District and School Assistance Grant Appendix D
Berkshires+ DSAC Regional Projects 2014-15

Regional Project Descriptions

One regional DSAC grant priority has been identified for the Berkshires+ DSAC region:

1. Berkshire+ DSAC Analysis to Action Regional Priority

Funds for the regional priority are available in addition to the base district DSAC grant allotment

Berkshire+ DSAC Analysis to Action Regional Priority: There is a need for Level 3 school staff to further understand and analyze their data and develop an expanded action plan for the school on how to utilize the data to affect student growth and achievement. To address this need the Berkshires+ DSAC will offer additional training.

   a. Objective: Strengthen the use of data to inform instruction.
   
   b. Outcomes: Educators will increase their ability to make instructional decisions on the basis of a variety of data sources.
   
   c. Participants: Educators in Level 3 and exiting Level 3 schools served by the Berkshires+ DSAC, with priority given to schools that participated in the summer 2014 Berkshires+ Data Institute. Each school may request funding for up to 5 participants. It is mandatory that 1 of the 5 participants is a building supervisor. Priority will be given to candidates who participated in the 2014 Berkshires+ Data Institute.

   $25,000 is available. Districts may apply for up to $1,000 per school to fund substitute teachers and travel for participants in Analysis to Action activities. And districts may apply for up to $3,000 to act as the lead agency for a regional partnership. Funds may be used for consultant support, materials, and related expenses for a regional Analysis to Action activities.

INSTRUCTIONS FOR APPLYING FOR REGIONAL FUNDS

GENERAL GUIDANCE AND INSTRUCTIONS

- Level 3 schools that participated in the summer 2014 Berkshire+ DSAC Data Institutes, in August 2014, will be given precedence to participate in this priority opportunity.

- District participation in regional priority projects is optional.

- Districts must indicate their interest in participating in the Berkshire+ Analysis to Action Priority by December 12, 2014. Intent must include superintendent and building leader’s commitment and completed School Response Form, sent to the Regional Assistance Director, Dr. Donna L. Harlan donna.harlan@dsacma.org.
• Single districts, acting as lead agency for the partnership of districts, will apply for funds on behalf of the partnerships. If your district is acting as lead agency, please see the instructions below for specific guidance on applying for these funds.

• Districts may submit a single grant application that includes both their base district DSAC grant allotment and funds for the Berkshire+ Analysis to Action project. Additional instructions on preparing the narrative and budget workbook for each priority area are detailed below.

• Districts may also choose to submit partial applications. In this 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, 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 323-B 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 each priority project will depend upon the number of districts and partnerships 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 priorities 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).

**REGIONAL PRIORITIES: ANALYSIS TO ACTION PRIORITY PROJECT**

Districts planning to apply for regional priority should note the following expectations and funding priorities for this project.

**Expectations for Applicants for Berkshire+ DSAC Analysis to Action Priority Project**

Applicants will be expected to:

• Work in partnership with the regional District and School Assistance Center (DSAC) to facilitate professional learning across the region.

• Commit to up to 5 participants per school (including building leader) to attend DSAC sponsored activities outlined in this priority.

**Instructions for Individual districts** to apply for up to $1,000 per school for substitute costs related to participation in this opportunity.
• Proposed budget expenditures 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:
  o Select Data Follow-up Workshops: Maximum per school from the dropdown menu for Projects
  o 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

Instructions for the district applying as the lead agency

Funding Priorities for Berkshire+ DSAC Analysis to Action Priority Project

Priority will be given to proposals that demonstrate:
• Partnerships of multiple Berkshire+ DSAC, Level 3 districts;
• Selection of a vendor with appropriate expertise for the regional priority project being funded;
• A viable timeline for achieving project objectives; and
• Appropriate use of funds.

Please use the following guidance and instructions if you plan to participate in this project as a lead agency.

• Superintendents of districts committed to taking part in the project should send an e-mail affirming their participation in the priority to the Berkshire+ DSAC Regional Assistance Director, Dr. Donna L. Harlan donna.harlan@dsacma.org. Copies of these e-mails should be included in the grant application.

• The grant narrative should:
  o Briefly describe how participation will address the objectives articulated above. Your proposal may include goals and objectives in addition to those in above.
  o Include a list of all schools taking part in the partnership. Please indicate those schools that are Level 3.
  o Lay out a realistic timeline for the activities of the project.
  o Provide a detailed budget of proposed expenditures.

• Guidance on completing 220E budget workbooks for district acting as Lead Agency for the Berkshire+ DSAC Analysis to Action Priority Project
  o Proposed budget expenditures may be incorporated into the same 220E budget workbook(s) you are using for your district’s base DSAC grant allotment (i.e., School Year and/or Summer)
  o Complete the Regional Priorities worksheet in the 220E workbook
    ▪ Select Data Follow-up Workshops: Lead Agency from the dropdown menu for Projects
    ▪ Indicate the amount of funding you are requesting on the appropriate line.
Add the proposed expenditures to the Budget Summary worksheet in the appropriate 220E budget workbook(s)
- Wherever possible, use the Regional Priorities categories in the budget worksheet