



School Improvement Grant, Cohort 3

Fiscal Webinar for Program Coordinators and Fiscal Contacts

June 27, 2014

Presented by:
California Department of Education
School Turnaround Office



TOM TORLAKSON
State Superintendent
of Public Instruction

Welcome

Fiscal Team

Associate Governmental Program Analysts

- Thomas Williamson
- Kevin Donnelly

Program Team

Education Programs Consultants

- Jen Taylor
- Chad Portney
- Lori Marshall
- Monique McWayne



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Acronyms

- CDE – California Department of Education
- DOC – Microsoft Word Binary File Format
- ED – U.S. Department of Education
- ESEA – Elementary and Secondary Education Act
- GAN – Grant Award Notification
- LEA – Local educational agency
- RFA – Request for Applications
- SBE – State Board of Education
- SEA – State educational agency
- SIG – School Improvement Grant
- SIGMART – SIG Monitoring and Reporting Tool
- SPSA – Single Plan for Student Achievement
- SSPI – State Superintendent of Public Instruction
- STO – School Turnaround Office
- XLS – Microsoft Excel Binary File Format



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Agenda

- Program Overview
- Approval and Awards
- Web Pages
- SIGMART
- SIGMART: Budget Information
- SIGMART: Expenditure Reports
- SIGMART: Quarter 5
- Budget Revisions
- Year-end Closeout
- Payment Schedules
- Monitoring Reviews and Best Practices
- Resources
- Suggestions/Feedback
- Contact Information



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Program Overview

- Authorized by §1003(g) of ESEA
- Federal awards are made to SEAs
- SEA makes sub-awards to LEAs
- Priority given to lowest-achieving schools
- Must meet goals under improvement, corrective action, and restructuring plans under §1116 of ESEA



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Approval and Awards

- Approved Applicants:
 - La Honda-Pescadero Unified School District
 - Los Angeles Unified School District
 - Riverside County Office of Education
 - Santa Ana Unified School District
- Three-year Awards
- GANs with separate School Summary



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Award Summary

CDE Grant Number: 10-15020/15127-61192-00
 September 21, 2010
 Page 2

SAMPLE

2010-11 SIG Award Summary Data

Hayward Unified

District and School Totals

District Total: \$323,947.00
School Total: \$5,009,386.00

Award Total: \$5,333,333.00

Funding Sources

This award will be funded from two Project Cost Accounts (PCAs):

PCA	Total	Percent of Total	Grant Number
15020	\$4,511,466.38	84.59%	10-15020-61192-00
15127	\$821,866.62	15.41%	10-15127-61192-00
	\$5,333,333.00		

Funded Schools

School(s)	Award
Burbank Elementary	\$1,587,115.00
Longwood Elementary	\$1,626,978.00
Tennyson High	\$1,795,293.00



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Web Pages

- RFA Pages
- Funding Results
- Regional Information
- Letters
- SIGMART
- Calendar
- Technical Assistance



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Web Pages: Resources and Guidance

California Implementation Resources and Guidance

[Frequently Asked Programmatic Questions](#) (Updated 24-Jan-2011)

A CDE document that provides answers to commonly asked programmatic questions.

[Greatness by Design](#) (PDF)

A report by State Superintendent of Public Instruction Tom Torlakson's Task Force on Educator Excellence.

[Learning, Teaching, Leading](#) (PDF)

A report by the Professional Development Task Force at the CDE.

[California Standards for the Teaching Profession](#) [↗](#) (PDF)

[Teacher and Principal Evaluation Systems](#)

CDE sources of information for districts, the general public, and interested parties who wish to learn more about Teacher and Principal Evaluation systems at the local, state, and national levels.

Outside Resources

[Guidance on School Improvement Grants](#) [↗](#) U.S. Department of Education for School Improvement Grant (SIG).

A technical assistance document that answers frequently asked questions. See the Guidance Section and select the most current SIG Guidance document.

[Handbook on Effective Implementation \(Office of School Turnaround\)](#) [↗](#)

[The California Comprehensive Center \(CA CC\) at WestEd](#) [↗](#)

The CA CC collaborates with the CDE and other statewide networks of support to: (1) provide training and technical assistance in the implementation and administration of programs authorized under the Elementary and Secondary Education Act (ESEA); and (2) support the use of research-based information and strategies in the following areas.

