



EISS

Early Intervention
for School Success

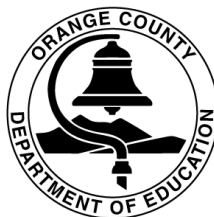
2012 - 2014 Cycle VII

Early Intervention for School Success Professional Learning Communities Grant

Request for Application (RFA)

**Application Due Date: Friday, March 9, 2012, by 5:00 p.m.
(Late applications will not be reviewed.)**

Grants will be awarded contingent on Pupil Retention Block Grant funding.



WILLIAM M. HABERMEHL
County Superintendent of Schools

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Professional Learning Community Implementation
Grant Application - Cycle VII
2012-2014

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Application is available on-line at **www.ocde.us/eiss**

You must have the full version of Adobe Reader 7.0 or higher to use the on-line application

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Early Intervention for School Success (EISS)
Professional Learning Communities Grant
Request for Application (RFA)

Overview, Eligible Applicants, and Project Requirements, and Instructions

I. Purpose

You are invited to submit an application to receive grant funds under the Early Intervention for School Success Professional Learning Communities Grant. The purpose of EISS is to provide grant awards to schools where teachers, support staff, and administrators agree to participate in Professional Learning Communities. It is designed to strengthen the communication between staff members and the link between instruction and assessment in an effort to improve pupil academic achievement. The primary use of the grant funding is to pay for professional development for school site staff.

The purpose of Early Intervention for School Success is to help all children achieve academic and social success. This unique and multifaceted process helps to develop Professional Learning Communities (PLC) that help teachers, administrators, support staff, and parents provide preschool through second grade children with appropriate, differentiated learning experiences. The EISS PLC will promote mastery, mental models, a shared vision, team learning, and systems thinking (Senge, 2007).

EISS is a powerful training, teaching, and classroom design process rooted in research-based best practices. EISS Teams gain extensive knowledge of early childhood education and standards-based instruction in order to increase their effectiveness as educators. It helps schools and preschool centers strengthen their implementation of teaching strategies that scaffold children’s academic achievement and the involvement of parents.

EISS schools and preschool centers use ongoing formative assessment to focus on the needs of each child. Research shows that quality instruction and well trained teachers lead to positive results in student achievement. EISS trains teachers and staff in the effective use of the EISS Standards Based Continuum and/or EISS Preschool Continuum, which guide instruction and document student progress. In a PLC, assessment becomes an inseparable part of the act of teaching. As teachers and resource staff improve their ability to assess, evaluate, collaborate, and differentiate instruction, they are better able to meet the diverse needs of California’s preschool through second grade students.

II. Eligible Applicants

Eligible applicants include:
•Public school districts serving preschool through second grade students
•State-funded preschools
•County offices of education applying on behalf of, and in cooperation with, direct service school districts, a consortia of small districts, or state-funded preschools
Ineligible applicants include:
•Charter schools
•Federally funded preschool programs (i.e., Head Start)

•If you are not a school district, county office, or state-funded preschool, call the EISS office at (714) 327-8180 to determine your eligibility. It is recommended that no more than two schools apply together in the same grant and that the sites be a reasonable distance geographically.

III. Project Requirements

A. Schools agree to implement the following which are keys to successful program adoption.

1. **KNOWLEDGE OF CHILD DEVELOPMENT**: through training, participants will continue to develop their learning of child growth and development in order to meet the diverse needs of their students.
2. **PLANNING/ORGANIZATION/MANAGEMENT**: given the appropriate strategies for planning, organizing and managing a primary classroom, teachers are able to design a program that meets state/district criteria, differentiates instruction, and maximizes student achievement.
3. **ONGOING ASSESSMENT**: ongoing and collaboratively, the EISS Team will use the strategies of observations, anecdotal records, portfolios, and district mandated multiple measures to record student progress on the EISS Standards Based Continuum.
4. **EDUCATIONAL TEAM CONFERENCING**: by using a multi-disciplinary approach, the EISS Team may be comprised of, but not limited to, teacher, psychologist, speech and language specialist, principal, classroom aide, or designate site specialists. In order to support the planning of individualized instruction, all available resource personnel at a school site are involved.
5. **SCHOOL/FAMILY/COMMUNITY CONNECTION**: by connecting with available outside resources, teachers encourage family engagement in their classrooms, as well as community support.
6. **PROGRAM EVALUATION**: through data collected during first two years of implementation, participants reflect on program and personal effectiveness.

