Attachment D to Supt. Memo No. 125-18

May 11, 2018

# Virginia Department of Education

**FY 2019 Application for a *Start-up Grant* for an Extended School Year or Year-Round School Program for School Divisions or Individual Schools**

## **A. General Information**

**School Division:**

**Division Superintendent:**

**Date of Submission:**

**Division Contact:**

**Telephone:**

**Email:**

**Amount of Funding Requested ($300,000 maximum; $400,000 maximum for Accreditation Denied schools):**

All applicantsmust read the Instructions for Application for a Start-up Grant for Local School Divisions Pursuing the Development of an Extended School Year or Year-Round School Program for School Divisions or Individual Schools before completing this application. Each applicant must comply with the instructions, which are available on the [Department’s Website](http://www.doe.virginia.gov/instruction/year-round/index.shtml). **(NOTE: This is an annual application process)**

The completed PDF version of the application and related materials must be emailed to Dr. Meg Foley at [meg.foley@doe.virginia.gov](mailto:meg.foley@doe.virginia.gov) in the Division of Instruction at the Virginia Department of Education, by **5 p.m. on July 6, 2018**. If an application is not received by that time, it will **not** be considered. An incomplete application may be rejected.

**Virginia Department of Education Contact Information**

Please contact Meg Foley at [meg.foley@doe.virginia.gov](mailto:meg.foley@doe.virginia.gov) or 804-786-0877 at the Virginia Department of Education if you have any questions about the application process.

## **B. Assurances and Signatures**

By signing and submitting this application, the applicant assures that it will adhere to state and federal laws and regulations governing public schools, including the Virginia *Standards of Quality*, the Virginia *Standards of Learning*, and the Virginia Board of Education’s *Regulations Establishing Standards for Accrediting Public Schools in Virginia*.

The applicant assures that all elements of the proposed school(s), including, but not limited to the school facility and location and school year calendars, will comport with all state and federal laws and regulations.

The applicant certifies that to the best of his/her knowledge the information in the application is correct, that the applicant has addressed all application elements as required in the *Application for a Start-up Grant for Extended School Year or Year-Round School for School Divisions or Individual Schools*, and that the applicant understands and will comply with the assurances.

The applicant assures that the applicant school division plans to implement the Extended School Year or Year-Round School program(s) in the 2018-2019 or 2019-2020 school year.

Signature of School Division Superintendent:

Date:

Signature of Chairman of School Board:

Date:

## **C. NAMES AND PHYSICAL LOCATIONS OF PARTICIPATING SCHOOL(S)**

Names:

Physical Locations:

## **D. Title and Program Description**

Title of the proposed program:

General description of the program *(2-3 paragraphs maximum)*:

Rationale for the program *(2-3 paragraphs maximum)*:

Expected benefits *(2-3 paragraphs maximum):*

Content areas addressed:

Length of program:

Dates of program:

Time of day program will occur:

## **E. School and Student Demographic Information**

Describe the selected population and discuss why they were selected. Include the number of students, reporting group(s), and grade level(s):

Describe the community the school(s) serves:

## **F. Goal, Objectives, Strategies, Metrics, and Assessment Instruments**

Use the space below to enter the Goal of the program and up to three Objectives with related strategies, metrics, and assessment instruments. If additional space is needed, please attach an appendix.

***REQUIREMENT:***

**For an Extended School Year program**, *at least one objective must be tied to the metric “Student Achievement.”*

**For a Year-Round School program**, *at least one objective must be tied to the metric “Student Achievement” and one objective must be tied to the metric “Chronic Absenteeism.”*

**Definitions of Terms:**

Goal - *“What do you hope to accomplish through the program overall?”*

Objective - *“What is your SMART objective?” SMART = specific, measureable, attainable, relevant, and time bound*

Strategies - *“What specific steps will you take to meet your objective?”*

Metric - *“What are you measuring?”*

Assessment instrument- *“What tool will you use to assess the outcomes?”*

**Overall goal for the program:**

***Objective 1:***

Strategies:

Metric to be used for evaluation and reporting of Objective 1:

Assessment instrument to be used for evaluation and reporting of Objective 1:

***Objective 2:***

Strategies:

Metric to be used for evaluation and reporting of Objective 2:

Assessment instrument to be used for evaluation and reporting of Objective 2:

***Objective 3:***

Strategies:

Metric to be used for evaluation and reporting of Objective 3:

Assessment instrument to be used for evaluation and reporting of Objective 3:

## **G. Proposed School Calendar**

If the program will require a change to the division’s or a school’s calendar, include a copy of the proposed calendar as an appendix.