- [School & District Improvement](#) [↗](#)
- [College & Career Readiness](#) [↗](#)
- [Educator Effectiveness](#) [↗](#)
- [Effective Data Use](#) [↗](#)
- [Common Core Standards](#) [↗](#)



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Web Pages: Regional Information



Region	Counties
1	Del Norte Humboldt, Lake, Mendocino, Sonoma
2	Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, Trinity
3	Alpine, Colusa, El Dorado, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, Yuba
4	Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Solano
5	Monterey, San Benito, Santa Clara, Santa Cruz
6	Amador, Calaveras, San Joaquin, Stanislaus, Tuolumne
7	Fresno, Kings, Madera, Mariposa, Merced, Tulare
8	San Luis Obispo, Santa Barbara, Ventura, Kern
9	Imperial, Orange, San Diego
10	San Bernardino, Inyo, Riverside, Mono
11	Los Angeles



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Web Pages: Cohort Information

SIG Cohort 3

The [Cohort 3 RFA](#) was closed as of March 14, 2014. The list of [funded applications](#) is available and award notifications will be mailed by July 1, 2014.

[SIG Cohort 3 RFA Overview Webinar](#) (PDF)

[SIG Cohort 3 RFA Application Webinar](#) (PDF)

SIG Cohort 2

This RFA was closed as of November 18, 2011. The [Cohort 2 RFA](#) was re-released on September 30, 2011. The list of [funded applications](#) is available and award notifications were mailed on February 1, 2012.

[2010 School Improvement Grant Webinar](#) (PPT)

[Alternative Text Version of 2010 School Improvement Grant Webinar](#) (DOC)

[Cohort 2 Letter of Program Improvement Start-Over](#) (Posted 09-Nov-2012)

[Cohort 2, Year 2, Renewal Application](#) was approved at the March 2013 SBE meeting and posted March 15, 2013. The application is due no later than September 3, 2013.



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Web Pages: Significant Dates

Significant Dates

[SIG Calendar \(XLS\)](#)

This document includes significant dates such as quarterly report deadlines, application due dates, and other important events.

Date	Fiscal Year	Cohort	Year	Event	Notes
October 31, 2013	2012-13	1	3	Q5 Expenditure Report Due	Reporting Period July 1, 2013 - September 30, 2013 Contact Assigned Consultant for Q5 Questions
October 31, 2013	2012-13	2	1	Q5 Expenditure Report Due	Reporting Period July 1, 2013 - September 30, 2013 Contact Assigned Consultant for Q5 Questions
October 31, 2013	2013-14	1	4	Q1 Expenditure Report Due	Reporting Period July 1, 2013 - September 30, 2013 Contact Assigned Consultant for Q5 Questions
October 31, 2013	2013-14	2	1	Q1 Expenditure Report Due	Reporting Period July 1, 2013 - September 30, 2013



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Web Pages: Significant Dates (Cont.)

School Improvement Grant, Cohort 1 and 2 Calendar of Events					
Date	Fiscal Year	Cohort	Year	Event	Notes
July 1, 2014	2014–15	C2	Y3	Cohort 2 Year 3 Renewal Application Due	Pending SBE Approval
July 31, 2014	2013–14	C1	Y4	Q4 Expenditure Report Due	Reporting Period April 1, 2014 – June 30, 2014
		C2	Y2		
October 31, 2014	2013–14	C1	Y4	Q5 Expenditure Report Due	Reporting Period July 1, 2014 – September 30, 2014 Contact Assigned Consultant for Q5 Questions
		C2	Y2		
	2014–15	C2	Y3	Q1 Expenditure Report Due	
November 15, 2014	2013–14	C1	Y4	Revised Budget Summary/Narrative Due	Show Actual Expenditures Aligned with Q5 Expenditure Report
		C2	Y2		
		C1	Y4	Closeout Billing Requests sent to LEAs	Cohort 1 Only

CA Dept of Education
March 4, 2013



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SIGMART

SIG Monitoring and Reporting Tool (SIGMART)

SIGMART is the School Improvement Grant (SIG) Monitoring and Reporting Tool (MART), shortened to "SIGMART." The SIGMART allows recipients to view budgets and view and submit expenditure data.

SIGMART will be developed in three phases. Phases I and II will allow recipients to view budgets and view and modify expenditure data. A future phase will allow recipients to revise budgets and view local educational agency and school payment data. Upon initial entry into SIGMART recipients will be required to enter coordinator and fiscal contact information. Ensure that the contact persons are able to answer questions in the area for which they are assigned. Upon completion of each report it is recommended that recipients print and maintain a copy of the final confirmation page.

For general SIG information, see the California Department of Education (CDE) [SIG Web pages](#). For system guidance, see the [SIGMART Instruction Page](#).