B. Applicant agrees to the following Dissemination Requirements:

Participating schools must agree to meet the following dissemination requirements:

1. One or two EISS team members or more from the adoption site who have been actively involved in all phases of the program will attend the EISS Training of Trainers during the adopter's second year of implementation.
2. Applicant agrees to release an EISS Advanced Training Participant or an EISS Certified Trainer, up to a maximum of 8 days, during the following two school years, for the purpose of training newly adopting classrooms or schools. Costs incurred will be paid by the schools requesting the training activities.
3. Applicant agrees to disseminate the EISS Program to other schools within the applicant's home district. Activities may include: conducting EISS awareness presentations; training implementation teams; providing consultation; or hosting model demonstration classrooms. The 8 days of release time should include dissemination activities within the home district.
4. Applicant intends to continue implementation of the EISS Program after grant funding ceases with continued focus on classroom management/organization, ongoing assessment, professional learning communities, and school/family/community connections.

C. School Commitment

- Designate a site coordinator who will be responsible for facilitating grant implementation at school site(s).

The EISS Site Coordinator responsibilities include:

- Participation in the Site Coordinator Orientation Training and Webinars
- Communication between EISS staff and school site(s)
- Coordination of training and in-services
- Coordinating and ensuring submission of data from all teachers and school site(s)
- Monitoring of the grant budget
- Informing financial officer of expenditures
- Preparing and submitting end of the year reports and surveys

Please note that the EISS Site Coordinator will be the primary contact person at the local sites.

- Certify that participating teachers and staff members are knowledgeable about grant requirements and agree to participate in all required trainings and use the appropriate EISS continuum (See chart on page 6 for training requirements).
- Develop or enhance a Professional Learning Community at the applicant's site. It is recommended that no more than two schools apply together in the same grant application and that the sites be a reasonable distance geographically.
- Participate in a site visit from the EISS office during Year 1 of the grant.
- Complete all required paperwork, data requirements and communications with the EISS office.

D. Required Professional Development

- Knowing that QUALITY INSTRUCTION for students is a direct result of QUALITY STAFF DEVELOPMENT, the EISS PLC Implementation Grant will help to provide the financial resources to increase STUDENT ACHIEVEMENT.
- Ensure that all required professional development is offered in a timely manner. **All teachers and staff members who sign the Staff Commitment page must participate in the training.** Teachers who join the school in Year 2 of the grant, must attend a Basic Implementation Training. For training opportunities, call the EISS office.

- Professional development includes:

Staff Development	Who is involved	Cost
Basic Implementation Training Year 1 - required Year 2 - required for teachers new to the grant	All staff supporting EISS Basic Implementation (2 day training with 2 EISS trainers – training is presented and billed by EISS State Certified Trainers)	\$2,400 plus travel expenses for two trainers Training & Assessment Materials:* EISS Handbook – 1 per classroom \$60 EISS Continuum – 1 set per school \$25 for a set of 30 EISS Preschool Continuum – 1 set per school \$25 for set of 12 (Please add shipping for all above materials)
Professional Library	Administrator/Staff/Parents	\$300-\$500
Administrators' Symposium* Year 1 - required Year 2 - optional	Principal/Assistant Principal/Preschool Director	\$1300 per participant registration fee, plus travel expenses (Retained by EISS)
Research Institute* Year 1 - required Year 2 - optional	2 participants minimum	\$1,500 per participant registration fee, plus travel expenses (Retained by EISS)
EISS Training of Trainers* Year 2 - required	1 participant minimum	\$1,500 per participant registration fee, plus travel expenses (Retained by EISS)
Site Follow-up visit and Technical Support*	EISS Program Specialist EISS Office staff	\$2,500 one-time cost in Year 1 (Retained by EISS)
EISS Coaching by EISS State Certified Coaches Year 1 - optional Year 2 - required minimum 2 days	Staff supporting EISS implementation (coaching is provided by EISS State Certified Coaches)	\$600 per day, plus travel expenses (cost billed by EISS State Certified Trainers/Coaches)
Other professional development trainings to support areas of need identified in application and recorded in budget	To be determined by grantee	Varied – specific to training Include in your budget under 5800
*Retained costs: Training and assessment materials for the 2-Day Basic Implementation Training, Administrators' Symposium, Research Institute, EISS Training of Trainers, Technical Support and Site Visit fees, will be retained from the grant award by the EISS office. District indirect may not be calculated on retained costs.		

