

Grantee Name: Puget Sound Educational Service District

Project 3B: Investment Fund for PreK-3rd Grade Strategies and Systems at the Community Level

Project Goals/Desired Outcomes: Build leadership capacity, improve the instructional core, and expand the use of data and formative assessments to drive improvement

Narrative: This project will work in conjunction with Project 3A: Build a Regional PreK-3rd System. School district teams may apply, through a proposal process, for project-specific funding in line with their PreK-3rd system-building plan.

Key Goals & Performance Measures: *Decreasing Achievement Gaps (Reading & Math); Percentage of Students in Very Good or Exemplary Schools, % of Students "Ready to Succeed in School by Kindergarten" on WaKIDS, Washington State 3rd Grade Reading Assessment*

Changes From Application on Performance Measures: *9th Grade Suspensions & Expulsions was removed because this project focuses on students from preschool through 3rd grade, and will therefore not impact 9th grade discipline rates during the period of this grant.*

Cross-reference to other projects: This project is closely linked to Project 3A: Build a Regional PreK-3rd System.

Activities for Project 3B

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?
3.15	Activity 3.15: Develop Investment Fund RFP Process and Procedures	PreK-3rd Grade Systems Director	7/1/13	11/1/13								
3.15.1	Task 3.15.1 Create Investment Fund eligibility Criteria including parameters for proposal development.	PreK-3rd Grade Systems Director / PreK-3rd Grade Technical Work Group	7/1/13	7/30/13				PM				
3.15.2	Task 3.15.2: Develop RFP application.	PreK-3rd Grade Systems Director	8/1/13	8/23/13								
3.15.3	Task 3.15.3: Create RFP Scoring Guide.	PreK-3rd Grade Systems Director	8/1/13	11/1/13				PM				
3.15.4	Task 3.15.4: Determine process for reviewing and selecting proposals.	PreK-3rd Grade Systems Director	8/1/13	11/1/13				PM				
3.15.5	Task 3.15.5 Align process with other Investment Fund projects as appropriate.	RTT Project Director	8/1/13	11/1/13				PM				
3.15.6	Deliverable 3.15.6: Draft of RFP Criteria, process and Scoring Guide.	PreK-3rd Grade Systems Director	11/1/13	11/1/13								
3.15.7	Milestone: 3.15.7: RFP process and procedures drafted and ready for refinement from content experts.	PreK-3rd Grade Systems Director	10/18/13	10/18/13								
3.16	Activity 3.16: Convene Technical Work Group to Develop Investment Fund Criteria and Provide Scoring Rubric Recommendations	PreK-3rd Grade Systems Director	7/1/13	11/1/13								
3.16.1	Task 3.16.1: Identify Technical Work Group members.	PreK-3rd Grade Systems Director	7/1/13	7/30/13								
3.16.2	Task 3.16.2: Develop Investment Fund-specific Criteria and provide Scoring Rubric recommendations.	PreK-3rd Grade Systems Director	7/1/13	8/5/13								
3.16.3	Deliverable 3.16.3: Submit Investment Fund-specific criteria to Executive Committee for approval.	PreK-3rd Grade Systems Director	8/5/13	8/5/13								
3.16.4	Milestone 3.16.4: Executive Committee approves Investment Fund Criteria.	Executive Committee	8/20/13	8/20/13								

