

## **Race to the Top Project 8 RFP Round 3 Letter of Intent (LOI)**

**As an initial screening, districts must individually or collaboratively submit letters of intent (LOIs). This will allow grant applicants the opportunity to first submit project proposals for feedback and possible revision, prior to writing their full proposals. Submitting an LOI is required; districts may apply for P8 funds without submitting a letter of intent. All applicants that submits an LOI will receive feedback regarding overall fit with the direction of the Investment Fund as well as potential areas of weakness in the proposed project.**

**Letters of Intent to apply must be completed no later than 5PM on May 22, 2015. Feedback will be offered by May 29. Feedback will be provided to all individuals listed as contacts on the LOIs and the district's ELL and Equity leads. LOIs will be posted on the RTT website.**

### **2. Please list any involved partners.**

AVID  
Naviance

### **3. Please use the table below to fill out contact information for your district(s) including full names of contact person/people, title(s), email(s), telephone number(s), and name of lead applicant(s).**

Dr. Eric Hong  
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Kent School District  
Assistant Director, Grants and Special Projects

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**4. This application will be for a**

**Continuing Project of a Round 2 Project ending in 2015**

**5. Please provide the title of your project in the text below.**

Preparing College Bound and Career Ready Students.

**6. Please provide a brief one-two paragraph description of the project.**

Kent has successfully completed two years of Race to the Top college and career ready activities with secondary students. Through our work with Equal Opportunity Schools (EOS) we have been very successful in identifying traditionally underrepresented student and enrolling them in AP/IB and dual credit courses. The College Bound Scholars (CBS) program has also been successful in helping students, beginning in middle school to start planning their pathway towards college and/or career. This year, through our work with Advancement Via Individual Determination (AVID), ninth grade students at Kent Meridian High School have received support that has accelerated their learning through research-based methods of effective instruction and experienced meaningful and motivational learning. And, for the first time we have provided parent support through our Parent Academy for Student Achievement (PASA) at the high school level, which was also very well received.

During Round 3 we will continue this work. Our relationship with EOS over the past two years has prepared us to take on that work ourselves. After two years under their mentorship, we now have internal staff who are able to collect and analyze the data needed to continue the work.

Our College Bound Scholars is now in its fifth year. The events continue to grow and the work continues to expand. Round 3 of the CBS program will include all of the annual CBS conferences, and weekend events that have been held in the past, while adding some new opportunities for students and parents.

While there won't be a high school PASA program offered this year, we will add a parent engagement piece for high school families; monthly workshops around topics of interest and importance for families preparing their children for college and careers. Much of this work will focus on Naviance, the college and career readiness program that the district has adopted.

For this final year of grant-funded work we will expand our AVID program to our high-needs middle school, Mill Creek. At Kent Meridian High School, where AVID was offered during Round 2, we will add a 10<sup>th</sup> grade elective course for students. Using district funds we will also expand the AVID program to three additional high schools and one other middle school.

During this final round of funding, much focus will be placed on sustaining the success of the work we have started. To help us reach that goal, Kent's Board of Directors has already scheduled work sessions around sustainability of our successful Race to the Top projects.

**7. If applicable please describe how this project will be expanded from the Round 2 Project.**

Round 3 will see three new elements of our college and career readiness work. First, we will expand our AVID program. Using grant funds AVID will be expanded at Kent Meridian High School to include elective courses for both 9<sup>th</sup> and 10<sup>th</sup> graders. We will also offer AVID classes at Mill Creek middle school, the feeder school for Kent Meridian. While the work at these two schools will be subsidized with Project 8 funds, the district will fund AVID programs at three additional high schools and at one more middle school. With plans to expand the program to all of the middle schools and eventually to elementary schools, the commitment that the district is making to AVID will assure sustainability. The school board realizes the value this program brings student achievement and is determined that it will remain a priority program for our students.