D. Data Requirements: Preschool-Second Grade

Ongoing Data Collection and Usage:

- Plan, present and modify instruction utilizing and maintaining an EISS Standards-Based Continuum or EISS Preschool Continuum for every student.

State Reporting:

- Submit continuum data to EISS Office two times a year, each year of the grant for State Reporting purposes. If the EISS Online Data System is used, this is automatically collected. If paper continuums are used, teacher must submit the minimum required student data (bottom quartile, 2 average achievers, and 2 high achievers) using the online system.

E. Submit Board Approval

- Documentation may be in the form of school board minutes or a letter from the superintendent attesting to approval and must be attached to the application.
- If the school board meeting is scheduled after the grant deadline, the board meeting DATE must be submitted. With the board meeting date noted, the application will be read with no penalty. (Funding of the grant application is contingent on receipt of board approval.)

IV. Funding Levels

- A.** EISS grant allocations are for two years and are based on the number of participating classes.
- \$30,000 for 4-7 classes
 - \$50,000 for 8 or more classes (maximum award)
 - Applications for fewer than 4 classes will be considered
- B. EISS is a reimbursement grant.** Grant schools submit reimbursement forms to the EISS office quarterly for reimbursement of expenses.
- C. Grants will be awarded contingent on Block Grant funding.**

V. Grant Application Instructions

The application form is available on-line at www.ocde.us/eiss in a fillable pdf. You must have the full version of *Adobe Reader 7.0* or higher to use the on-line application.

- A.** Eligible applicants must respond to all required items. Any application that lacks initials, signatures, or other required information will be designated as “incomplete.” **Incomplete applications will not be reviewed.**
- B.** Applications must not exceed designated number of pages. Reviewers will be directed not to read beyond the required page limit.
- C.** Applicants must use this application form and should not alter materials, with the exception of the budget pages which may be altered according to instructions.
- D.** Applicants must list a valid e-mail address in their applications. The EISS office uses e-mail to communicate with applicants and approved grantees. Grantees must notify the EISS office promptly about changes in an e-mail address and/or personnel.
- E.** Number each page of the application in sequence in the bottom right hand corner.

VI. Submission of Completed Application

Applicants are to submit their applications according to the following guidelines:

- A.** Submit one original signed (in blue ink) grant application and two copies. Use the Checklist for Completeness on Page 10 to ensure that all application components are included. Return the signed Checklist for Completeness with the application.
- B.** Staple or clip applications in the upper left corner. No spiral, three-ring binders, plastic covers or cover letters.

C. Send to:

Orange County Department of Education
Attention: Lynn Turner
200 Kalmus Drive, Building B-1143
Costa Mesa, CA 92626-9050

Faxed or emailed applications will NOT be accepted.

All applications must be **received** at the EISS office by **5:00 p.m. on Friday, March 9, 2012**. **Late applications will not be reviewed**. There is no appeal process for applications not approved.

D. Application may be submitted:

- 1) In person beginning **Monday, March 5, 2012**, and received no later than, **Friday, March 9, 2012** at the EISS office by 5:00 p.m. (The Main Reception Office at the Orange County Department of Education/OCDE is located at the above address and is open from 7:30 a.m. to 5:00 p.m.)
- 2) By U.S. Mail or by courier/overnight delivery services/UPS mail delivered to the EISS office no later than 5:00 p.m. on **Friday, March 9, 2012**. **Do not send your application via Registered Mail or Return Receipt Requested; OCDE staff will NOT be responsible for picking up applications at the local post office.**

VII. Grant Application Review

The EISS office will receive, review, and approve applications. Applications must receive an average score of 80 or higher on the scoring rubric (out of a maximum of 100 points) in order to be considered eligible for funding. (5 additional points will be added when the grant is a collaborative between Pre-K and elementary grades.)