(Note: School divisions that do not currently open schools prior to Labor Day but seek to implement an Extended School Year or Year-Round School program in a school opening prior to Labor Day, will need to submit a waiver to the Board of Education prior to the adoption of an Extended School Year or Year-Round School calendar. This waiver would apply to the applicant school only.)

## **H. Collaboration**

Describe the involvement of teachers, parents, the community, organizations, etc., in the development and implementation of the program:

## **I. Timeline of Initiatives and Tasks**

Provide a timeline of the Start-up process that includes major initiatives and tasks:

## **J.** **Description of Capacity**

The goal of the grant program is to support school division’s as they develop and implement programs in order to create or improve capacity in the division to operate and sustain the program independently of long-term state funding.

Please describe the capacity of your division/school to implement this program:

## **J. Budget of Direct Costs**

Complete the Budget table below. Only include direct operating costs. Indirect or capital costs are not allowed. Please see the instructions for detailed information.

| Category | State Funding | 20% match, if applicable (for 1st three years) | Shared split based on LCI (after 3rd consecutive year) |
| --- | --- | --- | --- |
| 1000 – Personnel Services |  |  |  |
| 2000 – Employee Benefits |  |  |  |
| 3000 – Purchased/Contractual Services |  |  |  |
| 4000 – Internal Services |  |  |  |
| 5000 – Other Services |  |  |  |
| 6000 – Materials and Supplies |  |  |  |

1000 – Personnel Services. Please include the role of key personnel and their responsibilities, qualifications, and compensation. Entries should identify project staff positions; names of individuals; the base rate of pay per hour, day, week, month, or year; and the total amount or percent of their work time to be charged to the project.

2000 – Employee Benefits. Please note by name and amount and percentage any employee benefits associated with program personnel positions.

3000 – Purchased/Contractual Services. Include wages and contract or consultant staff costs in this section. Please include expenses of project staff and consultants in accordance with institutional policies and regulations. All expenses must be directly related to the proposed grant activities.

4000 – Internal services.

5000 – Other services.

6000 – Materials and Supplies. Supplies, materials, and services directly consumed in the course of the project may be budgeted. This category includes: transportation, office supplies; educational materials; books and audiovisual materials; communications (postage, local and long-distance telephone charges, etc.); printing, publication, and photocopying services; and computer services.

## **K. List of Appendices (if applicable)**

Appendices:

## **L. Extended School Year, Year-Round School Application Rubric**

| Area of Consideration | Description | Points Available |
| --- | --- | --- |
| Targeted population(s) of students | Target populations are identified and described sufficiently. The program specifically targets one or more reporting groups listed in JLARC review of year-round schools report (Black, Hispanic, ESL, or ECD students). | 20 |
| Clarity of Goal | The goal of the program is clear and attainable. | 10 |
| Clarity of Objectives | The objectives are SMART in nature (specific, measurable, realistic, and time-bound). | 10 |
| Appropriateness and feasibility of strategies | The strategies listed appropriately address the objective(s) and are feasible to implement within the constraints of the program. | 10 |
| Appropriateness of the metric(s) and related assessment instruments | The metric(s) and related assessment instruments accurately measure identified outcomes of the program. The metrics adhere to the requirement listed in section E. | 15 |
| Collaboration | Evidence of collaboration with outside stakeholders (community members, parents, organizations, college/universities, etc.) | 15 |
| Timeline | The timeline is reasonable and addresses major milestones. | 10 |
| Capacity | The division/school demonstrate capacity for creating-sustaining the program. | 10 |