We have been offering College Bound Scholarship activities for several years. Our experience and data suggests that we are spending significant dollars on FAFSA activities that are not as well attended as we would like. Early during the Round 3 cycle we will spend time reviewing our current practice and developing a plan for a more effective program, that reaches an increased number students and parents and is more cost effective and sustainable.

The third area that we are expanding during this round focuses on Middle Creek Middle Schools College Bound Scholarship sign-up. While Mill Creek is one of our largest middle schools, it has the lowest number of students who sign up for the scholarship program. As part of our Round 3 work we will propose providing additional help to the counselor, by providing an additional part-time classified staff person to assist in reaching students and signing them up.

We had great success in Round 2 with the expansion of PASA into the high school at Kent Meridian. The response from parents was very positive and school personnel report that they are seeing more parent engagement as a result. Our work with PASA over the years has taught us that the program loses effectiveness when it is offered over consecutive years. For this reason, we are proposing a different approach to engaging parents during Round 3. For this round we will offer seven (7) parent workshops for high school families. These workshops will focus on high school graduation and college and career readiness. They will be led by district staff who will provide information and resources relevant to families and when possible, those resources will be translated into home languages.

**8. Please name the high-needs school(s) involved. (For reference, click the following link to see the list of high-needs schools RTT High Need Schools List)**

[Kent-Meridian High School](#)

[Mill Creek Middle School](#)

**9. Will the project continue with the same high-needs school(s) involved in Round 2? If not, please list the high-needs schools involved in the text boxes below. (For reference, click the following link to see the list of high-needs schools: [RTT High Need Schools List](#))**

Same

**10. Check all groups that will be supported by the grant.**

English Language Learners (ELL)

Special Education

Low-Income

Pacific Islander

Hispanic

Black

**11. Check all grade levels that will be supported by the grant.**

7th Grade

8th Grade

9th Grade

10th Grade

11th Grade

12th Grade

**12. Who will be leading the project? What roles will these individuals play in the district(s), school(s) and project partnership(s)?**

Dr. Eric Hong is the Project Lead for this work. Dr. Hong serves as Kent's School Improvement Officer overseeing the work at the high schools and college and career readiness programs. He is also responsible for working with district partners to establish career pathways at each of Kent's traditional high schools. Eric's deep knowledge of the secondary programs in Kent has been invaluable in guiding us through the P8 work.

Will Williams serves as the district's Multilingual Education Director. Will has several years of experience working with AVID and has received extensive AVID training. She serves as Kent's AVID Coordinator, overseeing everything AVID in our district. Ms. William's dedication to AVID and the students of Kent

have made it possible for us to expand the program to five additional buildings in the 2015-2016 school year.

Having served as a principal in the Kent District for the past 11 years, in November 2014 Daxa Thomas joined Kent's Student and Family Services department as the Director of Family and Community Services. In that role Daxa serves as the Project Lead for the district's Deep Dive I, Race to the Top Grant as well as serving as the coordinator for all of the PASA work within the district.

For the past five years Randy Nuñez has led Kent's College Bound Scholarship activities. As Kent's College and Career Liaison, Randy has worked tirelessly to make sure that students and families are supported in all of their college and career decisions. Since Randy began leading this work in 2010, the number of college bound scholars, students completing the FAFSA and number of families served in post-high school activities has grown substantially.

Dr. Ann Minckler is the Assistant Director, Grants and Special Projects in the Kent School District. Dr. Minckler's role is to write the grants, and then make sure that all of the work is completed within compliance. She also oversees the budgets, gathers and analyzes data, and prepares the evaluation reports.

