



# Idaho Building Capacity (IBC) Project

## School / District Application

### Project Summary

The Idaho Building Capacity (IBC) project provides onsite technical assistance designed to assist schools and districts in building their own internal capacity to sustain school improvement efforts. A key component of the IBC project is the utilization of Capacity Builders (CBs), distinguished educators that are trained to facilitate the work of school improvement. Each selected school and the district in which it is located will each receive the services of a Capacity Builder. During Year 1 of participation a CB will work in a school district for up to 8 hours a week with decreasing support over three years.

CBs work with school and district leaders to develop a plan of how the CB will be utilized to support the work of school improvement at each assigned site. This is not a one size fits all approach to school improvement but rather an approach focused on the individual needs and challenges of the sites being served. In addition to CB services, participating schools will be provided with professional development opportunities, resources, and self-evaluation tools. **Generally, when a school site participates in the IBC project, one Capacity Builder is assigned to the district office, and one to each of the school sites.**

The district submits one application that includes information about the district and each school that wishes to participate. As part of the application process, schools/districts may be asked to participate in an onsite visit with a Regional School Improvement Coordinator in order to determine readiness to benefit.

Title 1 schools/districts that receive Priority and Focus ratings will be given priority in the selection process.

The Idaho Building Capacity (IBC) Project is designed and delivered in partnership with Boise State University, Idaho State University, and the University of Idaho. For further information, contact the Regional School Improvement Coordinators:

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University of Idaho

### Application Submission Information

Applications for the 2016-2017 school year are due **May 1, 2016** and can be submitted by fax or email to:

Tyson Carter

School Improvement Coordinator

Fax: (208) 334-2228

Email: [tcarter@sde.idaho.gov](mailto:tcarter@sde.idaho.gov)

Additional information is provided in the pages that follow, and is also available online at

<http://www.sde.idaho.gov/federal-programs/sis/ibc.html>

### Application Sections

This application is broken into three parts. Please take note of which sections are required and by whom:

- I. District Information – required to be completed and signed by the district leadership
- II. School Information – required to be completed and signed by each school that is applying
- III. Performance Agreements – required to be signed by district and school representatives prior to the submission of the application. The state members will sign and return their sections upon approval.

## PART I: District Information

**PART I(a): To be completed by the Superintendent and District Leadership Team<sup>1</sup>**

School District: _____	Superintendent's Name: _____
Address: _____	Phone Number: _____
_____	Email Address: _____
_____	_____

Please respond to the following on separate pages and attach to this application.

1. In a brief narrative, describe your student achievement history. What are the successes of your district? What challenges do you face? What changes have you made in an attempt to respond to your student achievement challenges? How well did they work? What are your continued plans for addressing these challenges?
  
2. If you have a district leadership team in place, please describe who participates on the team, the responsibilities of the team, and how often they meet. If you do not currently have a district leadership team in place that meets at least twice a month, describe the process for establishing a leadership team before beginning the IBC project.
  
3. Describe the process used to analyze data to establish student achievement goals.
  
4. What are your interim and long term student achievement goals?
  
5. Describe how the district will hold each school that participates in the IBC project accountable for meeting the student achievement goals the school (and district) established.
  
6. What outcomes do you expect at your school(s) as a result of participation in the IBC project?
  
7. Bottom line, why do you think you should be selected for participation in the IBC project?

**PART I(b): Required District Application Signatures**

_____	_____
Superintendent	Date
_____	_____
School Board Chairman	Date

<sup>1</sup> If the district is already participating in IBC and is seeking to add schools, please feel free to simply attach an updated version of the information provided in your original application.



## PART III: Performance Agreements<sup>2</sup>

Please review the attached Performance Agreement that outlines the agreed upon responsibilities of all participating parties in the IBC project: Idaho State Department of Education, Regional Support Centers, Participating Districts, and Participating Schools. A copy of the Performance Agreement with required School and District signatures must accompany all applications. If selected, Idaho State Department of Education and Regional Support Center signatures will be added and a copy of the complete Performance Agreement will be returned to participating schools and districts.

