

## ***SIG Monitoring and Fiscal Team Third Onsite Visit Feedback*** **Maryland State Department of Education—Title I School Improvement Grant (SIG), section 1003(g)**

<b>LEA:</b> Baltimore City Public Schools System (BCPSS)	<b>LEA Turnaround Director:</b> TBD
<b>LEA Turnaround Lead:</b> Dr. Maria Navarro	<b>Date Shared with BCPSS:</b> June 27, 2014
<b>MSDE SIG II Program Team Lead:</b> Dr. Gail Clark Dickson	<b>Date of SIG Program Team Onsite Visit:</b> June 20, 2014
<b>MSDE SIG II Fiscal Team Lead:</b> Kelly Coates	<b>Date of SIG Fiscal Team Onsite Visit:</b> June 20, 2014

**Title I School Improvement Grant (SIG):** The School Improvement Grant (SIG) Program, authorized under section 1003(g) of Title I of the Elementary and Secondary Act of 1965, provides funding through State educational agencies (SEAs) to local educational agencies (LEAs) with the lowest-achieving schools that have the greatest need for the funds and demonstrate the strongest commitment to use the funds to raise significantly the achievement of students. The United States Department of Education (USDE) views the large infusion of Federal funds into the SIG program through the American Recovery and Reinvestment Act of 2009 (ARRA) as a historic opportunity to address one of the most intractable challenges for America's education system: turning around or closing down our Nation's persistently lowest-achieving schools. **USDE approved Maryland's Flexibility Plan in May 2012 which included Maryland's SIG II schools as Priority Schools.**

**Purpose of the SIG II Year 3 Monitoring and Fiscal Teams' Third Onsite Visit:** As approved by USDE, MSDE, through SIG Monitoring Teams, will conduct three onsite monitoring visits annually in each LEA that receives a school improvement grant to ensure that the LEA is implementing its intervention model fully and effectively in Maryland's Tier I and Tier II schools. As part of the SIG II Year 3 third onsite visit for school year 2013-2014, the SIG Team will interview members of the LEA Central Support Team which is the leadership body for planning, implementing, supporting, monitoring, and evaluating the LEA's approved SIG Plan. In addition to the interviews, the MSDE SIG Fiscal Team will monitor SIG II Year 3 budgets that include the LEA Budget, Consolidated Budget, and the individual SIG II schools' budgets.

<b>Table Organization of SIG II Year 3 Program and Fiscal Teams' Third Onsite Visit Feedback</b>	
Table 1	BCPSS Central Support Team Interview Questions and Responses
Table 2	Priority SIG II Year 3 Consolidated Budget
Table 3	Priority SIG II Year 3 LEA Budget

# Table 1

## LEA Commitments and Capacity

LEAs that accept 2010 Title I 1003(g) school improvement funds agree to establish a central support team to oversee the implementation of the selected models in Tier I and Tier II schools as well as the strategies that the LEA will implement in Tier III schools. The Title I office must be represented on the Central Support Team. The team will coordinate the support, as well as monitor, and assess the progress for each of the identified schools.

## BCPSS Central Support Team Interview Questions and Responses

<p>1. <i>Compare your previous school year of SIG Implementation to 2013-2014 school year.</i></p>	<p><b>Cherry Hill Elementary/Middle School</b></p>	<p><b>SY 2013 - 2014</b></p> <ul style="list-style-type: none"> <li>The extended day program has improved</li> </ul> <p><b>SY 2012 - 2013</b></p> <ul style="list-style-type: none"> <li>The school's culture and climate have improved significantly.</li> <li>The district is using feedback from the MSDE's SIG feedback and the school district's walkthroughs to be more strategic in the feedback provided to the school.</li> <li>The school is using the Student Support Team (SST) identification protocol in order to provide student services earlier.</li> <li>The school is providing more differentiated support for teachers rather than provide school-wide professional development (PD) to the whole staff. The PD is targeted to meet the individual needs of teachers.</li> <li>There is a new data person at the school which has helped teachers to inform their instruction.</li> <li>MSDE's Breakthrough Center, specifically its instructional component, has been very helpful at the school.</li> <li>During this current school year, the school focused on first and second grade</li> <li>The placement of staff in Year 2 went more smoothly.</li> </ul>
	<p><b>Benjamin Franklin High School @ Masonville Cove</b></p>	<p><b>SY 2013 - 2014</b></p> <ul style="list-style-type: none"> <li>The afterschool program is available to all with focus on literacy, math and service learning; The extended day program was eliminated</li> </ul> <p><b>SY 2012 - 2013</b></p> <ul style="list-style-type: none"> <li>MSDE's Breakthrough Center, specifically the instructional support, was very helpful. In</li> </ul>