**In which one or two critical RTTT-D Goal Area(s) or Performance Measure(s) do you anticipate that your proposed P8 district project will move achievement for your high-priority student group?**

**13. Check no more than two from list of relevant RTTT-D Goal Area or Performance Measure.**

**(Please click the following link to access RTT Goal Areas and Performance Measures: P8 Goal Areas.Performance Measures)**

**High School Graduation**

**College Enrollment**

**14. Identify the school years when the proposed P8 district project is expected to impact student targets in the identified goals areas or performance measures identified above :  
Please check all that apply**

**2015-2016**

**2016-2017**

**2017-2018**

**15. Please describe the intended Goal Areas and Performance Measures for students and the theory of action about how the project activities will improve student outcomes. How does the project fit into the district's strategic plan?**

**Equal Opportunity Schools (EOS):**

**Goals: College Enrollment**

For the past two years we have worked with EOS to identify underrepresented students who show potential for success in AP/IB courses. We are proud that because of that work we can report that the opportunity gap for those students has been closed. Through our partnership with EOS we have acquired the tools and skills we need to sustain this work on our own, and will do so with no financial request from the grant. The goals for this Round 3 work will be to:

- Continue to identify underrepresented students who show potential for success in AP/IB courses.
- Maintain the closed gap at each of the high schools.
- Continue to increase the number of students enrolled in AP/IB or dual enrollment classes.
- Continue to increase the number of students identifying a college or career pathway.
- Continue to increase the number of students applying to college.

District Strategic Plan Alignment:

1 High Student Achievement

- 1.1 Implement Systemic Reform in the Kent School District grounded in the Research base for High Performing School Systems
- 1.3 Each student will meet or exceed established standards
- 1.4 Each student will experience challenging and engaging learning that builds on their strengths, passions, and interests
- 1.5 Each student will be prepared for post-secondary education, career success, and productive community life

**College Bound Scholars (CBS):**

**Goals: College Enrollment**

For the past five years we have developed a number of College Bound Scholars activities to increase awareness and provide support to the many continuing educational opportunities available for students when they leave high school. Activities range from weekend events that provide information and help in filling out college applications and scholarships, college fairs, FAFSA completion and submission, college visits, as well as other opportunities. For Round 3 we will request for CBS work is \$36,364. During this round we will continue our successful events and make refinements to the areas where we can be more effective and efficient. Two of the areas targeted for revision are the FAFSA sign-up activities and the High School and Beyond sign-up activities. This will be the first work we address once the award has been made. The goals for the College Bound Scholars program are:

- To continue to increase the information and opportunities available for students and their families regarding college and career planning and attainment.
- To increase the opportunities and attendance at the College Bound Conference.
- To continue to participate in the planning of regional college and career opportunities for students.
- To provide students a wider range of college and career opportunities and options.
- To continue to increase the number of high school counselors attending College Bound Scholars events.

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1. High Student Achievement
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**Parent Engagement (High School Program Courses):**

**Goals: College Enrollment and High School Graduation**

During Round 2, we offered the first ever Parent Academy for Student Achievement (PASA) classes at the high school level at Kent Meridian High School. Fifty-nine (59) parents graduated from the program and our data shows increased parent involvement at the school as a result of PASA. Our experience over the years tells us that offering PASA consecutive years at one school is not effective. Understanding the importance of family engagement we have identified a different approach to involving our high school parents for Round 3.

Because of the work we did with the high school PASA program last year, we have a core group of families who feel comfortable and knowledgeable in navigating the high school system. These families are requesting more opportunities to understand how they can better prepare their children for high school graduation, college and career. In an effort to continue to engage these families we will provide opportunities for them to learn more about Kent's high school programs, services, resources and activities through monthly parent workshops.

