

**Grantee Name: Puget Sound Educational Service District**

**Project 1: Invest in Teaching and Leading**

**Project Goals/Desired Outcomes:** Improve teacher and principal skills and abilities to implement personalized learning environments in the Consortium's high-need schools.

**Narrative:** The Regional Investment Fund to Invest in Teaching and Leading builds teacher practice and principal leadership by building content knowledge in ELL, math and science; increases capacity to personalize learning by developing knowledge of Common Core and Next Generation Science standards linked to standards-based formative assessments, blended learning approaches and project-based instructional methods; and builds teaching and leading capacity to differentiate instruction and work in collaborative teams, with a strong focus on cultural competency.

**Key Performance Measures:** *Percentage of Students in Very Good or Exemplary Schools, Students with Highly Effective Teacher and Principal, Students with Effective Teacher and Principal, Washington State Reading Assessment, 8th grade Enrollment in Algebra or Higher, Washington State Math Assessment, Washington State Science Assessment.*

**Changes From Application on Performance Measures:** *% of students "ready to succeed in school by kindergarten" on WaKIDS was removed since this investment fund is intended to support K-12 schools and will not impact kindergarten readiness; Student Motivation & Engagement Survey was removed because the investment fund is focused on professional development of teachers and principals and will not directly impact student motivation and engagement in a way that will be measurable during the period of this grant and other projects will have this focus; Remediation Rate was removed because the investment fund will not have a direct impact on remediation rates and other projects will have this focus; Washington State Science Assessment (5th & 8th Grades) was added.*

**Cross-reference to other projects:** This project can support implementation of P4 (Expand the Effective Use of Digital STEM Tools) and Commitments 1-6.

**Activities for Project 1**

Item	Activities, Tasks, Milestones, and Deliverables	Key Personnel	Start Date (mm/dd/yy)	End Date (mm/dd/yy)	Status Choose: Not Begun, In Progress, or Complete: mm/dd/yy	In Progress Status Choose: Ahead; On-track; Off-track; Immediate attn reqd	Notes	Dependent Activities (in other projects)	Budget Reference	Change from application (includes pg. reference)	Rationale for change	Implications on other activities, performance measures, and budget?
1.1	Activity 1.1: Develop Investment Fund RFP Process and Procedures	PSESD Asst. Supt. of Learning, Teaching & Family Support / Project Manager	4/1/13	8/1/13						Moved non-staffing funds to contractual	Investment Funds will be contracted awards from PSESD to Consortium districts.	Moving funds to Contractual does not impact the size or number of awards.
1.1.1	Task 1.1.1: Create Investment Fund Eligibility Criteria including parameters for proposal development	Learning, Teaching & Family Support/Technical Work Group	4/1/13	5/15/13				PM				
1.1.2	Task 1.1.2: Determine Process for Reviewing and Selecting Proposals	PSESD Asst. Supt. of Learning, Teaching & Family Support	5/1/13	6/1/13				PM				
1.1.3	Task 1.1.3: Develop RFP Application	PSESD Asst. Supt. of Learning, Teaching & Family Support	5/15/13	6/15/13								
1.1.4	Task 1.1.4: Secure project management assistance (Project Manager)	PSESD Asst. Supt. of Learning, Teaching & Family Support	5/1/13	7/1/13				PM	P1 Personnel, Benefits, & Other	0.5 FTE Project Manager added to manage and oversee the Investment Fund. (p. 254)	Staffing was not included in original budget and is necessary to implement the activities and tasks.	\$120,615 moved from investment fund (Contractual) to Personnel.
1.1.5	Task 1.1.5: Create RFP Scoring Guide	PSESD Asst. Supt. of Learning, Teaching & Family Support	6/1/13	7/1/13				PM				

