Regional Project Descriptions

Three regional DSAC grant priorities have been identified for the Central DSAC region:

1. Data Collection for DSAC Grant Funded Activities
2. Central DSAC Leadership Network
3. Substitute Teacher Funding for Participation in DSAC Activities

Funds for regional priorities 2 and 3 are available in addition to the base district DSAC grant allotment.

1. **Data Collection for DSAC Grant Funded Activities**: There is a need for data driven leadership and to measure the impact of school improvement activities. To support these goals, each principal of schools which are engaged in DSAC Grant funded activities are responsible for collecting data related to the initiatives described in the grant application. Data will be documented on the provided Data Collection Protocol. Methods of collecting the data may take the form of learning walkthroughs, systematic observations of changes in adult behavior, or other methods chosen by the District to document improved professional practices.

The DSAC Data Specialists will be available to work with principals to discuss the various methods of data collection. Consultation with DSAC Data Specialists is required before submission of grant proposals.

ESE will not receive data resulting from the data collection protocol. Data may be shared with the DSAC by mutual agreement.

Information from your consultation will be useful in completing topics 3 and 4 in your DSAC Grant narrative.

a. **Objective**: The data collection process supports data driven leadership and monitoring of school improvement activities.

b. **Outcomes**: A culture of data use in education will be supported and extended among Central DSAC-served school districts.

c. **Participants**: All districts receiving DSAC Grant funds will participate in data collection and monitoring of grant funded activities.

2. **Central DSAC Leadership Network**: There is a need to bring together education leaders in Level 3 and 4 districts, with a primary focus on school principals, for the purpose of providing professional development activities which strengthen administrators’ instructional leadership skills. These activities include Building Organizational Culture, Supporting Effective Instruction and Providing Targeted Feedback which Promotes Growth in Professional Practices.

$15,000 is available. Districts may apply for up to $15,000 to act as the lead agency for a regional partnership. Funds may be used for consultant support and related expenses for a regional leadership network with a focus on professional development for principals.

a. **Objective**: To provide support and professional development for principals in Level 3 and 4 districts.
b. Outcomes: Participants will have access to high quality professional development and networking opportunities to address areas of common concern.

c. Participants: Participation is open to principals of Level 3 and 4 schools. Other school and district leaders may be considered in consultation with the Central DSAC Regional Assistance Director.

3. Substitute Teacher Funding for Participation in DSAC Activities: There is a need for sharing of professional practice among educators in Level 3 and 4 schools. Learning walkthroughs, professional learning communities and other similar activities will provide educators with opportunities for common planning, looking at data, and observation around identified focus areas.

$10,000 is available. Districts may apply for up to $2,000 to fund substitute teachers for participants in DSAC sponsored activities.

a. Objective: The Central DSAC conducts trainings and collaborates with districts to facilitate learning walkthroughs, professional learning communities and similar activities. Funding substitute teachers for participants in these activities will enable increased participation and engagement.

b. Outcomes: Participants will share professional practices and collaborate around issues of school improvement.

c. Participants: Priority will be given to Level 3 and 4 schools.

**INSTRUCTIONS FOR APPLYING FOR REGIONAL FUNDS**

**GENERAL GUIDANCE AND INSTRUCTIONS**

- All Level 3 and Level 4 districts and districts exiting Level 3 in 2014-2015 that are served by the Central DSAC are eligible to participate in these priorities and opportunities.

- District participation in regional priority 1 is *required*.

- District participation in regional priority projects 2 and 3 is *optional*.

- Eligible districts may apply to participate in all priority projects.

- A single district, acting as *lead agency* for a partnership of districts, will apply for funds on behalf of the partnership for *Priority 2*. 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 *Regional Priority 3*.

- Districts may submit a single grant application that includes both their base district DSAC grant allotment, funds for Priority 2 and/or funds for Priority 3. Additional instructions on preparing the narrative and budget workbook for each priority area 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 Priority 2 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 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 acting as lead agency 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 PRIORITY 1: DATA COLLECTION FOR DSAC GRANT FUNDED ACTIVITIES**

- Complete the *Data Collection Protocol* provided by the Central DSAC:
  - The form may be completed online, or may be completed in a face-to-face meeting with a Central DSAC data specialist.
  - Provide details, including indicators of change, for proposed data collection procedures.

- Include a copy of the agreed upon data collection process and indicators of change with your DSAC Grant application.

**REGIONAL PRIORITIES 2: CENTRAL DSAC LEADERSHIP NETWORK**

Districts planning to apply for regional priority 2 should note the following expectations and funding priorities for this project.

**Expectations for Applicants for Central DSAC Regional Leadership Network Project**

Applicants will be expected to:

- Develop regional partnerships which, at a minimum, must include at least two Level 3 or 4 DSAC-served districts and the regional DSAC;
• Work in partnership with the regional District and School Assistance Center (DSAC) to facilitate professional learning across the partnership and region; and
• Identify a vendor to coordinate and facilitate achievement of all objectives articulated above for the project.

Funding Priorities for Central DSAC Regional Leadership Network Project

Priority will be given to proposals that demonstrate:
• Partnerships of multiple Central DSAC Region 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.

• Select one district in the partnership to act as the lead agency for the regional priority project. This district will submit a narrative and detailed budget for the project on behalf of the partnership.

• Superintendents of districts committed to taking part in the project should send an e-mail affirming their participation in the network to the lead agency and the Central DSAC Regional Assistance Director. Copies of these e-mails should be included in the grant application.

• The narrative for the priority project should be appended to the lead agency’s Part III: Plan for Grant Fund Use form. Part III, Section B does not need to be completed for Regional Priorities 2 and 3.

• The grant narrative should:
  o Briefly describe how the network will address the objectives articulated above. Your proposal may include goals and objectives in addition to those above.
  o Include a list of all districts and schools committed to taking part in the partnership. Please indicate those schools that are Level 3.
  o Lay out a realistic timeline for the activities of the network.
  o Identify the vendor your partnership has selected for the regional priority project and briefly describe the vendor’s capacity to fulfill its goals and objectives (Resumes of the individuals who will be coordinating and facilitating the work should be submitted in the grant application).
  o Provide a detailed budget of proposed expenditures.

• Guidance on completing 220E budget workbooks for district acting as Lead Agency for Regional Priority 2 (i.e., Central DSAC Leadership Network)
  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 Central DSAC Leadership Network 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

**REGIONAL PRIORITIES 3: SUBSTITUTE TEACHER FUNDING FOR PARTICIPATION IN DSAC ACTIVITIES**

Individual districts may apply for up to $2,000 for substitute costs related to participation in this opportunity.

- Proposed budget expenditures for Priority 3 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 *DSAC Activities: Substitute Teachers* from the dropdown menu for *Projects*
  - Indicate the amount of funding you are requesting for Priority 3.

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