For this proposal we will request funds in the amount of \$20,719 to support the development and delivery of parent workshops around high school graduation requirements and college and career readiness processes. Much of this work will focus around the Naviance program that will be implemented in the high schools this next school year. The Director of Parent Engagement will work with help from Kent Meridian High School staff to write the curriculum for seven parent workshops. The workshops will help families understand the requirements for high school graduation and expose and prepare them for post-secondary opportunities available for their children. Topics will include:

- High school graduation requirements
- Navigation of Naviance
- What it means to be college and career ready
- Free Application for Federal Student Aid (FAFSA)
- The College Bound Scholars program
- The college and scholarship application process

The goals of these parent engagement workshops include:

- Build and expand on the collaboration already developed through PASA between home and school
- Offer information for parents relating to high school graduation requirements

- Fostering the knowledge needed to prepare families and their children for college and career readiness
- Assure families have the information they need to make informed decisions that will impact their children's future
- Provide families access to individuals within the school system who can assist them in completing and filing documents related to college and career

District Strategic Plan Alignment:

1. High Student Achievement
  - 1.4 Each student will experience challenging and engaging learning that builds on their strengths, passions, and interests
  - 1.5 Each student will be prepared for post-secondary education, career success, and productive community life
2. Effective and Valuable Communication
  - 2.1 Establish effective communication between school and parents, and the school district and our diverse community.
7. Effective Partnerships with Families, Community & Businesses
  - 7.1 Strengthen and increase both community and business partnerships that promote student achievement.

**Advancement Via Individual Determination (AVID):**

**Goals: College Enrollment and AP/IB Enrollment**

Several years ago AVID was offered at all of the Kent high schools. It was funded through the Smaller Learning Communities grant. When that grant ended, the district was experiencing budget cuts and was no longer able to sustain the program. Using Round 2, Project 8 funds we were able to once again offer AVID at Kent-Meridian High School. Because the timeline for implementation was very short, KM spent the first part of the school year identifying students and getting AVID elective teachers trained to deliver instruction. Round 3 offers us the chance to implement as intended, starting with summer training (funded with Round 2 funds) and will provide us adequate time for recruitment. This year we will expand the high school program into 10<sup>th</sup> grade, offering electives for both freshmen and sophomores. We will also expand the program to include elective courses for 7<sup>th</sup> and 8<sup>th</sup> graders at Mill Creek Middle School. We are requesting \$117,834 to fund our middle and high school efforts around our AVID work. The district is also committing another \$209,090 for summer training and implementation at three additional high schools and one additional middle school.

A successful AVID program will be measured by:

- AVID implemented in grades 7-10 at 2 schools (Mill Creek Middle and Kent Meridian High)
  - Trained staff
  - Team of tutors
  - Students supported with academic growth

- Kent Meridian students will meet or exceed the college enrollment requirements as measured by the Road Map Project
- Kent Meridian students will meet or exceed the college enrollment targets as measured by the Road Map Project
- Students participating in AP/IB or dual enrollment classes report via survey or interview feeling confident that they can succeed in those classes
- An increased number of 8<sup>th</sup> grade students signing up for AP/IB or dual enrollment courses during their Freshman year

District Strategic Plan Alignment:

1. High Student Achievement
  - 1.1 Implement Systemic Reform in the Kent School District grounded in the Research base for High Performing School Systems
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**(Please click the following link to access RTT Goal Areas and Performance Measures: P8 Goal Areas.Performance Measures)**

**16. Please describe any changes or course corrections made to the design of the Round 2 Project concerning (1) the goal areas for students and (2) the theory of action that articulates how the project activities will impact outcomes. What changes or course corrections will the Project team be making? Why will the team be making these changes? Please describe how data and evidence inform these changes.**

**(Please click the following link to access RTT Goal Areas and Performance Measures: P8 Goal Areas.Performance Measures)**

The only course correction that we had to address during Round 2 of this project was the work we proposed around IB Middle Years Consideration at Mill Creek Middle School. When the Round 2 proposal was written, the school board, district and building administrators thought that placing an IB program at Mill Creek would provide students with robust coursework and prepare them for the IB program at their feeder high school, Kent Meridian. The principal at Mill Creek identified a team and began the initial steps per the requirements laid out by the IB Middle Years Consideration program. As

that work progressed, the team quickly realized that the IB program at Mill Creek was not a good fit. As the team discussed options, they determined that the AVID program for middle school would be a better option. With the support of the school board, we submitted an amendment for Round 2 work, and will include Mill Creek teachers in the summer AVID training in July, so the program can begin in September, 2015. As we move forward with Round 3, we will be requesting funds to support AVID at Mill Creek next school year.