VIII. Grant Awards

- A. Grant awards will be announced on **Friday, April 13, 2012**. Cycle VII grant recipients will be posted on the EISS website (www.ocde.us/eiss). It is the recipient school's responsibility to check the website. **Grant recipients are required to have their EISS Site Coordinator participate in an orientation training. Check the website for webinar information. Failure to participate in this meeting will result in disqualification for the grant award.**
- B. A letter of congratulations will be mailed to the principal of funded sites with a copy sent to the EISS Site Coordinator. A contract and Letter of Entitlement will be mailed to the district financial officer. Copies of the Letter of Entitlement will be mailed to the District Superintendent, Principal, and EISS Site Coordinator. Notification will be posted on the EISS website at www.ocde.us/eiss and mailed on **Friday, April 13, 2012**.

IX. Grant Writing Support

Additional information about the EISS program and answers to Frequently Asked Questions can be found on our website at www.ocde.us/eiss.

For additional information or questions regarding the RFA please contact:
The EISS office at (714) 327-8180
The EISS staff is available to answer questions through Friday, March 2, 2012
from 7:30 a.m. to 4:30 p.m.

Checklist for Completeness
Early Intervention for School Success
Professional Learning Community Grant Cycle VII

This checklist must be returned with your application.

A completed application **MUST INCLUDE** the following:

Item	Points	Maximum Pages Allowed	Grant Writer's Initials	Administrator's Initials
1. Application Cover Sheet (Pages 10-13)				
2. Grant Assurances (Pages 14-16)				
3. Signature Pages (Staff Commitment page and Principal/Site Coordinator page) (Page 17)				
4. Narrative Response (pages numbered)				
I. Interest In and Need for EISS PLC Program	20	4		
II. Staff Commitment page	5	2		
III. Principal/Site Administrator's Educational Philosophy	10	1		
IV. Goals	15	2		
V. Implementation Activities	20	3		
VI. Dissemination Plan	5	1		
VII. Monitoring and Evaluation Activities	10	2		
VIII. Budget Narrative	10	2		
IX. Budget Form	5	NA		
IV. Grant includes Pre-K, K, 1 st , 2 nd , add (5 points)	5	NA		

Grant Writer's Signature

Administrator's Signature

SUBMISSION REQUIREMENTS – see page 8 for complete details

_____ Submit one signed original and two copies, signed (also include two copies of any attachments).

_____ Staple or bind application in upper left hand corner. No spiral, three-ring binders, plastic covers or cover letters.

_____ Send to:

Orange County Department of Education
Attention: Lynn Turner
200 Kalmus Drive, Bldg. B-1143
Costa Mesa, CA 92626-9050

_____ Applications may be submitted in person or by mail. Faxed or emailed applications **will not** be accepted.

DUE: Friday, March 9, 2012, 5:00 p.m.
LATE APPLICATIONS WILL NOT BE REVIEWED

2012-2014 Application Cover Sheet Early Intervention for School Success Professional Learning Community Grant

(Please type or print clearly. Respond to ALL elements. Do NOT alter the document format.)

_____ Check if copy contains original signatures

I. Elementary School Information

School Name : _____

Street/P.O. Box: _____

City: _____ ZIP: _____ Phone: () _____

Administrator Name: _____ email: _____

Number of classrooms participating:	Pre _____	TK _____	K _____	First _____	Second _____
Previous EISS Grant Recipient?	Yes No	If yes, year _____			
Total school enrollment:	Title I Percentage:				
School would be described primarily as:	Rural	Urban	Suburban		
School schedule:	Traditional	Year-round		Modified Year-round	

