the building team and fully describe the implementation of each of the components of the intervention model selected.

4. Monitoring Site Visit April 4 – May 31, 2011

Monitoring of the school improvement grant involves an on-site review that builds capacity to improve student achievement and ensure program compliance. During the technical assistance session on Federal Monitoring Requirements at the OAASFEP Conference held March 31st and April 1st for SIG participants, schools received information and guidance on the school improvement grant site visit. The on-site visit collection of data will be aligned with the model selected by the district under the SIG grant.

An assigned transformation specialist from the Office of Transforming Schools will conduct the SIG on-site reviews following the federal guidelines. The on-site reviews will include the following components: Stakeholder interviews and a walkthrough of classrooms. **Within 14 business days** of the external site visit, the transformation specialist will provide the monitoring report documentation along with feedback to address any compliance findings. The school or district may respond to address any findings within 7 business days.

5. Fiscal Summary Review April – May, 2011

A review of each building's allocation and spent funds will be reviewed to identify how the grant awards were spent and if there are likely to be carry over requests made. Individual calls will be initiated to each building/administrator to review balances.

June 1 – 15 – Office of Transforming Schools will review documentation from all buildings to make continued funding decisions. Site will be notified as soon as possible but no later than June 30, 2011.