As we move forward with the Project 3 work, we will change the focus of our parent engagement activities. As described earlier, we will not offer PASA at Kent Meridian High School next year. Instead we will provide parent workshops around Naviance, successful completion of high school and college and career readiness.

### **17. Please describe how your project strategies are culturally responsive.**

Culturally responsive teaching enables students to be better human beings and more successful learners. Students must believe they can succeed in learning tasks and have motivation to persevere. Our individual projects address cultural responsiveness in a variety of different ways.

#### **College Bound Scholars**

The College Bound Scholars activities targeted with these grant funds have been used in a number of ways that speak to cultural responsiveness. Events such as the College Bound Scholars Conference provide students and parents the opportunity to attend sessions where they can focus on their specific needs and links them to resources that address their individual questions and interests. Interpreters for the top four languages attend at all of the events to be sure that those who don't speak English have access to the information. Next year we are exploring the option of having fliers and materials translated into the top languages to provide even more access.

As an extension of this work, we often provide targeted CBO students with special opportunities from which they will individually benefit. One such program this year was the Black and Brown Male Youth Summit which was held on a Saturday in November at Highline College. College Bound Scholars students are targeted to join the Latino Education Achievement Project (LEAP) leadership group as well.

#### **Parent Engagement**

Naviance is a comprehensive college and career readiness program for middle and high schools that helps align student strengths and interests to post-secondary goals, and improve student outcomes. The program targets individual students' unique learning styles and helps them to identify areas where they can excel and be successful. By its nature, this program addresses cultural responsiveness.

The parent engagement work we are proposing for this funding cycle will build parent workshops around Naviance, helping parents better understand the program and their individual child's strengths, interests and goals so they are more prepared to provide support. When possible, the materials and training will be translated into home languages.

#### **AVID**

AVID provides several components that target cultural responsiveness. Research studies point out that programs such as AVID that set high expectations and provide support helps students of color succeed

(Mehan, Villanueva, Hubbard, & Lintz, 1996). AVID gives students direct instruction in the “hidden curriculum” of the school—which courses to take, which teachers to seek out, the importance of tests, how to study, and so on. The program helps students become more personally competent and academically self-sufficient. It provides them opportunities to:

- Build their critical thinking in problem solving
- Develop a sense of camaraderie and community
- Skills needed to be operate effectively in the school culture

The program focuses on skills that low-income, linguistically and ethnically different students need to be successful in school (Gay, 2010.)

**18. How has your district's education association been involved in the planning of your proposed project?**

The Standards-based Instruction Department and the Kent Education Association (KEA) will collaborate on the work to make it amicable to both parties. We continue to articulate our plans and work together to ensure a focus on teacher development and growth that leads to high student achievement while working within the contractual agreements that are already in place.

The association is in agreement with the project leads and the administrators in the schools that are served by the grant, that all involvement in any of the above mentioned work will be voluntary, and that extra time for any work done outside the agreed to contractual day, including meetings will be compensated at their hourly per-diem rate.

As course corrections are considered, the Kent Education Association (KEA) will be included on the plans and asked for input to assure we are working within the contractual agreements.

**19. Please describe your estimated budget for the project in the text box below.**

The Kent School District will request \$184,737 for this Round 3 award. The breakdown for each category of work is as follows:

- AVID - \$117,834
- College Bound Scholars - \$36,364
- EOS - \$0
- IB Library at Kent Meridian - \$6500
- Parent Engagement - \$20,719

The indirect costs equal \$14,779 bringing the total cost to \$199,516. We currently anticipate approximately \$85,000 in carryover funds from Round 2 work. These funds went unused because we did not use as many extra hours for counselors as we had anticipated, nor did we have to purchase IB test registrations or tests.