3.16.5	Milestone 3.16.5 RFP Criteria, process and Scoring Guide ready for public review and feedback.	PreK-3rd Grade Systems Director	9/6/13	9/6/13								
3.16.6	Deliverable 3.16.6: Scoring Rubric	PreK-3rd Grade Systems Director	11/1/13	11/1/13								
3.17	Activity 3.17: Finalize Investment Fund Procedures and Processes	PreK-3rd Grade Systems Director	4/1/13	10/31/13								
3.17.1	Task 3.17.1: Determine calendar for submitting and reviewing proposals.	PreK-3rd Grade Systems Director	4/1/13	5/1/13								
3.17.2	Task 3.17.2: Make public the eligibility Criteria, RFP, and Scoring Rubric.	PreK-3rd Grade Systems Director	8/23/13	9/6/13								
3.17.3	Task 3.17.3: Receive input, synthesize and finalize eligibility Criteria, RFP and Scoring Rubric.	PreK-3rd Grade Systems Director	7/17/13	9/13/13								
3.17.4	Task 3.17.4: Publicize final versions of eligibility Criteria, RFP and Scoring Rubric.	PreK-3rd Grade Systems Director	9/13/13	10/31/13								
3.17.5	Task 3.17.5: Provide technical assistance to districts by offering information sessions about the Investment Fund application procedures and processes, collecting/answering questions, and providing individual assistance to districts teams upon request.	PreK-3rd Grade Systems Director	8/23/13	10/31/13								
3.17.6	Deliverable 3.17.6: Final Investment Fund procedures and processes.	PreK-3rd Grade Systems Director	10/31/13	10/31/13								
3.17.7	Milestone 3.17.7: Ready to begin RFP process.	PreK-3rd Grade Systems Director	9/13/13	9/13/13								
3.18	Activity 3.18: Review and Select Projects 1st Round	PreK-3rd Grade Systems Director	9/13/13	12/20/13						Investment funds moved to Contractual.	Investment Funds will be made as contracts between PSESD and Consortium districts.	Amount of investment fund awards remains the same.
3.18.1	Task 3.18.1: Districts submit proposals with budget.	District PreK-3rd Leads	9/13/13	11/1/13					PM			
3.18.2	Task 3.18.2: Screen proposals.	PreK-3rd Grade Systems Director/Technical Work Group	11/1/13	11/8/13					PM			
3.18.3	Task 3.18.3: Select finalist proposals.	PreK-3rd Grade Systems Director/Technical Work Group	11/8/13	11/19/13			Review panel will submit scored RFPs with recommendations to Executive Committee, who will review materials in advance and make decisions in one day.					
3.18.4	Task 3.18.4: Submit finalist proposals and award recommendations to Executive Committee.	PreK-3rd Grade Systems Director	11/20/13	11/20/13					PM			
3.18.5	Milestone 3.18.5: Executive Committee reviews award recommendations and makes decisions on funded projects.	Executive Committee	11/20/13	11/20/13					PM	P3B Contractual		
3.18.6	Task 3.18.6: Provide technical assistance to proposals not receiving awards.	PreK-3rd Grade Systems Director	11/20/13	12/20/13								

3.18.7	Task 3.18.7: Draft and finalize contracts.	PreK-3rd Grade Systems Director/PreK-3rd Grade Systems Program Specialist	11/20/13	12/20/13								
3.18.8	Task 3.18.8: Obtain signatures on a contracts.	PreK-3rd Grade Systems Director/PreK-3rd Grade Systems Program Specialist	11/20/13	12/20/13								
3.18.9	<i>Milestone: 3.18.7: Projects awarded.</i>	PreK-3rd Grade Systems Director	11/20/13	11/20/13								
3.19	Activity 3.19: Implement Selected Projects Round 1	District PreK-3rd Lead	11/20/13	8/31/14								
3.19.1	Task 3.19.1: Develop Action Plan based on highest needs schools, aligning district systems to be compatible with regional Framework and leveraging district-driven efforts and funding Commitments.	District PreK-3rd Lead	11/20/13	12/31/13								
3.19.2	Task 3.19.2: Submit Action Plan to Dept. of Ed.	RTT Project Director	1/1/14	1/1/14								
3.19.3	Task 3.19.3: Initial project implementation based on timelines outlined in awarded proposals.	District PreK-3rd Lead	1/15/14	8/31/14			Provide more detail once monitoring processes are established. Activities and timelines for projects are not yet known, but will be documented after investment funds are awarded					
3.19.4	Task 3.19.4: 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.	PreK-3rd Grade Systems Director	1/15/14	8/31/14								
3.19.5	Task 3.19.5: Update the Scope of Work with monitoring processes for awarded proposals.	PreK-3rd Grade Systems Director	1/15/14	8/31/14								
3.19.6	Task 3.19.6: Data collection and reporting based on kindergarten readiness and improvement in early reading and math skills.	District PreK-3rd Lead	1/15/14	8/31/14								
3.19.7	<i>Deliverable 3.19.7: Action Plans for each project.</i>	District PreK-3rd Lead	1/1/14	1/1/14								
3.19.8	<i>Milestone 3.19.8: First round projects begin implementation; technical assistance provided to District PreK-3rd Teams.</i>	District PreK-3rd Lead	1/15/14	1/15/14								
3.20	Activity 3.20: Review and Select 2nd Round Projects	PreK-3rd Grade Technical Work Group	4/5/14	7/30/14								
3.20.1	Task 3.20.1: Review Criteria and revise if necessary.	PreK-3rd Grade Technical Work Group	4/15/14	5/1/14					PM			
3.20.2	Task 3.20.2: Provide technical assistance to districts at regional convenings and by collecting/answering questions, and providing individual assistance to districts teams upon request.	PreK-3rd Grade Systems Director	4/5/14	5/5/14								
3.20.3	Task 3.20.3: Districts submit proposals with budget.	District PreK-3rd Lead	4/5/14	5/5/14					PM			

