1. **Submission Requirements and Important Dates**

The SRG application process includes the following components:

1. Submit budget workbook (this was **done in the spring of 2020** for the 2020-2021 school year)
2. Submit budget figures in EdGrants. This will allow the district to receive SRG funds.
3. Submission of updated sustainable improvement plan by **September 30, 2020**
4. Formal review of each SRG application by DESE based team
5. School and district leaders interview with DESE team after the updated plan is reviewed

**By noon on September 30, 2020, email the updated sustainable improvement plan and budget workbook to** [**Michael.J.Seymour@mass.gov**](mailto:Michael.J.Seymour@mass.gov)**.**

Any questions regarding the SRG application should be directed to Michael Seymour at [Michael.J.Seymour@mass.gov](mailto:Michael.J.Seymour@mass.gov) or 781-338-3514.

1. **Overview**

**The SRG Renewal Application process is focused on the following questions:**

* What worked? What did not work? How do you know?
* Given this analysis, what successes will be leveraged and/or changes will be implemented for the coming year?
* What specific steps are being taken to meet the needs of your students of color?
* What district systems are in place to help meet your goals and benchmarks?
* How are stakeholders continually involved in this process?

Please provide evidence and data to support your responses.

**III. Sustainable Improvement Plan**

The SRG renewal application has multiple purposes:

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| For **districts and schools,** the renewal process is intended to:   * Provide an opportunity for district and school leaders to formally share their assessment and analysis of school redesign efforts with DESE. * Ensure that there is ongoing district and school interaction on implementation and monitoring of school redesign efforts. * Document district and school analysis of data and subsequent setting of and revising priorities, strategies, benchmarks for the coming year. | For **DESE**, the renewal process:   * Serves as a way to collect and document effective and promising strategies, practices, and policies across school and district sustainable improvement efforts. * Serves as the primary means of formally reviewing the progress of SRG-funded schools and districts in reference to stated goals and implementation of benchmarks. * Is used as a critical piece of evidence for making continuation funding decisions (See “Information used to make funding decisions” below). |

**SRG renewal application process:**

The SRG renewal process has been streamlined for the 2020-2021 school year. The updates the school makes to their sustainable improvement plan will provide the great majority of the application for the SRG. Please note, **DESE is not asking schools to rewrite their sustainable improvement plan**. Instead, we are asking schools to update their executive summary, replace last year’s benchmarks and Measurable Annual Goals (MAGs) with new ones, and summarize the results of their annual reflection process. The DESE has provided myriad [resources](http://www.doe.mass.edu/turnaround/level4/guidance.html?section=stakeholder) around sustainable improvement plan guidance, including updating the plan. It is important to remember this is an update to the sustainable improvement plan, not a rewriting of one. This is the same renewal process that all schools in with sustainable improvement plans are undertaking, regardless of whether they receive SRG funds.

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| **Submission Format** | **Sustainable Improvement Plan Stages** | **Required Components of Stage** |
| this icon means this section should be written | **Executive Summary** | Update the school’s existing Executive Summary to ensure it accurately reflects the overall approach to sustainable improvement and the strategies to be implemented in the coming school year. |
| this icon means this section should be written | **Goals &**  **Benchmarks** | Update the Goals & Benchmarks by providing a listing of strategies for the coming year that includes:   * Implementation timelines * Interim benchmarks that reflect changes in adult and student behaviors * Measurable annual goals |
| this icon means this section be be submitted via a flexible format | **Monitor Progress** | Summarize the results of your annual reflection process by describing:   * What worked? How do you know? * What did not work? How do you know? * What strategic objectives and initiatives will you continue doing, revise, or abandon next year? * How were stakeholders involved in this reflection process? |

[**http://www.doe.mass.edu/turnaround/level4/guidance.html?section=sustainable#accordion**](http://www.doe.mass.edu/turnaround/level4/guidance.html?section=sustainable)

This year there is no state mandated template like in previous years. The renewal will include two sections that must be in written form (sections in orange above) and the third section will have school/district discretion (blue section).