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1.1.6	Task 1.1.6: Align Process with Other Investment Fund Projects as appropriate	RTT Project Director	5/1/13	8/1/13				PM				
1.1.7	<i>Deliverable: Draft of RFP Criteria, Process and Scoring Guide</i>	Learning, Teaching & Family Support	7/1/13	7/1/13								
1.1.8	<i>Milestone: RFP Process and Procedures drafted and ready for refinement from content experts.</i>	Learning, Teaching & Family Support	7/1/13	7/1/13								
1.2	Activity 1.2: Convene Technical Work Group Based on Investment Fund Content Expertise	PSESD Asst. Supt. of Learning, Teaching & Family Support	5/1/13	5/30/13								
1.2.1	Task 1.2.1: Identify Technical Work Group Members	PSESD Asst. Supt. of Learning, Teaching & Family Support	5/1/13	5/30/13								
1.2.2	Task 1.2.2: Develop Investment Fund-specific Scoring Rubric Recommendations	PSESD Asst. Supt. of Learning, Teaching & Family Support	5/1/13	5/15/13								
1.2.3	Task 1.2.3: Submit Scoring Rubric Recommendations to Executive Committee for Approval	PSESD Asst. Supt. of Learning, Teaching & Family Support	5/15/13	5/20/13								
1.2.4	Task 1.2.4: Approve Scoring Rubric Recommendations	Executive Committee	5/20/13	5/30/13								
1.2.5	<i>Deliverable: Scoring Rubric</i>	PSESD Asst. Supt. of Learning, Teaching & Family Support	5/30/13	5/30/13								
1.2.6	<i>Milestone: RFP, RFP Criteria, Process and Scoring Guide ready for review and feedback from stakeholders</i>	PSESD Asst. Supt. of Learning, Teaching & Family Support	5/30/13	5/30/13								
1.3	Activity 1.3: Finalize Investment Fund Procedures and Processes	Project Manager	4/1/13	8/15/13								
1.3.1	Task 1.3.1: Determine Calendar for Submitting and Reviewing Proposals	PSESD Asst. Supt. of Learning, Teaching & Family Support	4/1/13	5/30/13								

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1.3.2	Task 1.3.2: Make Public the Eligibility Criteria, RFP and Scoring Rubric	PSESD Asst. Supt. of Learning, Teaching & Family Support	6/1/13	6/15/13								
1.3.3	Task 1.3.3: Receive Input, Synthesize and Finalize Eligibility Criteria, RFP and Scoring Rubric	PSESD Asst. Supt. of Learning, Teaching & Family Support	6/15/13	6/25/13								
1.3.4	Task 1.3.4: Publicize Final Versions Eligibility Criteria, RFP and Scoring Rubric	PSESD Asst. Supt. of Learning, Teaching & Family Support / Project Manager	6/30/13	8/15/13								
1.3.5	Task 1.3.5: Provide technical assistance to districts as they prepare to apply for funds by collecting/answering questions, and providing individual assistance to districts teams upon request.	Project Manager	7/15/13	8/15/13								
1.3.6	Task 1.3.6: District leads analyze teaching and leading in high needs schools in preparation for RFP completion	District Project Manager	6/1/13	6/30/13								
1.3.7	<i>Deliverable: Final Investment Fund Procedures and Processes</i>	PSESD Asst. Supt. of Learning, Teaching & Family Support	6/25/13	6/25/13								
1.3.8	<i>Milestone: Ready to begin RFP process.</i>	PSESD Asst. Supt. of Learning, Teaching & Family Support	6/25/13	6/25/13								
1.4	Activity 1.4: Review and Select Projects 1st Round	PSESD Asst. Supt. of Learning, Teaching & Family Support / Project Manager	7/1/13	11/15/13								
1.4.1	Task 1.4.1 Districts Submit Proposals with Budget	District Project Manager	7/1/13	8/15/13				PM				
1.4.2	Task 1.4.2 Screen Proposals	Project Manager/Technical Work Group	8/15/13	9/1/13				PM				
1.4.3	Task 1.4.3 Select Finalist Proposals	Project Manager/Technical Work Group	9/1/13	9/15/13								