3.20.4	Task 3.20.4 Screen proposals.	PreK-3rd Grade Systems Director/Technical Work Group	5/5/14	5/20/14				PM			
3.20.5	Task 3.20.5: Select proposal finalists.	PreK-3rd Grade Systems Director/Technical Work Group	5/20/14	6/19/14							
3.20.6	Task 3.20.6: Submit proposal finalists and award recommendations to Executive Committee.	PreK-3rd Grade Systems Director	6/20/14	6/20/14			Review panel will submit scored RFPs with recommendations to Executive Committee, who will review materials in advance and make decisions in one day.	PM			
3.20.7	<i>Milestone 3.20.7: Executive Committee reviews award recommendations and makes decisions on funded projects.</i>	Executive Committee	6/20/14	6/20/14				PM	P3B Contractual		
3.20.8	Task 3.20.8: Provide technical assistance to proposals not receiving awards.	PreK-3rd Grade Systems Director	6/30/14	7/30/14							
3.20.9	Task 3.20.9 : Draft and finalize contracts.	PreK-3rd Grade Systems Director/PreK-3rd Grade Systems Program Specialist	6/20/14	7/20/14							
3.20.10	Task 3.20.10: Obtain signatures on a contracts.	PreK-3rd Grade Systems Director/PreK-3rd Grade Systems Program Specialist	6/20/14	7/20/14							
3.20.11	<i>Milestone 3.20.9: Round two projects awarded.</i>	PreK-3rd Grade Systems Director	6/20/14	6/20/14							
3.21	Activity 3.21: Implement Selected Projects Round 2	District PreK-3rd Lead	6/20/14	8/31/15							
3.21.1	Task 3.21.1 Redevelop Action Plan based on highest needs schools, aligning district systems to be compatible with regional framework and leveraging district-driven efforts and funding commitments.	District PreK-3rd Lead	6/20/14	7/15/14							
3.21.2	Task 3.21.2: Submit Action Plan to Dept. of Ed.	RTT Project Director	8/1/14	8/1/14							
3.21.3	Task 3.21.3: Begin project implementation based on timelines outlined in awarded proposals.	District PreK-3rd Lead	9/1/14	8/31/15			Provide more detail once monitoring processes are established. Activities and timelines for projects are not yet known, but will be documented after investment funds are awarded				
3.21.4	Task 3.21.4: 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.	PreK-3rd Grade Systems Director	9/1/14	8/31/15							
3.21.5	Task 3.21.5: Update the Scope of Work with monitoring processes for awarded proposals.	PreK-3rd Grade Systems Director	9/1/14	8/31/15							