### Part III(a) The District Superintendent and School Board agree to:

- Effectively utilize the services of the Capacity Builder that is assigned to the district office and engage in IBC services and activities.
- Actively engage a District Leadership Team that meets twice per month in the IBC project and the work of improvement.
- Inform the local school board of progress made as a result of the IBC project.
- Support principal(s) and building leadership team(s) in creating change that will align with the district vision and result in increased student achievement.
- Provide executive sponsorship by establishing the IBC project as a high priority of the district.
- Appoint a district contact person who will oversee and coordinate the work of the IBC project and school/district leaders (strategic planning, communication, project details, progress monitoring, etc.).
- Support and ensure the administration of the required staff survey from CEE.
- Allow ISDE to provide services directly to the districts and participating schools under the authority of 1003(a) and 1003(g) School Improvement funds and will abide by the requirements of 1003(g) funds. Particularly those relating to Tier I or Tier II PLA schools within the district (if applicable).
- Participate in any federal or state program evaluation related to the project or funding stream.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman of the School Board

\_\_\_\_\_  
Date

<sup>2</sup> To be completed by the district. Complete one performance agreement for the entire district.

**Part III(b) The School(s) agrees to:<sup>3</sup>**

- Effectively utilize the Capacity Builders' services and engage in IBC services and activities.
- Actively engage a school leadership team that meets at least twice per month in the IBC project and the work of improvement.
- Lead change that will result in increased student achievement.
- Establish IBC as a high priority in the school.
- Promote staff participation in IBC services and activities.
- Administer the required staff survey from the Center for Educational Effectiveness (CEE) by the end of February. (Surveys will be provided through the regional support centers.)

\_\_\_\_\_

Principal Signature (1<sup>st</sup> school)

\_\_\_\_\_

Date

\_\_\_\_\_

School Principal (additional school, if applicable)

\_\_\_\_\_

Date

\_\_\_\_\_

School Principal (additional school, if applicable)

\_\_\_\_\_

Date

\_\_\_\_\_

School Principal (additional school, if applicable)

\_\_\_\_\_

Date

\_\_\_\_\_

School Principal (additional school, if applicable)

\_\_\_\_\_

Date

<sup>3</sup> Please ensure that the principal for each school in the application has signed the performance agreement.

**Part III(c) The Idaho State Department of Education agrees to:**

- Participate in the selection of the Regional Idaho School Improvement Coordinators at partnering Idaho Universities.
- Oversee collaboration between Regional Coordinators, schools/districts, and the State Department of Education (i.e. recruit, select, and collaborate with Capacity Builders; select schools/districts to be served; provide professional development).
- Identify and monitor approved Regional Support Centers at partnering Idaho Universities.
- Identify schools/districts to be served by the Idaho Building Capacity (IBC) Project.
- Allocate sufficient funding to Regional Support Centers to provide services directly and fully on behalf of participating districts and schools.

\_\_\_\_\_  
Director, Statewide System of Support (SDE)

\_\_\_\_\_  
Date

**Part III(d) The Regional School Improvement Coordinator and Support Center agree to:**

- Serve as a fiscal agent for designated IBC funds and services provided directly to participating districts and school (i.e. distribution of funds, contracts)
  - Independent contractors serving as Capacity Builders will be paid at the agreed upon state rate.
- Support the work of the Regional Coordinator who will:
  - Collaborate with other Regional Coordinators and the State Department of Education to recruit, train and supervise one Capacity Builder (independent contractor) for each IBC site in the region;
  - Match Capacity Builders to selected schools/districts;
  - Provide professional development to Capacity Builders and school/district leaders being served by the IBC project; and
  - Oversee the administration of the required staff and student surveys from the Center for Educational Effectiveness (CEE).
- Support the work of the Capacity Builders who will:
  - Participate in the work of school improvement at the assigned school/district for a maximum of 8 hours per week;
  - Attend required Professional Development;
  - Submit Monthly Service Reports; and
  - Bring any issues or challenges to the attention of the Regional Coordinator.

\_\_\_\_\_  
Regional Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity Builder(s)\*