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1.4.4	Task 1.4.4 Submit Finalist Proposals and Award Recommendations to Executive Committee	Project Manager	9/20/13	9/20/13				PM				
1.4.5	Task 1.4.5 Select and Award Projects	Executive Committee	9/20/13	9/20/13				PM	P1 Contractual			
1.4.6	Task 1.4.6: Draft contract with district for awarded projects	Project Manager	9/20/13	10/1/13								
1.4.7	Task 1.4.7: Provide technical assistance and feedback to proposals not awarded funding	Project Manager	9/30/13	11/15/13								
1.4.8	Task 1.4.8: Send to District Project Manager for signature	Project Manager	10/2/13	10/5/13								
1.4.9	Task 1.4.9: Review and sign contract	District Project Manager	10/5/13	10/19/13								
1.4.10	Task 1.4.10: Receive signed contract and finalize	Project Manager	10/19/13	10/30/13								
1.4.11	<i>Deliverable: Projects Awarded</i>	Project Manager	9/20/13	9/20/13								
1.5	Activity 1.5: Implement Selected Projects Round 1	District Project Manager	10/1/13	9/30/14								
1.5.1	Task 1.5.1: Develop School Implementation Plan based on building content knowledge, personalization and educator capacity building	District Project Manager	10/1/13	10/30/13								
1.5.2	Task 1.5.2: Submit School Implementation Plan to Dept. of Ed.	RTT Project Director	10/31/13	10/31/13								
1.5.3	Task 1.5.3: Incorporate reporting elements in each vendor contract and user MOU	District Project Manager	10/1/13	11/15/13								
1.5.4	Task 1.5.4: Begin Project Implementation based on timelines outlined in awarded proposals.	District Project Manager	11/15/13	8/31/14			Provide more detail once monitoring processes are established.					

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1.5.5	Task 1.5.5: Initial cohorts begin training sequence as outlined in awarded proposals.	District Project Manager	11/15/13	8/31/14			Provide more detail once monitoring processes are established.					
1.5.6	Task 1.5.6: Monitor Project Implementation by meeting with district leads on a bi-monthly basis to ensure implementation fidelity	Project Manager	11/15/13	8/31/14			Provide more detail once monitoring processes are established.					
1.5.7	Task 1.5.7: Update Scope of Work with additional specificity for monitoring tasks.	Project Manager	11/15/13	1/3/14								
1.5.8	Task 1.5.8: Form learning networks as appropriate with member LEAs taking the lead on areas of strength.	Project Manager	11/15/13	1/15/14								
1.5.9	Task 1.5.9: Set up data collection process with clear interim targets measures.	Project Manager	11/15/13	1/15/14								
1.5.10	Task 1.5.10: Collection of first quarter data based on interim measures.	District Project Manager	11/15/13	2/15/14								
1.5.11	Task 1.5.11: Collection of second quarter data based on interim measures.	District Project Manager	2/16/14	5/15/14								
1.5.12	Task 1.5.12: Collection of third quarter data based on interim measures.	District Project Manager	5/16/14	8/31/14								
1.5.13	Task 1.5.13: Data analysis of early results reported to Executive Committee.	Project Manager	9/1/14	9/30/14								
1.5.14	<i>Deliverable: Award letters for Round 1 projects</i>	Project Manager	10/31/13	10/31/13								
1.5.15	<i>Milestone: 1st Round Projects projects submit interim data or meet some of their performance targets</i>	Project Manager	11/15/13	11/15/13								
1.6	Activity 1.6: Review and Select 2nd Round Projects	Project Manager	2/1/14	6/30/14								

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1.6.1	Task 1.6.1: Review Criteria and Revise if Necessary	Technical Work Group	2/1/14	2/5/14				PM				
1.6.2	Task 1.6.2: Incorporate any course corrections based on Round 1.	Project Manager	2/1/14	2/5/14								
1.6.3	Task 1.6.3: Release RFP	Project Manager	2/5/14	2/10/14								
1.6.4	Task 1.6.4: Provide technical assistance to districts as they prepare to apply for funds by collecting/answering questions, and providing individual assistance to districts teams upon request.	Project Manager	2/5/14	4/5/14								
1.6.5	Task 1.6.5: Offer learning and sharing results conference with expert reviews	District Project Manager	3/15/14	4/5/14				PM				
1.6.6	Task 1.6.6: Districts Submit Proposals with Budget	District Project Manager	3/15/14	4/5/14				PM				
1.6.7	Task 1.6.7: Screen Proposals	Project Manager/Technical Work Group	4/5/14	4/20/14				PM				
1.6.8	Task 1.6.8: Select Finalist Proposals	Project Manager/Technical Work Group	4/20/14	5/10/14								
1.6.9	Task 1.6.9: Submit Finalist Proposals and Award Recommendations to Executive Committee	Project Manager	5/20/14	5/20/14				PM				
1.6.10	Task 1.6.10: Select and Award Projects	Executive Committee	5/20/14	5/20/14				PM	P1 Contractual			
1.6.11	Task 1.6.11: Provide technical assistance and feedback to proposals not awarded funding	Project Manager	5/31/14	6/30/14								
1.6.12	Task 1.6.12: Draft contract with district for awarded projects	Project Manager	5/20/13	6/1/13								
1.6.13	Task 1.6.13: Send to District Project Manager for signature	Project Manager	6/2/13	6/5/13								
1.6.14	Task 1.6.14: Review and sign contract	District Project Manager	6/5/13	6/19/13								
1.6.15	Task 1.6.15: Receive signed contract and finalize	Project Manager	6/19/13	6/30/13								
1.6.16	Deliverable: Award letters for Round 2 projects		5/20/14	5/20/14								