II. Preschool Information (if applicable)

School Name: _____

Street/P.O. Box: _____

City: _____ ZIP: _____ Phone: () _____

Administrator Name: _____ email: _____

Number of classrooms participating:				
Previous EISS Grant Recipient?	Yes No	If yes, year _____		
Total school enrollment:	Title I Preschool?		Yes No	
School would be described primarily as:	Rural	Urban	Suburban	
School schedule:	Traditional	Year-round		Modified Year-round

Number of schools in this application: _____ (If more than one, use Appendix A)	It is recommended that no more than two schools apply together in the same grant and that the sites be a reasonable distance geographically.
Number of staff to be trained: _____	
Number of handbooks you will be ordering: _____	

III. District Information

District Name: _____ County: _____
Street/P.O. Box: _____
City: _____ ZIP: _____ Phone: () _____
Superintendent Name: _____ E-mail: Address: _____

IV. EISS Site Coordinator – This person will be responsible for receiving and distributing EISS information. Please include site and home address, phone, and email information.

Name/Title: _____ Site: _____
Street/P.O. Box: _____
City: _____ ZIP: _____ Phone: () _____
Cell: () _____ E-mail Address: _____
Home Address: _____
City: _____ ZIP: _____
Home Phone: () _____ Home e-mail: _____

V. District Personnel authorized to establish budget, monitor claims, and process claim forms

Name/Title: _____
Street/P.O. Box: _____
City: _____ ZIP: _____
Phone: () _____ E-mail Address: _____

VI. Grant Writer Information (if other than EISS Site Coordinator)

Name/Title: _____
Phone: () _____ E-mail Address: _____

VII. Certification

I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this application is correct and complete; and that the attached Assurances are accepted as basic conditions in the operation of the Early Intervention for School Success Professional Learning Community Grant for replication and dissemination purposes. I understand that full funding of the grant is dependent upon completion of the program requirements as described in the Assurances.

Authorized Administrative Agent: _____ Title: _____
(Print or type)

Signature: _____ Date: _____

VIII. Board Approval

Board approval documentation is included _____ **Yes** _____ **No**

Documentation may be in the form of board minutes or a letter from your superintendent attesting to board approval and must be attached to the application.

If the board meeting is scheduled after the grant deadline, the board meeting date must be submitted:

Board Meeting Date: _____

With the board meeting date note above, the application will be read with no penalty. Funding of the grant application is contingent upon receipt of board approval.

IX. Notification of Receipt of Grant Application

E-mail notification will be provided to all sites. If you fail to receive the notification of receipt by **Friday, March 23, 2012**, please call the EISS office at (714) 327-8180.

Person to notify of receipt: _____

E-mail address: _____

Grant Assurances – Cycle VII

The following Assurances are required of all applicants for an EISS PLC grant. (See project requirements beginning on Page 4) Site administrators must review with Site Coordinator and **initial** each Assurance. Applications without signed assurances will be considered “incomplete” and will not be reviewed. Failure to abide by the Assurances may result in grant termination. A formal signature page follows the Assurances.

It is imperative that teachers be aware of these Assurances.

As the duly authorized representative of this applicant, I certify compliance with each of the following assurances:

Administrator initials:

- ___ The designated Site Coordinator will participate in the EISS Site Coordinator Orientation Webinar and maintain communication with EISS grant office.
- ___ All personnel who sign the staff commitment page (P. 16) will attend the 2-day Basic Implementation Training.
- ___ The Site Administrator will participate in the 2-Day Basic Implementation Training and will be in attendance for at least the full morning of the first day.
- ___ The Site Administrator will attend Administrators’ Symposium.
- ___ A minimum of two teachers, who have been actively involved in all phases of grant, will attend the EISS Research Institute during year one of implementation.
- ___ A minimum of 2 days of EISS Coaching will be scheduled during Year 2 of the grant. EISS Coaches will work with site on self-identified needs.
- ___ A team member or members from the adoption site who have been actively involved in all phases of the program will attend the EISS Training of Trainers during the adopter’s second year of implementation.
- ___ A site-based PLC will be developed or enhanced to ensure a multi-disciplinary approach to planning and scaffolding differentiated instructional practices.
- ___ Through ongoing collaboration, the PLC will use the strategies of observation, anecdotal records, portfolios, and district mandated multiple measures to record student progress on the EISS Standards Based Continuum or the EISS Preschool Continuum. On-going assessment records will be provided during site visit for EISS staff review.
- ___ Teachers will encourage family engagement in their classrooms, and connect with community partners to enhance student achievement.