- Functionality was added to allow expenditure data to be saved and submitted at a later date.
- Expenditure reports in Accepted Status now contain subtotals for the expenditure, the cumulative expenditure, and accepted budget columns.

Logon

Username:

Password:

Logon

Logon Instructions

- Case sensitive usernames and passwords were mailed to coordinators or directors on August 14, 2012.
- If you forgot your username and/or password or have questions about the system contact the School Turnaround Office by phone at 916-319-0833 or by e-mail at STO@cde.ca.gov.



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SIGMART: Contact Information

Coordinator Contact Information

First Name:

Last Name:

Title:

Phone Number:
(999-999-9999)

Extension:

Fax:
(999-999-9999)

E-mail Address:

Fiscal Contact Information

First Name:

Last Name:

Title:

Phone Number:
(999-999-9999)

Extension:

Fax:
(999-999-9999)

E-mail Address:

Submit

Reset



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SIGMART: Budget Information

Options

[Budgets](#) - View accepted local educational agency (LEA) and school budgets.

[Expenditures](#) - Create, view, or modify current year expenditure reports.

[Project Coordinators](#) - View a list of the current SIG project coordinators.



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SIGMART: Budget Information (Cont.)

LEA Budgets

LEA - Cohort	Status	Date Submitted	Options
Test District - 1	Accepted*	02/20/2014	History
Test District - 2	Accepted*	11/5/2013	History



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SIGMART: Budget Information (Cont.)

LEA Budget, 2010-13				
Category	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
A. Award:	\$100.00	\$100.00	\$100.00	\$100.00
B. 1000 - Certificated Salaries:	\$10.00	\$6.00	\$10.00	\$1.00
C. 2000 - Classified Salaries:	\$10.00	\$4.00	\$10.00	\$0.00
D. 3000 - Employee Benefits:	\$10.00	\$4.25	\$10.00	\$0.00
E. 4000 - Books and Supplies:	\$10.00	\$4.00	\$10.00	\$0.00
F. 5000 - Services & Operating:	\$10.00	\$4.00	\$10.00	\$0.00
G. 6000 - Capital Outlay:	\$10.00	\$5.00	\$10.00	\$0.00
H. 7310 & 7350 - Indirect Cost:	\$3.00	\$1.00	\$2.25	\$0.00
I. 7370 & 7380 - Indirect Cost:	\$0.00	\$0.00	\$0.00	\$0.00
J. Budget Total:	\$63.00	\$28.25	\$62.25	\$1.00
K. Balance:	\$37.00	\$71.75	\$37.75	\$99.00
L. Sum of Expenditures:	\$21.00	\$28.25	\$15.75	\$0.00
M. Budget to Expend Difference:	\$42.00	\$0.00	\$46.50	\$1.00
N. Report Status:	Accepted	Accepted	Submitted	Accepted
	Edit 2010	View 2011	View 2012	Edit 2013



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SIGMART: Budget Information (Cont.)

LEA Budget, 2011-12

A. Award:		\$100.00
A1. Budget Total:		\$28.25
A2. Balance:		\$71.75
A3. Carry Over Available:		\$37.00
A4. Carry Over Awarded in This Fiscal Year:		\$37.00
A5. Sum of Expenditures:		\$28.25
B. 1000 - Certificated Salaries:	\$6.00	
C. 2000 - Classified Salaries:	\$4.00	
D. 3000 - Employee Benefits:	\$4.25	
E. 4000 - Books and Supplies:	\$4.00	
F. 5000 - Services & Operating:	\$4.00	
G. 6000 - Capital Outlay:	\$5.00	
H. 7310 & 7350 - Indirect Cost:	\$1.00	
I. 7370 & 7380 - Indirect Cost:	\$0.00	
J. Indirect Rate Used:	0.0500	



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SIGMART: Budget Information (Cont.)

LEA Budget, 2010-11 Part 1		
A. Award:		\$100.00
A1. Budget Total (Including 7000 Series):		\$63.00
A2. Balance:		\$37.00
A3. Carry Over Available:		\$0.00
A4. Carry Over Awarded in This Fiscal Year:		\$0.00
A5. Sum of Expenditures:		\$21.00
Category	Budget	Expended Sum
B. 1000 - Certificated Salaries:	<input type="text" value="10.00"/>	\$3.00
C. 2000 - Classified Salaries:	<input type="text" value="10.00"/>	\$3.00
D. 3000 - Employee Benefits:	<input type="text" value="10.00"/>	\$3.00
E. 4000 - Books and Supplies:	<input type="text" value="10.00"/>	\$3.00
F. 5000 - Services & Operating:	<input type="text" value="10.00"/>	\$3.00
G. 6000 - Capital Outlay:	<input type="text" value="10.00"/>	\$3.00
Narrative		
<input type="text" value="test"/>		
Consultant Comments		
<input type="text"/>		
<input type="button" value="Save and Continue"/>		<input type="button" value="Return to Summary"/>



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SIGMART: Budget Information (Cont.)