Planning Budget:

<b>Project 8 Planning Budget- Round 3</b>		
<b>Personnel</b>	<b>Description</b>	<b>\$ 64,309</b>
AVID Subs	30 subs/\$145	\$ 4,350
AVID Tutors	6 tutors/4 sections/64 days /\$13	\$ 19,968
AVID Extra Hours - Certified	16 people/10 hr/\$51	\$ 8,160
CBS Counselors Extra Time - Certified	300 hours/\$51	\$ 15,300
FAFSA Info Sessions - Extra Time - Certified	5 counselors/10 hours/ \$51	\$ 2,550
Interpreters - FAFSA Info Sessions	5 interpreters/3 events / 2.5 hours/\$28	\$ 1,050
College Bound Scholarship Assistance - Certified	1 person/14 hours/10 months/\$17	\$ 2,380
Parent Engagment Extra Time - Certified	2 people/7 sessions/4 hours/\$51	\$ 2,856
Parent Engagment Extra Time Curr work - Certified	3 counselors/40 hours /\$51	\$ 6,120
Interpreters - Parent Engagement Meetings	2 interpreters/7 sessions/ 2.5 hours /\$28	\$ 980
Parent Engagment Extra Time Childcare - Classified	2 paras/7 sessions/2.5 hours/\$17	\$ 595
<b>Fringe</b>	<b>Payroll and Medical/Dental</b>	<b>\$ 12,470</b>
AVID Subs	8% of \$4,350	\$ 348
AVID Tutors	19.60% of \$69,888	\$ 3,914
AVID Extra Hours - Certified	20.60% of \$9,180	\$ 1,681
CBS Counselors Extra Time - Certified	20.60% of \$25,500	\$ 3,152
FAFSA Info Sessions - Extra Time - Certified	20.60% of \$2,550	\$ 525
Interpreters - FAFSA Info Sessions	20.60% of \$1,050	\$ 216
College Bound Scholarship Assistance - Certified	19.60% of \$2,380	\$ 466
Parent Engagment Extra Time - Certified	20.60% of \$2856	\$ 588
Parent Engagment Extra Time Curr work - Certified	20.60% of \$6120	\$ 1,261
Interpreters - Parent Engagement Meetings	20.60% of \$980	\$ 202
Parent Engagment Extra Time Childcare - Classified	19.60% of \$595	\$ 117
<b>Travel</b>		<b>\$ 62,750</b>
AVID Summer Institute	12 people/hotel/airfare/food @\$4622	\$ 55,464
CBS Busses		\$ 3,000
AVID Field Trips		\$ 4,286
<b>Supplies</b>		<b>\$ 14,250</b>
IB Library	Kent Meridian	\$ 6,500
Brochures and mailing	College Bound Scholars	\$ 2,500
Parent Engagement Materials-Supplies	handouts/notices/mailling	\$ 3,000
AVID Supplies	Kent Meridian and Mill Creek	\$ 2,250
<b>Contractual</b>		<b>\$ 30,958</b>
AVID Site Fee	Kent Meridian and Mill Creek - \$3585	\$ 6,970
AVID Summer Insitute Registration/Path Training	12 people/ \$699(Reg)/\$450 (Path Reg)	\$ 13,788
College Bound Scholars Rental	October Event	\$ 3,700
Translated Materials- Parent Engagement	Naviance materials for non-English speaking parents	\$ 5,000
Translated Materials - Info Sessions	KM FAFSA for Parents	\$ 1,500
<b>Other</b>		<b>\$ -</b>
<b>Total Direct Costs</b>		<b>\$ 184,737</b>
Indirects	(not including \$25,000 expenses)	8% \$ 14,779
Indirect costs over \$25,000	8% on the first \$25,000	
Total Indirects		
<b>Total Grant</b>		<b>\$ 199,516</b>