- ___ Teachers will participate in the monitoring and evaluation process as developed and directed by the EISS office. Teachers will maintain an EISS Standards-Based Continuum or EISS Preschool Continuum for every student. For State Reporting purposes, teachers will submit data two times per year, each year of the grant. (Automatically collected if the EISS Online Data Entry System is used.)
- ___ Applicant agrees to release an EISS Advanced Training Participant or an EISS Certified Trainer, up to a maximum of 8 days, during the following two school years, for the purpose of training newly adopting classrooms or schools. Costs incurred will be paid by the schools requesting the training activities.
- ___ Applicant agrees to **disseminate** the EISS Program to other schools within the applicant's home district. Activities may include: Conducting EISS awareness presentations; training implementation teams; providing consultation; or hosting model demonstration classrooms. The 8 days of release time should include dissemination activities within the home district.
- ___ Applicant intends to continue implementation of the EISS PLC program after grant funding ceases with a continued focus on: long-term EISS goals that enable young children to become successful thinkers and learners; teacher preparation and professional development; and promotion of Professional Learning Communities.

Signature Page for Application and Assurances

I, the undersigned, am authorized to submit this application and make these assurances and certifications. To the best of my knowledge and belief, the information contained in this application is correct and complete.

Authorized Administration Agent's Name (Please type or print clearly.)

Authorized Administration Agent's Signature

Date

EISS Site Coordinator's Name (Please type or print clearly.)

EISS Site Coordinator's Signature

Date

Narrative Response

This grant includes seven narrative sections and a budget form. Each section heading is followed by specific directions for that portion of that narrative response. Each section is also assigned a maximum number of points towards the total grant score. The narrative response must **not exceed page limits** with 1-inch margins top, bottom, and sides on 8 ½" by 11" paper. Use Arial, 12-point font. Single spacing is acceptable. (Note: EISS grants that include collaboration between preschool programs and elementary programs in their EISS Grant application will earn an additional 5 points)

I. Interest In and Need for EISS PLC Grant (20 Points) (Maximum of 4 pages)

- A. Why is your school interested in participating in EISS and how will EISS assist your school in meeting its' mission and goals?
- B. Given your school population, what gaps will you target with the EISS Grant funds?
- C. Describe how your staff currently collaborates using student data to improve student outcomes (Identify your strengths and weaknesses in this area).
- D. How will implementing the EISS PLC grant strengthen collaboration in order to enhance student achievement and teacher practices?

II. Staff Commitment Page (5 Points) (Maximum of 2 pages)

List the teachers, specialists, support staff, and administrators participating in the grant project and obtain original signatures from each person

Each person listed on this page is committing to all Assurances on pages 14-15 and to be actively involved in the EISS Professional Learning Community.

III. Principal/Site Administrator's Educational Philosophy (10 Points) (Maximum 1 page each)

- A. Share your educational philosophy and how EISS PLC funding would support your beliefs.
- B. Each principal/director participating in this grant must submit a signed educational philosophy statement. (Maximum of 1 page per statement)
- C. Include your most current school accountability report card in your application.

IV. Grant Goals (15 Points) (Maximum of 2 pages)

- A. Identify and explain your top three goals for implementing the grant over the two year period.

V. EISS PLC Implementation Activities (20 Points) (Maximum of 3 pages)

Describe your planning and implementation activities by answering the following questions:

- A.** What is your professional development plan for the grant (i.e., when will training take place and what will be the focus of each training)?
- B.** How will your EISS PLC meet, plan, and work together to achieve your goals and the EISS goal of increasing student achievement using data? (Include how EISS Standards Based Continuum or EISS Preschool Continuum will support your PLC)
- C.** How will you plan for EISS Coaching by the EISS State Certified Trainers/Coaches to support your three goals?
- D.** How do you plan to involve families to ensure regular interaction occurs between home and school? Include ways to support student achievement and learning and how you will use the EISS Standards Based Continuum/EISS Preschool Continuum as a communication tool.

