Title I
Schoolwide Programs

July 29, 2014

Beth Zillig,
NDE Title I Assistant Director
Schoolwide Eligibility

• Eligible if building poverty ≥ 40%

• Inform parents of option to have a schoolwide project

• Submit intent to plan by November 1\textsuperscript{st}

• School continues to operate as a Targeted Assistance School (TAS) while developing Schoolwide (SW) plan.
Schoolwide Plan is to be Peer Reviewed Every 3 Years

- Building will submit a complete plan every 3 years

- The schedule has been changed starting in 2014-15

- Schoolwide plan is self-reviewed & revised as necessary the two years that the full plan is not submitted
New Schedule
Starting 2014-15

• Create/Update Title I Schoolwide Plan to be Peer Reviewed

• Do Schoolwide Self Review & Participate in District ESEA/NCLB Monitoring

• Do Schoolwide Self Review & Participate in Peer Review (actually review plans)
Title I Schoolwide Intent Form

NDE Title I Intent to Develop Schoolwide Plan

This form is for buildings that do not currently have a Schoolwide Program, but meet the requirements and wish to develop a plan to become Schoolwide for the 2015-16 school year.

Please submit the following information to Beth Zillig, Title I Assistant Director, by November 1st at beth.zillig@nebraska.gov or

NDE, Title I Office
PO Box 84987
Lincoln, NE 68509-4987

<table>
<thead>
<tr>
<th>School District Number:</th>
<th></th>
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<tbody>
<tr>
<td>School District Name:</td>
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<tr>
<td>School Building Number:</td>
<td></td>
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<tr>
<td>School Building Name:</td>
<td></td>
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<tr>
<td>Poverty percentage:</td>
<td></td>
</tr>
<tr>
<td>Date (between Jan. 1 &amp; July 1, 2014) Enrollment and Free/Reduced Lunch data was collected:</td>
<td></td>
</tr>
<tr>
<td>If District is part of an ESU Title I Consortium, please list the ESU number (i.e. ESU 10):</td>
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<tr>
<td>Building Principal Name:</td>
<td></td>
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<tr>
<td>Building Principal Email:</td>
<td></td>
</tr>
<tr>
<td>Additional Contact Person Name (Optional):</td>
<td></td>
</tr>
<tr>
<td>Additional Contact Person Email:</td>
<td></td>
</tr>
</tbody>
</table>

Please see the Schoolwide Program and Resources section on the NDE Title I webpage [http://www.education.ne.gov/federalprograms/Title%20I%20Part%20A.html](http://www.education.ne.gov/federalprograms/Title%20I%20Part%20A.html) for the template, rubric & recording on the process to create a schoolwide plan.

WORTH NOTING:
1. Each building wishing to pursue the development of a schoolwide plan must submit this form by November 1st.
2. Completed Schoolwide plans, on a USB thumb-drive, are due to the NDE Title I Office by April 1st.
3. Required Schoolwide Peer Review Session will be held in April. All buildings submitting this form will participate in a Peer Review session – you will be notified when times and locations have been determined.
Developing / Updating Schoolwide Plan

• Make sure that at least 80% of the certified staff will support this plan
• Make sure that the schoolwide planning team has;
  ▫ Teachers,
  ▫ Administrators,
  ▫ Parents (minimum of one)
  ▫ Student(s) - if a secondary school
Important items when putting the Schoolwide Plan together

NEW

SCHOOLWIDE PLAN SUBMISSION INSTRUCTIONS

1. A schoolwide plan for each building participating in the spring 2015 peer review is to be submitted to the Nebraska Department of Education (NDE) by April 1, 2015. The 3-year schedule for schoolwide peer reviews is available on the NDE Title I website: http://www.education.ne.gov/FederalSupport/TitleI/20152016PeerReview.html

2. The schoolwide plan is to be submitted on one flash-drive (retain a second flash-drive with the same information for your files). This change should save postage and file space from previous years when plans were submitted in binders.