The Written Sections:

**SECTION I: Executive Summary**

This section is intended to succinctly summarize the sustainable improvement plan for the school. The verbiage should be written in a manner that the average person can comprehend the overall approach of the school. The intended audience should be local stakeholders.

**SECTION II: Goals and Benchmarks**

The goals and benchmarks portion of your written submission essentially provides all involved stakeholders with a roadmap for the year that describes the set of key benchmarks and outcomes that link the key strategies in your plan to your longer-term strategic objectives and goals. Well-developed goals and benchmarks help to communicate expectations and provide a common understanding of where and how the school will focus its time and resources. Stakeholders should be able to gain a solid understanding of the school's vision for the future and priorities just by knowing what targets your school is aiming to meet.

The Flexibile Format Section:

**SECTION III: Monitor Progress**

While effective progress monitoring occurs continuously throughout the year, schools must engage in an annual reflection and set the course for the year ahead in consultation with stakeholders. It is recommended that your team refer back to the [Stakeholder Engagement](http://www.doe.mass.edu/turnaround/level4/guidance.html?section=stakeholder#accordion) section to refresh expectations for engaging stakeholders as critical partners in the implementation of the sustainable improvement plan.

At the end of each year, school teams and stakeholders need to reflect upon the successes and challenges of the past year, within the context of the school's sustainable improvement plan and the turnaround practices by asking:

* + What worked? How do you know?
  + What did not work? How do you know?
  + What strategic objectives and initiatives will you continue doing, revise, or abandon next year?

Once the annual reflection process is complete, schools should then reference the [Executive Summary](http://www.doe.mass.edu/turnaround/level4/guidance.html?section=summary#accordion) and [Goals & Benchmarks](http://www.doe.mass.edu/turnaround/level4/guidance.html?section=goals#accordion) sections for guidance on updating the key communication resources for the school's plan and resetting goals and benchmarks for the next school year.

The flexible format may be communicated in a format of the school and district's choosing. Flexible format submission options include, but are not limited to:

* PowerPoint presentation, with notes or narration
* Video presentation
* Pictures and artifacts (with context) created during engagement in the planning process
* Written documents

**IV. Budget Workbook**

This section will clearly outline how all proposed expenditures are aligned, reasonable, necessary, and allowable to support key strategies as proposed in the original SRG application. If changes are needed, an explanation is provided. **Please note that districts already submitted the SRG budget workbook to DESE in the spring of 2020 for the 2020-2021 school year.**

**Information used to make funding decisions:** There are three key pieces of data that DESE will use when making funding decisions:

1. Evidence of improved district and school capacity to monitor and implement redesign efforts, such as making mid-course corrections, based on an assessment of the SRG Renewal application
2. Evidence of improved student performance and results, based on attainment of benchmarks and Measurable Annual Goals
3. Evidence that the school has embedded the turnaround practices based on the school’s most recent Monitoring Site Visit final report

**V. Interview**

Each district/school will participate in a **virtual** interview with a DESE interview team once the application has been reviewed. The interview is intended to help address any lingering questions from the reflection process (what worked, what did not work, how do you know, etc.). The interviews will occur in the fall, with DESE staff reaching out to the school and district staff to schedule. The interview will be similar as the interview conducted during the SRG process in 2019-2020 application process, except the district/school will not be asked to deliver a presentation. The entire interview process will be a question and answer format.

**VI. Resources**

* [Sustainable Improvement Plan Guidance](http://www.doe.mass.edu/turnaround/level4/guidance.html)
* [Turnaround Practices Research and Evaluation Reports](http://www.doe.mass.edu/turnaround/howitworks/reports.html)
* [Turnaround Sustainability Toolkit](http://www.doe.mass.edu/turnaround/redesign/) (Scroll down to the SRG resources)