



City of Seattle

Department of Education and Early Learning

FAMILIES AND EDUCATION LEVY

Elementary Innovation School Request for Investment (RFI)
Intent to Apply Application Information Session

Families and Education Levy (FEL) Elementary Innovation Grant

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Information Session:
Intent to Apply (ITA) Application

Agenda

- ▶ Request for Investment Process
- ▶ Intent to Apply Application (ITA)
Overview
- ▶ Questions

FEL Elementary Innovation Request for Investment Process

Page 1 and Exhibit A on pages 16-18 of ITA

Part 1: RFQ (Community Organizations Only)

Part 2: RFI Process Timeline

Phase	Timeline
<p>Phase I: Intent to Apply Application</p> <p>(includes cover sheet, school narrative, data sample, principal and SPS executive director commitment letters, school staff, and community partners participating in RFI process)</p>	<p>Applications due May 13, 2016 Notifications in June 2016</p>
<p>Phase II: Workshops and Technical Assistance to Develop RFI</p> <ul style="list-style-type: none">▪ Information Session▪ Workshop #1: Data Access and Analysis▪ Workshop #2: English Language Learner, PreK-3 Alignment, and Social, Emotional, Behavioral, and Family Support Plans▪ Workshop #3: Developing Work Plan▪ Workshop #4: Management and Oversight Plan	<p>Information Session: August Workshop #1: fall Workshop #2: fall</p> <p>Workshop #3: fall/winter Workshop #4: fall/winter</p>
<p>Phase III: Final Review and Approval</p>	<p>January/February 2017</p>

2011 Families and Education Levy Goals

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- ▶ Children will be ready for school
- ▶ All students will achieve academically and the achievement gap will be reduced
- ▶ All students will graduate from school college/career ready

General Intent to Apply Notes

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- ▶ Submitting a Intent to Apply application is required to be considered for the RFI planning process
- ▶ Four school slots are available in 2017-18 SY
- ▶ This is a competitive process with no guarantee of funding
- ▶ Schools selected to participate in the RFI process must continue to meet eligibility requirements to maintain conditional award

Key Events

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Phase I: Intent to Apply Application

Event	Date
RFI Intent to Apply (ITA) Application Issued	March 31, 2016
RFI - Intent to Apply Application Information Session #1 Room 2772 John Stanford Center for Educational Excellence 2445 3rd Ave. S Seattle, WA 98134	Thursday April 7, 2016 3:45 – 4:45pm
RFI - Intent to Apply Application Information Session #2 Room 2776 John Stanford Center for Educational Excellence 2445 3rd Ave. S Seattle, WA 98134	Friday April 22, 2016 8:00 – 9:00am
Last day to submit RFI questions	May 6, 2016
Deadline to submit RFI ITA applications	May 13, 2016, 4:30 pm
Review Panel and School Interviews	May 31 - June 10, 2016
Notification	June 17, 2016

Submission Attachments

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1. Attachment 1: Cover Sheet
2. Attachment 2: School Narrative
3. Attachment 3: Data Sample
4. Attachment 4: Principal Commitment Letter
5. Attachment 5: SPS Executive Director Letter
6. Attachment 6: School Staff Participating in RFI Process
7. Attachment 7: Community-Based Organizations Participating in RFI Process

- ▶ The School Narrative serves three key purposes:
 - ▶ To provide an opportunity for schools to **set the context** for how Levy investments would further support their strategies and current efforts to improve student achievement.
 - ▶ To help reviewers **understand** the school's successes and challenges.
 - ▶ To help determine a school's **ready and willingness** to participate in the RFI process, implementation of gap closing strategies and on-going collaboration with DEEL and other Levy-funded schools.

Key Terms: Focus Students

Exhibit C, pages 20-24 of ITA

Focus Students

- ▶ Failure to meet expectations as measured by the WaKIDS Teaching Strategies Gold Assessment
- ▶ Failure to meet grade-level standard on state assessments
- ▶ Failure to make typical growth on Measures of Academic Progress (MAP)
- ▶ Failure to make gains on the state English language proficiency test
- ▶ Scoring at a Level 1 or 2 on annual state English language proficiency assessment or placement exam
- ▶ Poor attendance, defined by missing five or more days per semester, excused or unexcused
- ▶ School entry after the beginning of the year

Attachment 3: Data Sample

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- ▶ Required element, no page limit
- ▶ Provide data sample(s) that demonstrate how the school uses data to:
 - ▶ Identify student needs,
 - ▶ Assess student mastery, and/or
 - ▶ Measure progress towards goals
- ▶ See ITA Application for a list of example data to submit
- ▶ Do NOT include:
 - ▶ Identifiable student information (names, IDs, DOBs, etc.)
 - ▶ Program flyers
 - ▶ Studies/evaluations
 - ▶ Links to other data/studies/reports

Attachment 4: Principal Commitment Letter

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Principal agrees to the terms and conditions identified under the following categories:

- ▶ Designate Levy Contact Person(s) and Oversight Team
- ▶ Participate in RFI Technical Work Sessions in Phase II, as well as future Levy Retreats, and Professional Development
- ▶ Collaborate with Step Ahead, Seattle Preschool Program and Health Providers (if applicable).