**BCPSS Central Support Team Interview Questions and Responses**

		<p>its walkthroughs, the district is seeing positive movement in instruction by staff.</p> <ul style="list-style-type: none"> <li>• MSDE's Breakthrough Center, specifically the SST support by Lynne Muller, has been very helpful in terms of student attendance.</li> <li>• The school is utilizing its commitment to the co-teaching model as a special education instructional focus.</li> <li>• The school has an effective partnership with University of Maryland in its social work program. This partnership has helped significantly the school's culture and climate.</li> </ul>
<p><b>2. How have you continued to build the internal capacity at the district level during SIG II Year 3 implementation to sustain the reforms introduced this year?</b></p>	<p><b>Frederick Douglass High School</b></p>	<p><b>SY 2013 – 2014</b></p> <ul style="list-style-type: none"> <li>• There was a smooth transition in the change of principal leadership</li> </ul> <p><b>SY 2012 - 2013</b></p> <ul style="list-style-type: none"> <li>• The school's family engagement area has grown dramatically to develop leadership among parents. The community presented at the district's Board of School Commissioners' meeting in March 2013.</li> <li>• The community support coming into the building has grown significantly.</li> <li>• The school's climate and culture has improved significantly.</li> <li>• The school's attendance is still in the low eighty percents.</li> <li>• The school hired a literacy interventionist this school year which has helped the overall literacy instruction in the building.</li> <li>• The school implemented its Operation Graduation Program. The school was invited to present this program at 2 national conferences this school year.</li> <li>• The district believes the Edworks Partnership has helped the school.</li> </ul>
<p><b>3. What were your greatest implementation successes as a district</b></p>		<p><b>The following have contributed to building internal capacity at the District level:</b></p> <ul style="list-style-type: none"> <li>○ Cycles of Professional Learning</li> <li>○ Learning Walks</li> <li>○ The presence of the Network Staff allows for deeper &amp; richer conversations with school staff</li> <li>○ Collaboration with various departments</li> <li>○ Monthly meetings</li> <li>○ Attendance at conferences i.e. Family Community Engagement Conference, the Principal Leadership Academy, and the National Institute of School Leaders</li> </ul> <p><b>Successes at the District Level:</b></p> <ul style="list-style-type: none"> <li>○ Special Education Department's creation of School Status Reports via collaboration with various departments</li> <li>○ Examination of data with focus on student support services</li> <li>○ Collaboration with Academic Content Liaisons (ACLs)</li> </ul>

<b>BCPSS Central Support Team Interview Questions and Responses</b>	
<i>team?</i>	<ul style="list-style-type: none"> <li>○ Partnership with Special Education staff in creation of actions plans</li> <li>○ Weekly meetings with Executive Directors</li> <li>○ Collaboration with the Office of Academic Accountability (OAA)</li> <li>○ Cycles of Professional Learning Data</li> <li>○ Breakthrough Center alignment with the District initiatives</li> <li>○ Implementing best practices for engaging parents</li> <li>○ Growth in teaching practices</li> <li>○ Implementing the School Effectiveness Reviews (SER) for all schools</li> <li>○ Alignment to Maryland's College and Career Ready Standards</li> </ul>
<b>4. What were the implementation challenges across the district?</b>	<p><b>Challenges at the District Level:</b></p> <ul style="list-style-type: none"> <li>○ Transition and understanding of Title I Funding</li> <li>○ The absence of a Turnaround Director</li> <li>○ The transition of SIG to Priority</li> <li>○ Community changes resulting in school climate changes</li> <li>○ The understanding from staff of the "sense of urgency"</li> </ul>
<b>5. Discuss the lessons learned. What advice would you give to other districts?</b>	<p><b>Advice to other Districts:</b></p> <ul style="list-style-type: none"> <li>○ Consistency of District leadership</li> <li>○ Collaboration among District leadership</li> <li>○ Developing meeting schedules</li> <li>○ Monthly meetings/collaboration with Maryland State Department of Education Staff</li> <li>○ Learning walks</li> <li>○ Planning for SIG implementation</li> </ul>
<b>6. What are your key priorities for SIG II Year 3? What's next?</b>	<p><b>Key Priorities for 2014 – 2015:</b></p> <ul style="list-style-type: none"> <li>○ One on One coaching of staff</li> <li>○ Use of videos for best leadership practices</li> <li>○ Conducting Triads District visits</li> <li>○ Community School Partnerships</li> <li>○ Enriched technology training for staff</li> <li>○ Implementing Restorative Practices</li> <li>○ Use of Quarterly Assessments</li> <li>○ Cycles of Professional Learning</li> </ul>