VI. Dissemination Plan (5 points) (Maximum of 1 page)

- A.** Describe your plan to disseminate EISS to other sites/classrooms.
- B.** How do you plan to sustain the EISS and Professional Learning Community after funding ceases?

VII. Monitoring and Evaluation Activities (10 Points) (Maximum of 2 pages)

Describe your plans to monitor and evaluate the effectiveness of EISS activities.

- A.** Who will be responsible for monitoring the effectiveness of this project at your school (i.e., site coordinator, principal)? If two sites are involved, who will be responsible at each site?
- B.** How will you monitor the EISS grant implementation (i.e., regular staff meeting updates, regular site leader meetings, etc)?
- C.** How will your school determine:
 - The effectiveness of your staff training?
 - The effective use of on-going assessment including the EISS Standards-Based Continuum or the EISS Preschool Continuum?
 - The effectiveness of your PLC?
 - Outcomes resulting from EISS PLC implementation, including, but not limited to, improved student achievement, staff professional development, increased parent involvement, and better school climate.

VIII. Budget Narrative (10 points) (Appendix B) (Maximum of 2 pages)

G. How does your budget support your plan?

IX. Budget Form (5 points) (Appendix C)

Additional Information:

The EISS PLC funds are used to:

- Pay for substitutes during training or compensate teachers and teaching paraprofessionals for their participation in training.
- Pay for EISS Basic Implementation Training and Coaching.
- Provide approved training for teachers and paraprofessionals in strategies for increasing student achievement as identified in the grant application.
- Purchase required EISS training and Continuum materials (EISS handbooks, 1 per teacher; EISS Continuums, minimum 1 per teacher).
- Purchase books for Professional Library.
- Pay for required grant activities (i.e., Administrators' Symposium, Research Institute, Training of Trainers, and Site Visit).
- Other grant expenditures identified and supported in your grant application.
- Costs retained by EISS must be included in your budget.

EISS PLC grant funds may not be used to pay for an individual's salary, to purchase food, or to purchase equipment over \$500.

Budget allocations should reflect both the purpose of the grant and the activities outlined in the narrative section.

Remember to plan for the following required trainings:

- Basic Implementation Training, 2-Day onsite prior to September 30, 2012
- Administrative Symposium, September 28-29, 2012 at the Renaissance Palm Springs Hotel in Palm Springs, CA
- Research Institute, March 2013, location to be announced
- Coaching, minimum 2 days in Year 2 of the grant
- Training of Trainers, May 2013, Costa Mesa, CA

Appendix A
Additional School Information

School Name: _____

Street/P.O. Box: _____

City: _____ ZIP: _____ Phone: () _____

Administrator Name: _____ email: _____

Number of classrooms participating:	Pre_____	Kinder_____	First _____	Second _____
Previous EISS Grant Recipient?	Yes No		If yes, year _____	
Total school enrollment:	Title I Percentage:			
School would be described primarily as:	Rural	Urban	Suburban	
School schedule:	Traditional	Year-round	Modified Year-round	

School Name: _____

Street/P.O. Box: _____

City: _____ ZIP: _____ Phone: () _____

Administrator Name: _____ email: _____

Number of classrooms participating:	Pre_____	Kinder_____	First _____	Second _____
Previous EISS Grant Recipient?	Yes No		If yes, year _____	
Total school enrollment:	Title I Percentage:			
School would be described primarily as:	Rural	Urban	Suburban	
School schedule:	Traditional	Year-round	Modified Year-round	

Appendix B – Budget Narrative

Budget Narrative and Instructions

Each grant application must include a budget narrative (maximum of 2 pages) and a budget form (Appendix C). EISS recognizes that some budget changes may need to be made as implementation proceeds. Your financial officer will be asked to submit preliminary and final claim forms. **Any line item change greater than 10% must be requested in writing.** Please call the EISS office at (714) 327-8180 if you have questions regarding a proposed change in your budget.

