Regional Project Description

**Principal Leadership Network:** There is a need to bring together principals in Level 3 and 4 districts to learn about and share effective leadership practices and to explore pertinent research. Based on state and national research - 2014 Turnaround Practices in Action and Great Principals At Scale, The Southeast DSAC will support a network designed to bring together leaders of Level 3 schools. In three face to face sessions with additional on-line follow up, principals will have the opportunity to design a mini action research project targeted to improve student learning. Participation requires attendance at all sessions as well as the design and implementation of an action research project.

$25,000 is available.
   a. Districts may apply for up to $2,000 per participating school to support action research projects.
   b. Districts may apply for $5,000 to act as lead agency for regional costs associated with the network.
   c. **Objective:** To provide support and professional development for principals in Level 3 and 4 districts, including opportunity for action research related to school improvement efforts.
   d. **Outcomes:** Participants will have access to high quality professional development and networking opportunities to address areas of common concern. Each participant will conduct an action research project targeted to the needs of their school.
   e. **Participants:** Participation is open to principals of Level 3 schools. Other school and district leaders may be considered in consultation with the Southeast DSAC Regional Assistance Director.

**INSTRUCTIONS FOR APPLYING FOR REGIONAL FUNDS**

Up to $25,000 is available for participation in a regional Principal Leadership network. Eligibility to take part in this network is limited to Level 3 Districts, the Level 4 district of Randolph, and districts that were Level 3 in FY14 due to lowest 20% MCAS performance.

Applicants for the Southeast DSAC Principal Leadership Network are expected to:

- Attend all network sessions; and
- Develop and implement a mini action research project.

**GENERAL GUIDANCE AND INSTRUCTIONS**

- All Level 3 and Level 4 districts and districts exiting Level 3 in 2014-2015 that are served by the Southeast DSAC are eligible to participate in these priorities and opportunities.
• District participation in the regional priority is optional.

• A single district, acting as lead agency for a partnership of districts, will apply for funds on behalf of the partnership. If your district is acting as lead agency for this project, please see the instructions below for specific guidance on applying for these funds.

• Individual districts may apply for additional funding in order to participate in the Southeast DSAC Principal Leadership Network.

• Districts may submit a single grant application that includes both their base district DSAC grant allotment, and/or funds for the Southeast DSAC Principal Leadership Network. Additional instructions on preparing the narrative and budget workbook are detailed below.

• Districts may also choose to submit partial applications. That way a district or partnership has the flexibility to get school year activities funded immediately and make decisions about how any remaining funds will be used at a later date. Districts exercising this option will subsequently amend the appropriate budget workbook(s) and need to do so by the DSAC grant deadline of March 13, 2015.

  For instance, a district acting as lead agency for the Southeast DSAC Principal Leadership Network may want to submit a narrative and budget workbook in early December in order to get the leadership network launched during the school year. If the district plans to use its base DSAC grant allotment for summer activities, it could take additional time to plan how it will use its base DSAC grant allotment and submit a budget workbook amendment and revised grant narrative closer to the March 13, 2015 deadline for submission of completed DSAC grants.

• The actual amount of additional funding awarded for the Southeast DSAC Principal Leadership Network will depend upon the number of districts submitting applications that meet the criteria for funding.

• Once you complete your grant application, the DSAC Regional Assistance Director will review the forms to ensure that they reflect the plan agreed upon during the collaboration process. If the agreement differs substantially from the plan originally agreed upon during the collaboration process, the DSAC Regional Assistance Director may contact the district for further information and, if necessary, ask for a revised plan.

  The DSAC Regional Assistance Director will send an e-mail indicating approval of the plan. The DSAC Regional Assistance Director will also send a copy of the forms, along with a copy of the approval e-mail, to ESE’s Regional System of Support. This completes the process for submitting your regional priority grant proposal.

• If you have questions about completing the application materials, please e-mail or call Karen Johnston, the Regional System of Support Coordinator, for assistance (kjohnston@doe.mass.edu; 781-338-3539).

**INSTRUCTIONS FOR REQUESTING FUNDS TO PARTICIPATE IN THE SOUTHEAST PRINCIPAL LEADERSHIP NETWORK**

  Individual districts may apply for up to $2,000 per participating school for mini action research projects.
• Proposed budget expenditures for the Southeast DSAC Principal Leadership Network may be incorporated into the same 220-E budget workbook you are using for your district’s DSAC grant allotment.

• Complete the Regional Priorities worksheet in the 220-E workbook:
  - Select Principal Leadership Network: Maximum per school from the dropdown menu for Projects
  - Indicate the amount of funding you are requesting.

• Provide details on proposed expenditures in the Budget Summary worksheet.
  - Wherever possible, use the Regional Priorities categories in the budget worksheet

The grant narrative for participation in the Southeast DSAC Principal Leadership Network should:

- Describe the commitment of the district and each participating principal to full participation in the network.
- Describe proposed action research projects for each participating principal.
- Provide a detailed budget of proposed expenditures.

GUIDANCE FOR THE LEAD AGENCY ON COMPLETING THE BUDGET WORKBOOK:

- Proposed budget expenditures for the Southeast DSAC Principal Leadership Network regional costs will be incorporated into the same 220E budget workbook(s) you are using for your district’s DSAC grant allotment. (i.e., School Year and/or Summer).
- Complete the Regional Priorities worksheet in the 220E workbook:
  - Select Principal Leadership Network: Lead Agency from the dropdown menu for Projects
  - Indicate the amount of funding requested.

  **Note:** A district acting as lead agency may request funds for participation by principals as well as funds for regional expenses. To request both funding options, use two lines in the Regional Priorities workbook tab.

- Add the proposed expenditures to the Budget Summary page in the appropriate 220E budget workbook(s)

• Give the DSAC Regional Assistance Director all application documents for the Southeast Principal Leadership Network and for your district’s DSAC grant allotment for final approval. The DSAC Regional Assistance Director will review the forms to ensure that they reflect the plan agreed upon during the collaboration process.

  If the agreement differs substantially from the plan originally agreed upon during the collaboration process, the DSAC Regional Assistance Director may contact the district for further information and, if necessary, ask for a revised plan.

  The DSAC Regional Assistance Director will send an e-mail indicating approval of the plan. The DSAC Regional Assistance Director will also send a copy of the forms, along with a copy of the approval e-mail for the Priority, to ESE’s Regional System of Support. This completes the process for submitting your regional priorities grant proposal.