**BCPSS Central Support Team Interview Questions and Responses**

<p><b>7. <i>What would you like to tell us that we have not asked?</i></b></p>	<p>N/A</p>
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## Table 2

<b>Section 5: SIG II Year 3 Consolidated Budget Grant # 144899 LEA: Baltimore City Public Schools</b>	
<b>MSDE Fiscal Reviewer:</b> Kelly Coates	<b>Monitoring Date:</b> June 20, 2014
<b>SIG II 1003(g)</b>	
Total Allocation	\$ 3,096,469
Amount Spent	\$ 2,258,544
Percent Spent	72%
Amount Encumbered	\$259,091
Spend Down Data as of :	As of June 18, 2014

### Table 3

SIG II Year 3		MSDE Grant # 144899		LEA: BCPSS		FY 14	
MSDE Fiscal Reviewer: Kelly Coates				Monitoring Date: June 20, 2014			
Total SIG II Year 3 Allocation: \$ 89,210.86 LEA Budget Spent: \$ 89,211 Percent of LEA Budget Spent: 100% Spend Down Data as of: June 18, 2014							
<b>Salaries &amp; Wages</b>		<b>Contractual Services</b>		<b>Supplies &amp; Materials</b>		<b>Other</b>	
Budgeted: \$ 81,425		Budgeted: \$ 0		Budgeted: \$ 5,293.36		Budgeted: \$ 2,493 Technology: \$ 0	
Encumbered: \$ 0		Encumbered: \$ 0		Encumbered: \$ 69		Encumbered: Technology: \$ 0	
Spent (amount): \$ 82, 220 Spent (%): 100%		Spent (amount): \$ 0 Spent (%): \$ 0		Spent (amount): \$ 5,216 Spent (%): 98 %		Technology (amt.) \$ 2,348 94%	
1. How much of the school budget, based on the LEA's approved application, has been expended to date (amount and %)? <b>BCPSS provided documentation that showed the LEA has spent \$89,211. This amount is 100% of their approved SIG II Year 3 budget. Expended amount for fixed charges are included in the total spent.</b>							
2. Is LEA spending consistent with budget timeline? If not, what steps are being taken to expend the funds as planned? <b>Yes, total amount allocated has been expended.</b>							
3. What action steps or planned activities have not taken place that would impact the budget? <b>None.</b>							
4. Has a budget amendment been submitted? If yes, what budget changes were requested for this school? <b>No.</b>							
5. How often are LEA expenditures monitored by the LEA? Who monitors? (Provide SANE documentation to support monitoring) <b>Monthly meetings are held with Renee Calvi, Deborah Oliver, Cheryl Bird and Ray Anufero. SANE documentation will be submitted in all future monitoring visits.</b>							
6. Did the LEA provide evidence and documentation of the SIG Inventory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No      Explain: <b>No equipment was purchased using SIG funds.</b>							
7. Did the LEA provide evidence of time and effort for staff funded with SIG Grant (2 <sup>nd</sup> and 3 <sup>rd</sup> monitoring visit only) in compliance							

<p>with Federal A-133 payroll documentation requirements? <i>(If salaries are charged to more than one funding source and employees are working in multiple activities, determine that the time sheets or other documentation is maintained to support the actual time charged to the grant. If salaries are federally funded 100% and related to one cost objective; determine that semi-annual certifications are prepared and available for review.)</i></p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Explain: <b>Semi-annual certifications presented.</b></p>
<p>8. Are expenditures allowable in accordance with OMB Circular A-87, A-21, A-122, or "Cost Principles for State Funded Grants", per the Financial Reporting Manual for Maryland Public Schools? <i>(Provide a sample of expenditures for review)</i></p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Explain: <b>A random sample of invoices and purchase orders presented.</b></p>
<p>9. Do you have money in your prior year's grant? If so, how much? <b>NO</b> Have you taken steps to charge current year expenditures to prior year's grant, where applicable? If not, what is your plan to spend your prior year's funds?</p>
<p>10. Have progress reports been filed in a timely manner? <i>(i.e. monthly fiscal reports, mid-year report, final report, final AFR, etc.)</i></p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No      Explain: <b>Will send the June monthly report immediately.</b></p>
<p>11. Have indirect charges been calculated correctly and properly computed in the grant budget? <i>(Review indirect charges posted against the grant to date)</i></p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Explain: <b>N/A</b></p>