LEA Budget, 2010-11 Part 2

A. Award:		\$100.00
A1. Budget Total:		\$60.00
A2. Balance:		\$40.00
A3. Carry Over Available:		\$0.00
A4. Carry Over Awarded in This Fiscal Year:		\$0.00
A5. Sum of Expenditures:		\$21.00
B. 1000 - Certificated Salaries:	\$10.00	
C. 2000 - Classified Salaries:	\$10.00	
D. 3000 - Employee Benefits:	\$10.00	
E. 4000 - Books and Supplies:	\$10.00	
F. 5000 - Services & Operating:	\$10.00	
H. 6000 - Capital Outlay:	\$10.00	

(7000 series total cannot be under \$3.00 and cannot exceed \$7.00)

I. 7310 & 7350 - Indirect Cost:

J. Indirect Rate Used: 0.0500

I certify that SIG funds were budgeted in accordance with the accepted application and SIG regulations and that the data are accurate to the best of my knowledge.

Submit

Return to Part 1



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SIGMART: Expenditure Reports

Options

[Budgets](#) - View accepted local educational agency (LEA) and school budgets.

[Expenditures](#) - Create, view, or modify current year expenditure reports.

[Project Coordinators](#) - View a list of the current SIG project coordinators.



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SIGMART: Expenditure Reports (Cont.)

LEA Expenditure Reports

Fiscal Year ▼

LEA - Year - Quarter - Cohort	Status	Date Submitted
Test District - 2010 - 5 - 1	In Progress	01/1/2010
Test District - 2010 - 4 - 1	In Progress	01/1/2010
Test District - 2010 - 3 - 1	Accepted	01/1/2010
Test District - 2010 - 2 - 1	Accepted	01/1/2010
Test District - 2010 - 1 - 1	Accepted	01/1/2010



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SIGMART: Expenditure Reports (Cont.)

Expenditure Report, 2010-11, Quarter 5

Category	Expenditure	Cumulative Expenditure (Excluding Q5)	Accepted Budget
A. 1000 - Certificated Salaries:	<input type="text" value="1.00"/>	\$3.00	\$10.00
B. 2000 - Classified Salaries:	<input type="text" value="1.00"/>	\$3.00	\$10.00
C. 3000 - Employee Benefits:	<input type="text" value="1.00"/>	\$3.00	\$10.00
D. 4000 - Books and Supplies:	<input type="text" value="1.00"/>	\$3.00	\$10.00
E. 5000 - Services & Operating:	<input type="text" value="1.00"/>	\$3.00	\$10.00
F. 6000 - Capital Outlay:	<input type="text" value="1.00"/>	\$3.00	\$10.00
G. 7000 - Indirect:	<input type="text" value="1.00"/>	\$3.00	\$10.00

I certify that SIG funds were expended in accordance with the accepted application and SIG regulations and that the data are accurate to the best of my knowledge.



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SIGMART: Quarter 5

- A 15-month federal calendar
- Overlaps Quarter 1 of next year
- Must not combine expenses
- Quarter 5 reporting is required



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Budget Revisions: Guidelines

- Up to one revision per quarter, per site
- Must use XLS template
- DOC versions will not be accepted
- Submit batches of revisions, if possible



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Budget Revisions: Program

- “Program Revision” means a change in approved activities
- Discuss proposal with assigned consultant
- Submit these documents to your assigned consultant:
 - Cover Letter
 - Budget Revision (XLS)
 - Revised Implementation Chart
- Analyst will review and SIGMART will be unlocked
- LEA inputs the approved budget into SIGMART



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Budget Revisions: Fiscal

- “Fiscal Revision” means only changes to amounts
- An Implementation Chart is not required
- Analyst will review and SIGMART will be unlocked
- LEA inputs the approved budget into SIGMART



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Budget Revisions: Workflow

Step	Activity	LEA	Consultant	Analyst
1	Discuss	X	X	
2	Submit	X		
3	Review		X	X
4	SIGMART	X		X
5	Approval		X	

Program Revision Workflow

Fiscal Revision Workflow

Step	Activity	LEA	Consultant	Analyst
1	Discuss	X		X
2	Submit	X		
3	Review			X
4	SIGMART	X		X
5	Approval		X	