3. The flash-drive submitted will have a completed schoolwide template (this document) and a series of folders (which will need to be created). Supporting documentation for each of the required elements of the schoolwide plan outlined in the Schoolwide Plan Peer Review Rating Rubric will be provided in the folders corresponding to each of the required elements. 25 folders with the following labels will need to be created:

- 80 - 89
- 90 - 99
- 3:1 - 2
- 3:1:2 - 4:1:3
- 5:1
- 6:1:6:2 - 4:3
- 7:1:7:1 - 7:2
- 8
- 9:1 - 9:2
- 10:1:10:2 - 10:3

4. As the narrative on the schoolwide template for each required element is completed, the supporting documentation will be added to each corresponding folder. Supporting documentation will need to be scanned or copied. All documents submitted MUST be in PDF format. Please provide all documentation to support the narrative in each folder. Highlight pertinent sections of documentation that support the required element so that reviewers can quickly identify sections that apply. Reviewers will be instructed to only use the narrative and documentation provided in each corresponding folder to determine the rating for that required element.

5. Please use the Schoolwide Plan Peer Review Rating Rubric to determine the information needed for the narratives on the template and the documentation needed to support the building’s response to the required elements in the folders.

6. Once the narrative responses for all required elements are completed and documentation provided in all the required folders it will need to be submitted to NDE. Please submit the schoolwide template and all supporting documents in PDF format.

7. Please write on the outside of the flash-drive, with a permanent marker, the district and building name along with the state assigned County/District/Building Number (00-0000-000).

8. Mail the flash-drive in a padded envelope to: Nebraska Department of Education Title I Office 305 Centennial Mall South P.O. Box 94987 Lincoln, NE 68509-9887

Due to NDE April 1st Updated: July 2014

RUNNING HEAD: 2015-2016 RSFF Pre-Plan Peer Review Rating Rubric

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본문 내용:

1. Schoolwide plan submission instruction
   - Spring 2015 peer review
   - April 1, 2015
   - 3-year schedule for schoolwide peer reviews
   - NDE Title I website: [http://www.education.ne.gov/FederalSupport/TitleI/20152016PeerReview.html](http://www.education.ne.gov/FederalSupport/TitleI/20152016PeerReview.html)

2. Submission on one flash-drive
   - Retain a second flash-drive for files
   - 25 folders for required elements
     - 80 - 89
     - 90 - 99
     - 3:1 - 2
     - 3:1:2 - 4:1:3
     - 5:1
     - 6:1:6:2 - 4:3
     - 7:1:7:1 - 7:2
     - 8
     - 9:1 - 9:2
     - 10:1:10:2 - 10:3

3. Supporting documentation for required elements
   - Add documentation to corresponding folders
   - Scan or copy documents
   - Must be in PDF format
   - Highlight pertinent sections

4. Rating Rubric
   - Use to determine information needed
   - Narrative and documentation in folders

5. Submission
   - Complete narratives and documentation
   - Submit schoolwide template and supporting documents
   - PDF format

6. Mailing instructions
   - Write on flash-drive
   - Include district and building name
   - State assigned County/District/Building Number

7. Envelope mailing
   - Padded envelope
   - Nebraska Department of Education
   - Title I Office
   - 305 Centennial Mall South
   - P.O. Box 94987
   - Lincoln, NE 68509-9887

8. Due date
   - April 1st
   - Updated: July 2014
For those updating their plans:

• The previous 29 required elements have been reduced to 25. The following were eliminated from the old rubric (because of duplication)
  ▫ 2.2 the scientifically based research strategies . . .
  ▫ 5.2 professional development . . .
  ▫ 6.1 parent/community members contribute to the development of the schoolwide plan . . .
  ▫ 7.4 cultural needs reflected in transition plan . . .

• Items have been shifted up – for example the old 2.3 is now 2.2 and the old 6.2 is now 6.1, 6.3 is now 6.2 etc.
The Template includes:

• Instructions:
  ▫ How to create the 25 folders on flash drive
  ▫ How documents need to be saved
  ▫ How and where to mail the completed flash-drive

• The Cover Page

• Instructions for the 1 to 2 page abstract
  ▫ Building make up – grade span, class size, # staff, etc.
  ▫ demographics – all subgroups included in building
  ▫ how needs assessments are used to drive overall goals of
    the Schoolwide plan should be included

• Narrative boxes for each of the corresponding
  items on the Rating Rubric. (*a short narrative is
  required on every item*)
Please write a narrative in each box below to correspond to the Peer Review Rating Rubric. Place documentation in corresponding folder on flash drive to support the narrative.