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1.7	Activity 1.7: Implement Selected Projects Round 2	District Project Manager	5/20/14	9/30/15								
1.7.1	Task 1.7.1 Develop School Implementation Plan based on building content knowledge, personalization and educator capacity building	District Project Manager	5/20/14	6/15/14								
1.7.2	Task 1.7.2: Submit School Implementation Plan to Dept. of Ed.	RTT Project Director	7/1/14	7/1/14								
1.7.3	Task 1.7.3: Incorporate reporting elements in each vendor contract and user MOU	District Project Manager	5/20/14	8/20/14								
1.7.4	Task 1.7.4: Begin Project Implementation based on timelines outlined in awarded proposals.	District Project Manager	9/1/14	8/31/15			Revisit and break timeline out further.					
1.7.5	Task 1.7.5: Cohorts begin training sequence as outlined in awarded proposals.	District Project Manager	9/1/14	8/31/15			Revisit and break timeline out further.					
1.7.6	Task 1.7.6: Monitor Project Implementation by meeting with district leads on a bi-monthly basis to ensure implementation fidelity	Project Manager	9/1/14	8/31/15			Revisit and break timeline out further.					
1.7.7	Task 1.7.7: Update Scope of Work with additional specificity for monitoring tasks.	Project Manager	8/1/14	9/1/14			Revisit and break timeline out further.					
1.7.8	Task 1.7.8: Form learning networks as appropriate with member LEAs taking the lead on areas of strength.	Project Manager	8/1/14	9/1/14			Revisit and break timeline out further.					
1.7.9	Task 1.7.9: Establish evaluation methodology for learning networks.	Project Manager	8/1/14	9/1/14			Revisit and break timeline out further.					
1.7.10	Task 1.7.10: Set up data collection process with clear interim measures.	Project Manager	8/1/14	9/1/14			Revisit and break timeline out further.					
1.7.11	Task 1.7.11: Collection of first quarter data based on interim measures.	District Project Manager	9/1/14	12/1/14								

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1.7.12	Task 1.7.12: Collection of second quarter data based on interim measures.	District Project Manager	12/2/14	2/1/15								
1.7.13	Task 1.7.13: Collection of third quarter data based on interim measures.	District Project Manager	2/2/15	5/1/15								
1.7.14	Task 1.7.14: Collection of fourth quarter data based on interim measures.	District Project Manager	5/2/15	8/31/15								
1.7.15	Task 1.7.15: Data analysis of early results reported to Executive Committee.	Project Manager	9/1/15	9/30/15								
1.7.16	<i>Deliverable: School Implementation Plans for Each Project</i>	Project Manager	7/1/14	7/1/14								
1.7.17	<i>Milestone: 2nd Round Projects projects submit interim data or meet some of their performance targets</i>	Project Manager	2/1/15	2/1/15								
1.8	Activity 1.8: Review and Select 3rd Round Projects	Project Manager	2/15/15	6/30/15								
1.8.1	Task 1.8.1: Review Criteria and Revise if Necessary	Technical Work Group	2/15/15	3/1/15				PM				
1.8.2	Task 1.8.2: Incorporate any course corrections based on Round 2.	Project Manager	2/15/15	3/15/15								
1.8.3	Task 1.8.3: Provide technical assistance to districts as they prepare to apply for funds by collecting/answering questions, and providing individual assistance to districts teams upon request.	Project Manager	3/1/15	4/5/15								
1.8.4	Task 1.8.4: Districts Submit Proposals with Budget	District Project Manager	3/5/15	4/5/15				PM				
1.8.5	Task 1.8.5 Screen Proposals	Project Manager/Technical Work Group	4/5/15	4/20/15				PM				
1.8.6	Task 1.8.6: Select Finalist Proposals	Project Manager/Technical Work Group	4/20/15	5/10/15								