Budget Narrative Must:

1. Line Item Accounts: include total costs for each line item number in the appropriate column and detailed explanation of costs. Please see sample below.
2. Be consistent with the amount of funding applied for and approximation of expenses.
3. Be complete and adequately detailed.
4. Be consistent with plans described and with number of sites involved.

Sample

1000 Certificated Salaries	
1100	Teacher - Stipend fees, if paid to teachers for attendance at trainings Substitute teachers - For subs if necessary for trainings Support Staff - Stipend fees, if paid to support staff
2000 Classified Salaries	
2100	Instructional Aides – Stipend fees, if paid to aides
3000 Benefits - If Applicable	
4000 Books and Supplies	
4210	Books, other than textbooks
4310	Instructional materials, not including computer hardware
4310*	Training and assessment materials: (Retained by EISS Office) <ul style="list-style-type: none"> • EISS Handbook - 1 per teacher required @ \$60 each plus shipping • EISS Continuum - 1 set per school site required @ \$25 for a set of 30 plus shipping • EISS Preschool Continuum - 1 per school site required @ \$25 for set of 12 plus shipping
5000 Services	
5210	Travel Expenses
5220*	Administrator’s Symposium - \$1,300 (includes meals and lodging, not including travel) Two-day workshop for administrators (Retained by EISS Office)
5220*	EISS Research Institute Fees - \$1,500 per teacher (includes meals and lodging, not including travel) Three-day intensive training for 2 or more participants (Retained by EISS Office)
5220*	EISS Training of Trainers - \$1,500 per teacher (includes meals and lodging, not including travel) three-day intensive training for 1 or more participants (Retained by EISS Office)
5800*	EISS State Certified Trainer’s Fee Two trainers are required. Trainers recommended by the EISS office will act as Independent Contractors. They will bill site directly, and charge \$600 per day, per trainer, for two days of training, plus travel and expenses.
5800	EISS State Certified Coaching fee – \$600 per day, plus travel (2 days minimum in Year 2, optional- Year 1)
5851	EISS Office Consultant - \$2,500 Program Coordinator, technical support, and site visit(s) (Retained by EISS Office, one time, Year 1 only expense)
5851*	Other trainings described in your professional development plan
7300 Indirect	
	District approved rate – charged by the district office at district’s rate to administrate EISS grant funds. Indirect may be taken on district’s actual expenses, less retained costs.

Appendix C - Budget Form

<i>District:</i>		<i>School Site:</i>		<i>Cycle: VII</i>
ACCOUNTING CATEGORIES		YEAR 1	YEAR 2	COMBINED TOTALS YEAR 1 & 2
1000 Certificated Salaries				
1100	Teacher	\$	\$	
1100	Substitute Teachers	\$	\$	
1100	Support Staff	\$	\$	
1100	Other (specify)	\$	\$	
Category Subtotal:		\$	\$	\$
2000 Classified Salaries				
2100	Instructional Aides	\$	\$	
2100	Other (specify)	\$	\$	
Category Subtotal:		\$	\$	\$
3000 Benefits (if applicable)				
Category Subtotal:		\$	\$	\$
4000 Books & Supplies				
4210	Books, other than textbooks	\$	\$	
4310	Instructional materials	\$	\$	
*4310	Training & Assessment Materials (R)	\$	\$	
4310	Other (specify)	\$	\$	
Category Subtotal:		\$	\$	\$
5000 Services				
5210	Travel	\$	\$	
*5220	Administrative Symposium (R)	\$	\$	
*5220	Research Institute (R)	\$	\$	
**5220	Training of Trainers (R)	\$	\$	
*5800	EISS Trainer's Fee	\$	\$	
**5800	Coaching Fee	\$	\$	
*5851	EISS Office Consultant (R)	\$	\$	
5851	Other (specify)	\$	\$	
Category Subtotal:		\$	\$	\$
7300 Indirect (district approved rate less retained costs)				
Category Subtotal:		\$	\$	\$
Total Budget Subtotals:				
Total Budget Subtotals:		\$	\$	\$

Year 1

Year 2

Total Budget

**Required Expenditures for Year 1 – **Required Expenditures for Year 2 – (R) Retained by EISS Office*