B. Participants involved in developing the building's schoolwide plan

B1. Please provide a narrative below that explains how participants were involved in developing/updating the building's schoolwide plan. Provide supporting documentation in the corresponding folder.

C. Staff involvement in developing/amending the building's schoolwide plan

C1. Please provide a narrative below that explains how certified staff voted to support the schoolwide plan. Provide supporting documentation in the corresponding folder.

1. Comprehensive Needs Assessment

1.1. Please provide a list of data used to support the comprehensive needs assessment. Provide supporting documentation in the corresponding folder.

1.2. Please provide a narrative below that explains how all disaggregated Title I subgroup data was used to plan instruction and improvement efforts. (Small schools will need to report local disaggregated data for internal analysis.) Provide supporting documentation in the corresponding folder.

1.3. Please provide a narrative below that explains how staff qualifications were used in development of the schoolwide plan. Provide supporting documentation in the corresponding folder.

1.4. Please provide a narrative below that explains how the parent/community survey was distributed and collected. Provide supporting documentation in the corresponding folder.

1.5. Please provide a narrative below that explains how the schoolwide plan supports the school improvement plan. Provide supporting documentation in the corresponding folder.
Peer & Self Review Rating Rubric

There are 25 items that all must have a minimum score of 1 point. If minimum is not met the plan and Schoolwide status will not be approved.

<table>
<thead>
<tr>
<th>SECTION A</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B</strong></td>
<td></td>
</tr>
<tr>
<td>§1114(b)(2)(B)(ii)</td>
<td>Participants Involved in developing the building’s Schoolwide Plan</td>
</tr>
<tr>
<td><strong>NOTED:</strong> Secondary schoolwide planning team must include at least one student along with other required participants</td>
<td></td>
</tr>
<tr>
<td>Required (1 point)</td>
<td>Proficient (2 points)</td>
</tr>
<tr>
<td>Required Documentation: List of schoolwide planning team; Additional Documentation (Optional): May include meeting sign-in sheet(s), meeting minutes, and a list of attendees; The schoolwide planning team involves teachers, administrators, and at least one parent. If plan relates to a secondary school, student(s) are part of the planning team.</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
</tr>
<tr>
<td>§1114(b)(2)(B)(ii)</td>
<td>Staff involvement in developing/amending the building’s Schoolwide Plan</td>
</tr>
<tr>
<td>Required (1 point)</td>
<td>Proficient (2 points)</td>
</tr>
<tr>
<td>Required Documentation: Dated list of staff vote or actual ballots; At least 80% of the certified staff vote annually to support this schoolwide plan. Between 80% and 90% of the certified staff vote annually to support this schoolwide plan. More than 90% of all certified staff vote annually to support this schoolwide plan.</td>
<td></td>
</tr>
</tbody>
</table>
There are required components of certain documents which are listed with checkboxes.

New!

Required documentation is listed at the top of each item. Sometimes additional optional documentation is listed, these are only suggestions.
The USB flash drive will need to have:
• 25 folders (one for each required item on the rubric),
• The Template &
• Rubric on it.

Note: If a zero is added in front of the B1 and C1 title on the folders, they will remain in the correct order.
Within each folder will need supporting documentation in it that supports the narrative on the template.

All documents need to be saved at PDF’s so they can’t be changed (please keep the working word documents on a back up drive so changes can be made when necessary).

Pictures should be jpg files so that they can be easily viewed.
Process followed at Peer Review

Each team of 2-3 people have two computers and a rating rubric to review each plan.
Peer Review Process (Continued)

• A copy of the Schoolwide Template will be placed on one computer
• The USB flash drive with the folders will be on the second computer
• They will work through the rubric checking the cover sheet, abstract and then each item’s narrative and supporting documentation giving a score to each & writing the notes on the printed rubric
• After completing one schoolwide plan they will review a second
Peer Review Process (Continued)

- After the plans are reviewed by the peers
- The NDE Title I Consultant for each district
  - Reviews the School-Parent Compact & Parent Involvement plans to make sure all requirements are met
    - Contacts building to get any missing documentation
- When all 25 items are met
- Letter is sent to the principal giving permission to begin/continue as a Schoolwide Program
Two years when not completing Plan for Peer Review you will be:

- Completing the Self Review and
- Participating in ESEA/NCLB Monitoring visit or
- Reviewing Plans at the Peer Review (depending on year it is for your district)
Title I Self-Review

Evidence of review is to be submitted the 2 off years of Peer Review it must include:

• The Cover Page (with the Building Principal’s signature),
• Score-sheet (corresponds to the 2014-15 Schoolwide Rating Rubric),
• Evidence that review addressed the program effectiveness – which includes:
  ▫ Reference to the data analyzed to make determination of effectiveness,
  ▫ Names and titles of people involved in the self review,
  ▫ Minutes from the meeting &
  ▫ Any changes to the buildings schoolwide plan (if applicable)
One of these two boxes will be checked each year, depending on which year it is for your district – names of participants will be listed if it was year to participate in Peer Review.
### Schoolwide Self-Review Score-sheet

Check boxes have been added, as these extra requirements were often missed.

<table>
<thead>
<tr>
<th>Section</th>
<th>Rubric Component</th>
<th>Self-Review Rubric Scores (Enter 1, 2 or 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1 to 2 Page Abstract included in Schoolwide Plan</td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td>Enter grade span included in Schoolwide Plan</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Participants involved in Plan Development</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Self involved in Developing/Implementing the Plan / certified staff vote</td>
<td></td>
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<tr>
<td>Section 1: Comprehensive Needs Assessment</td>
<td></td>
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<tr>
<td>1.1</td>
<td>Student Data</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Disaggregated Data</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Staff Qualifications</td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>Parent/Community Needs</td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>Existing Improvement Efforts</td>
<td></td>
</tr>
<tr>
<td>Section 2: Schoolwide Reform Strategies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Needs Assessment for Instructional Strategies</td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Strategies to address needs of all children</td>
<td></td>
</tr>
<tr>
<td>Section 3: Instruction by Highly Qualified Teachers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Teacher Endorsement</td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Paraprofessional qualifications</td>
<td></td>
</tr>
<tr>
<td>Section 4: Strategies to Attract Highly Qualified Teachers</td>
<td></td>
<td></td>
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<tr>
<td>4.1</td>
<td>Introductory Training/Professional Development</td>
<td></td>
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<tr>
<td>Section 5: High Quality Ongoing Professional Development</td>
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<td></td>
</tr>
<tr>
<td>5.1</td>
<td>Professional Development focused on Standards</td>
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</tr>
<tr>
<td>Section 8: Strategies to Increase Parental Involvement</td>
<td></td>
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<tr>
<td>8.1</td>
<td>Signed compact</td>
<td></td>
</tr>
<tr>
<td>8.2</td>
<td>Building Level Parent Policy</td>
<td></td>
</tr>
<tr>
<td>8.3</td>
<td>Parent Meeting/Activities</td>
<td></td>
</tr>
<tr>
<td>Section 7: Transition Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.1</td>
<td>Transition Between Preschool and Kindergarten</td>
<td></td>
</tr>
<tr>
<td>7.2</td>
<td>Transition Between Grade Levels</td>
<td></td>
</tr>
<tr>
<td>7.3</td>
<td>Transition Plan for New Students</td>
<td></td>
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<tr>
<td>Section 9: Teacher Participation in Assessment Decisions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.1</td>
<td>Analyze and utilize assessment data</td>
<td></td>
</tr>
<tr>
<td>Section 10: Coordination and Integration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.1</td>
<td>Describes how Title I Funds will support the plan</td>
<td></td>
</tr>
<tr>
<td>10.2</td>
<td>Coordination &amp; Integration of federal, state, &amp; local programs</td>
<td></td>
</tr>
<tr>
<td>10.3</td>
<td>Community Resources</td>
<td></td>
</tr>
</tbody>
</table>

Each building is required to submit, on a separate page, evidence that the annual review has addressed program effectiveness. This should include:
- A reference to data analyzed to make the determination,
- Names and titles of people involved in the review process,
- Minutes from the meeting(s) and
- Any changes to the building’s schoolwide plan (if applicable) or NA.
If you have Questions?

NDE Title I Staff

• Brad Conner
  ▫ 402-471-2968
  ▫ brad.conner@nebraska.gov

• Cathy Mohnike
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