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1.8.7	Task 1.8.7: Submit Finalist Proposals and Award Recommendations to Executive Committee	Project Manager	5/20/15	5/20/15				PM				
1.8.8	Task 1.8.8: Select and Award Projects	Executive Committee	5/20/15	5/20/15				PM	P1 Contractual			
1.8.9	Task 1.8.9: Provide technical assistance and feedback to proposals not awarded	Project Manager	5/31/15	6/30/15								
1.8.10	Task 1.8.10: Draft contract with district for awarded projects	Project Manager	5/20/15	6/1/15								
1.8.11	Task 1.8.11: Send to District Project Manager for signature	Project Manager	6/2/15	6/5/15								
1.8.12	Task 1.8.12: Review and sign contract	District Project Manager	6/5/15	6/19/15								
1.8.13	Task 1.8.13: Receive signed contract and finalize	Project Manager	6/19/15	6/30/15								
1.8.14	<i>Deliverable: Round 3 Projects Awarded</i>	Project Manager	5/20/15	5/20/15								
1.9	Activity 1.9: Implement Selected Projects Round 3	District Project Manager	5/20/15	9/30/16								
1.9.1	Task 1.9.1 Develop School Implementation Plan based on building content knowledge, personalization and educator capacity building	District Project Manager	5/20/15	6/15/15								
1.9.2	Task 1.9.2: Submit School Implementation Plan to Dept of Ed.	RTT Project Director	7/1/15	7/1/15								
1.9.3	Task 1.9.3: Incorporate reporting elements in each vendor contract and user MOU	District Project Manager	5/20/15	8/20/15			Revisit and break timeline out further.					
1.9.4	Task 1.9.4: Begin Project Implementation based on timelines outlined in awarded proposals.	District Project Manager	9/1/15	8/31/16			Revisit and break timeline out further.					
1.9.5	Task 1.9.5: Cohorts begin training sequence as outlined in awarded proposals.	District Project Manager	9/1/15	8/31/16			Revisit and break timeline out further.					

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1.9.6	Task 1.9.6: Monitor Project Implementation by meeting with district leads on a bi-monthly basis to ensure implementation fidelity, set up data collection process with clear interim targets measures.	Project Manager	9/1/15	8/31/16			Revisit and break timeline out further.					
1.9.7	Task 1.9.7: Update Scope of Work with additional specificity for monitoring tasks.	Project Manager	8/1/15	9/1/15			Revisit and break timeline out further.					
1.9.8	Task 1.9.8: Form learning networks as appropriate with member LEAs taking the lead on areas of strength.	Project Manager	8/1/15	9/1/15			Revisit and break timeline out further.					
1.9.9	Task 1.9.9: Establish evaluation methodology for learning networks.	Project Manager	8/1/15	9/1/15			Revisit and break timeline out further.					
1.9.10	Task 1.9.10: Set up data collection process with clear interim measures.	Project Manager	8/1/15	9/1/15			Revisit and break timeline out further.					
1.9.11	Task 1.9.11: Collection of first quarter data based on interim measures.	District Project Manager	9/1/15	12/1/15								
1.9.12	Task 1.9.12: Collection of second quarter data based on interim measures.	District Project Manager	12/2/15	2/1/16								
1.9.13	Task 1.9.13: Collection of third quarter data based on interim measures.	District Project Manager	2/2/16	5/1/16								
1.9.14	Task 1.9.14: Collection of fourth quarter data based on interim measures.	District Project Manager	5/2/16	8/31/16								
1.9.15	Task 1.9.15: Data analysis of results reported to Executive Committee.	Project Manager	9/1/16	9/30/16								
1.9.16	<i>Deliverable: School Implementation Plans for Each Project</i>	Project Manager	7/1/15	7/1/15								
1.9.17	<i>Milestone: 3rd Round Projects projects submit interim data or meet some of their performance targets</i>	Project Manager	2/1/16	2/1/16								