Attachment 5: SPS Executive Director Letter

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SPS Executive Director of Schools commitment letter highlights:

- ▶ Confirms that principal and school team have the capacity to participate and be successful in Phase II of the Levy RFI process;
- ▶ Commits to (or assigns a designee) participate in the Intent to Apply application review panel;
- ▶ Partner with DEEL team on a plan to support the school if there are any leadership changes.

Attachment 6: School Staff Participating in RFI Process

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- ▶ Identify any school staff that will be participating in the RFI planning process in Phase II
- ▶ Make sure to include staff role and email
- ▶ DEEL will use this list to send out reminders of workshops and trainings

Attachment 7: Community Partners

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Page 12 and Exhibit D on page 25-26 of ITA

Identify community partners who will be included
in Phase II of the RFI planning process.

NOTE:

If you have an onsite early learning program or Levy funded health provider, please include them on this list.

IMPORTANT:

Individuals and organizations that you anticipate will receive cumulative Levy funding **exceeding \$5,000** per school year from Seattle Public Schools' elementary, middle, and high school levy funds **must be approved** through the **Levy Request for Qualification (RFQ) process**.

RFQ approved agencies are currently listed on [DEEL's website](#).

Instructions to Respondents

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1. Responses to each section must be in this format:
 - ❑ 8½" X 11" paper, size 12 font, 1-inch margins
 - ❑ Typed or word-processed and singled or doubled spaced
 - ❑ Pages numbered
 - ❑ All attachments must be stapled together
2. Submit one file only (MS Word or Adobe PDF)
3. Naming conventions for electronic files AND your email subject heading:
 - ❑ *SchoolName_ElementaryRFI_ITA*

Example: OlympicHills_ElementaryRFI_ITA

Submit 10 paper copies to DEEL AND an electronic copy to Education@seattle.gov by 4:30 pm, May 13, 2016.

Evaluation Process

Pages 13-14 ITA

- ▶ Part I: Technical Compliance Review
- ▶ Part II: Rating RFI Intent to Apply Applications
 - ▶ Review panel made up of DEEL and SPS Central Office partners will score applications and submit recommendations
 - ▶ Rating criteria and points used by Review Panel to score applications are included in ITA (p.14)
 - ▶ Applicable sections and total possible points vary by school
 - ▶ School Interviews conducted as needed
- ▶ Notification issued to school teams June 2016

RFI Phase II

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Exhibit A on pages 16-17 in ITA

School Teams selected to move on to Phase 2 of the RFI Process will be required to participate in the following:

- ❑ Information Session
- ❑ Workshop #1: Data Access and Analysis
- ❑ Workshop #2: English Language Learners, PreK-3 Alignment, and Social, Emotional, Behavioral, and Family Support Plans
- ❑ Workshop #3: Developing Work Plan
- ❑ Workshop #4: Management and Oversight Plan

RFI Phase II and III: Maintaining Eligibility

Pages 2 – 3 on ITA

Elementary and K-8 schools selected to progress through Phase II and III of the RFI Process must meet the following criteria in order to maintain their eligibility:

- ▶ Applying principal and/or assistant principal is still at school during the 2016-17 and 2017-18 school year;
- ▶ School still meets eligibility requirements listed on page 2 of RFI Intent to Apply Application;
- ▶ School principal or designee and key Levy team members attend required RFI technical workshops during the 2016-17 school year.
- ▶ School submits a completed RFI in Winter 2017.

RFI Phase III

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Exhibit A on page 18 in ITA

School teams move on to Phase III if they have:

- ▶ Completed Phase I and II
- ▶ Submitted RFI in Winter 2017

RFI submissions will be reviewed by a panel of outside experts that will make recommendations as to which schools should be granted awards for the 2017-18 school year.

Information Regarding Questions

- ▶ Applicant questions after the RFI Intent to Apply information session must be sent via e-mail. No phone calls.
- ▶ Please email: dana.harrison@seattle.gov
- ▶ DEEL will post answers to questions asked at this session and via email online
- ▶ Final day to ask questions **May 6, 2016**.
- ▶ Access Questions & Answers online:
http://www.seattle.gov/education/about-us/funding-opportunities/elementary_innovation_2017-18

Recommended Next Steps

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If you are interested in applying:

1. Contact your school's Executive Director
2. Review *Exhibit C: Key Terms for RFI Intent to Apply Application*
3. DEEL's Elementary Consultant are available for follow up questions

Carmela Dellino

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Laurie Morrison

lauriemorrisonedd@gmail.com

Key Reminders

- ▶ Follow the required response format
- ▶ Submit 10 paper copies and an electronic file
- ▶ Questions must be emailed to dana.harrison@seattle.gov by **May 6, 2016**
- ▶ Intent to Apply Applications are due by 4:30 p.m. May 13, 2016
- ▶ Ensure the person designated on the cover sheet can be reached at the phone number and e-mail address listed

Questions

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