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Budget Revisions: Form Use

CA Dept of Education					
Please color all changes within your narratives.					
School Name					
School Budget Narrative					
Activity Description	SIG Funds Budgeted (Identified per year)				Object Code
	FY 2013-14	Budget Changes	FY 2014-15	Budget Changes	
	\$ -		\$ -		
Series Totals	\$ -	\$ -	\$ -	\$ -	1000-1999
	\$ -		\$ -		
Series Totals	\$ -	\$ -	\$ -	\$ -	2000-2999
	\$ -		\$ -		
Series Totals	\$ -	\$ -	\$ -	\$ -	3000-3999
	\$ -		\$ -		
Series Totals	\$ -	\$ -	\$ -	\$ -	4000-4999
	\$ -		\$ -		
Series Totals	\$ -	\$ -	\$ -	\$ -	5000-5999
	\$ -		\$ -		
Series Totals	\$ -	\$ -	\$ -	\$ -	6000-6999
Budget Subtotals	\$ -	\$ -	\$ -	\$ -	
Indirect	\$ -		\$ -		
Series Totals	\$ -	\$ -	\$ -	\$ -	7310/7350
Totals	\$ -	\$ -	\$ -	\$ -	



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Budget Revisions: Form Use (Cont.)

Activity Description	SIG Funds Budgeted (Identified per year)		Object Code
	FY 2012-13	Budget Changes	
	CAHSEE: Equivalent of Two full-time teachers for CAHSEE Prep classes @ \$45,000/yr each.	\$ 91,800.00	\$ 80,500.00
Student Support: Equivalent of One full-time teacher for Cyber High - online, individualized, independent study program implemented in periods 0-7 and after school.	\$ 45,900.00	\$ 30,000.00	1110
(PDC): Beginning of school year Cycle of Inquiry, collaboration and planning - 50 teachers X 3 days in August X \$225 per diem	\$ 39,000.00	\$ 39,000.00	1120
PDC: One full-time Reading/ English Language Arts Coach to assist teachers with teaching strategies, provide linkages within the ELA English department, between departments, and to work with new teachers.	\$ 68,000.00	\$ 77,604.00	1110



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Budget Revisions: Form Use (Cont.)

- One activity/amount per row
- Naming convention:
 - [sitename].budget.[date].xls
- Examples filenames:
 - School: carver.budget.18Jun14.xls
 - District: lausd.budget.18Jun14.xls



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Year-end Closeout

- Final expenditures have been reported.
- Budget must match final expenditures.
- SIGMART can now calculate carryover.
- Submit “Fiscal” budget revision.
- Include carryover reallocation to next year.
- Closeout is required to receive future payments.
- Closeout can be completed during Quarter 4 if no Quarter 5 expenses will be made.



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Payment Schedules

- Payments can be made quarterly.
- Payments will be made in batches of 25, 25, 25, 15, and a final 10 percent.
- Final 10 percent will be held for closeout.
- No payments will be processed if there are outstanding expenditure reports or fiscal monitoring findings.



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Monitoring Reviews and Best Practices

- Federal requirement to monitor
- CDE is responsible for ensuring that SIG funds are used:
 - appropriately
 - in accordance with the approved application
 - to implement the proper intervention model



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Monitoring Reviews and Best Practices (Cont.)

- Budgets monitored and corrections are timely
- Business Office maintains SPSA copy
- SPSA goals are referenced on expenditures
- Time accounting records are aligned
- SIG budgets are aligned to approved plan
- Budget and expenditures are approved
- Frequent communication between units
- Equipment inventory is maintained



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Monitoring Review Information

More information available on the CDE
SIG On-site Monitoring Web Page at

<http://www.cde.ca.gov/ta/cr/sig.asp>



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Resources

School Improvement Grant Index Web Page

<http://www.cde.ca.gov/sp/sw/t1/sig09.asp>

School Improvement Grant Technical Assistance
Web Page

<http://www.cde.ca.gov/sp/sw/t1/sig09faq.asp>

SIGMART Logon Web Page

<http://www2.cde.ca.gov/sigmart/logon.aspx>



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Suggestions/Feedback

- Process/Procedures
- Communications
- SIGMART
- Forms
- Resources
- Trainings



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Contacting STO Analysts

Thomas Williamson

Phone: 916-319-0307

E-mail: TWilliamson@cde.ca.gov

Kevin Donnelly

Phone: 916-324-3278

E-mail: KDonnelly@cde.ca.gov

School Turnaround Office

Phone: 916-319-0833

E-mail: STO@cde.ca.gov