3.21.6	Task 3.21.6: Data collection and reporting based on kindergarten readiness and improvement in early reading and math skills.	District PreK-3rd Lead	9/1/14	8/31/15							
3.21.7	<i>Deliverable 3.21.7: Action Plans for each project in round two.</i>	District PreK-3rd Lead	8/31/15	8/31/15							
3.21.8	<i>Milestone 3.21.8: Second round projects begin implementation, technical assistance provided to District PreK-3rd Teams.</i>	District PreK-3rd Lead	8/31/15	8/31/15							
3.21.9	<i>Deliverable 3.21.9: Implementation Reports for each project in round one, including the necessary data and performance target information.</i>	District PreK-3rd Lead	8/31/15	8/31/15							
3.22	Activity 3.22: Review and Select 3rd Round Projects	PreK-3rd Grade Systems Director	4/5/15	7/30/15							
3.22.1	Task 3.22.1: Review criteria and revise if necessary.	PreK-3rd Grade Technical Work Group	4/15/15	5/1/15				PM			
3.22.2	Task 3.22.2: Provide technical assistance to districts by collecting/answering questions, and providing individual assistance to districts teams upon request.	PreK-3rd Grade Systems Director	4/5/15	5/5/15							
3.22.3	Task 3.22.3: Districts submit proposals with budget.	District PreK-3rd Lead	4/5/15	5/5/15				PM			
3.22.4	Task 3.22.4 Screen proposals.	PreK-3rd Grade Systems Director/Technical Work Group	5/5/15	5/20/15				PM			
3.22.5	Task 3.22.5: Select proposal finalists.	PreK-3rd Grade Systems Director/Technical Work Group	5/20/15	6/19/15							
3.22.6	Task 3.22.6: Submit proposal finalists and award recommendations to Executive Committee.	PreK-3rd Grade Systems Director	6/20/15	6/20/15				PM			
3.22.7	<i>Milestone 3.22.7: Executive Committee reviews award recommendations and makes decisions on funded projects.</i>	Executive Committee	6/20/15	6/20/15				PM	P3B Contractual		
3.22.8	Task 3.22.8: Draft and finalize contracts.	PreK-3rd Grade Systems Director/PreK-3rd Grade Systems Program Specialist	6/20/15	7/20/15							
3.22.9	Task 3.22.9: Obtain signatures on contracts.	PreK-3rd Grade Systems Director/PreK-3rd Grade Systems Program Specialist	6/20/15	7/20/15							
3.22.10	Task 3.22.8: Provide technical assistance to proposals not receiving awards.	PreK-3rd Grade Systems Director	6/30/15	7/30/15							
3.22.11	<i>Milestone 3.22.9: Round 3 projects awarded.</i>	PreK-3rd Grade Systems Director	6/20/15	6/20/15							
3.23	Activity 3.23: Implement Selected Projects Round 3		6/20/15	8/31/16							
3.23.1	Task 3.23.1 Redevelop Action Plan based on highest needs schools, aligning district systems to be compatible with regional Framework and leveraging district-driven efforts and funding Commitments.	District PreK-3rd Lead	6/20/15	7/15/15							

3.23.2	Task 3.23.2: Submit School Improvement Plan to Dept. of Ed.	RTT Project Director	8/1/15	8/1/15								
3.23.3	Task 3.23.3: Begin project implementation based on timelines outlined in awarded proposals.	District PreK-3rd Lead	9/1/15	8/31/16			Provide more detail once monitoring processes are established. Activities and timelines for projects are not yet known, but will be documented after investment funds are awarded					
3.23.4	Task 3.23.4: 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.	PreK-3rd Grade Systems Director	9/1/15	8/31/16								
3.23.5	Task 3.23.5: Update the Scope of Work with monitoring processes for awarded proposals.	PreK-3rd Grade Systems Director	9/1/15	8/31/16								
3.23.6	Task 3.23.6: Data collection and reporting based on kindergarten readiness and improvement in early reading and math skills.	District PreK-3rd Lead	9/1/15	8/31/16								
3.23.7	<i>Milestone 3.23.7 :Third round projects begin implementation, technical assistance provided to District PreK-3rd Teams.</i>	District PreK-3rd Lead	8/31/16	8/31/16								
3.23.8	<i>Deliverable 3.23.8: School Improvement Plans for each project in round 3.</i>	District PreK-3rd Lead	8/31/16	8/31/16								
3.23.9	<i>Deliverable 3.23.9: Implementation Reports for each project in round two including the necessary data and performance target information.</i>	District PreK-3rd Lead	8/31/16	8/31/16								