School Improvement Grant
Cohort 4

2018–19 Annual Renewal Walk-through Webinar
April 19, 2018

Presented by:
School Improvement and Support Office
California Department of Education
Agenda

General Expectations

• School Improvement Grant Annual Renewal Timeline
• Annual Renewal Process
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Program Evaluation and Reflection

• Instructions and Signature Page
• Part 1: 2017–18 Year 1 Full Implementation Impact Summary
• Part 2: 2018–19 Priority Area(s) of Focus
• Part 3: Establishing and Measuring Annual Student Performance and Progress Goals for 2018–19
• Budget Alignment to Improvement Efforts
• School Improvement Grant Annual Renewal Checklist
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- Appendices
- Root Cause Analysis Support
- Upcoming Fiscal Events
- Time for Questions
- School Improvement Grant Contacts
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General Expectations
## School Improvement Grant Annual Renewal Timeline

<table>
<thead>
<tr>
<th>Important Events</th>
<th>Date</th>
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<tbody>
<tr>
<td>2018–19 Annual Renewal to be posted on the California Department of Education (CDE) School Improvement Grant (SIG) Web page</td>
<td>April 17, 2018</td>
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<tr>
<td>2018–19 Annual Renewal Webinar to be conducted and hosted by the CDE</td>
<td>April 19, 2018</td>
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<tr>
<td>2018–19 Annual Renewals from local educational agencies (LEAs) due to the CDE by mail and e-mail no later than 4 p.m.</td>
<td>May 31, 2018</td>
</tr>
<tr>
<td>2018–19 Annual Renewals reviewed by the CDE</td>
<td>June 2018</td>
</tr>
<tr>
<td>LEA Notification of Renewal Status</td>
<td>June–July 2018</td>
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</tbody>
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Annual Renewal Process

Renewal of Funding Considerations:

- **Progress** made toward meeting annual student performance goals;
- **Results** of implementation activities, including Impact Summary and prioritized focus areas for Year 2; and
- **Analysis** of current functioning and structural supports.

The 2018–19 Annual Renewal is due to the CDE no later than **4 p.m. on May 31, 2018**.
Cover Sheet

• The Cohort 4 Annual Renewal Cover Sheet and Contact Information document can be found on pages one and two of the Annual Renewal.

• Please ensure required signatures have been obtained prior to submitting for Annual Renewal.

Program Evaluation and Reflection

• Part 1: 2017–18 Year 1 Full Implementation Impact Summary
• Part 2: 2018–19 Priority Area(s) of Focus
• Part 3: Establishing and Measuring Annual Student Performance and Progress Goals for 2018–19
Instruction and Signature Page

- A representative from the LEA, school, and other relevant stakeholders will review the actions and activities that occurred during Year 1 of full implementation.

- After collaboratively evaluating, setting annual priorities, and making adjustments, an action plan will be detailed for Year 2 of full implementation.

Part 1: 2017–18 Year 1 Full Implementation Impact Summary

• The LEA and its stakeholders will describe and include evidence from the California School Dashboard and local data sources regarding implementation challenges encountered during the 2017–18 School Year (SY).

• Also, the LEA will provide details about how stakeholders were engaged in, and contributed to the improvement process.

Part 1: 2017–18 Year 1 Full Implementation Impact Summary (2)

• The LEA and its stakeholders will determine causal factors or root causes of implementation challenges discussed on page 4 of the Annual Renewal packet.

• The LEA will explain its systems that are in place to support the school’s improvement efforts, as well as systems for monitoring improvement outcomes.

Part 1: 2017–18 Year 1 Full Implementation Impact Summary (3)

- The LEA and its stakeholders will list the support(s) provided as well as which external partners provided the support(s), describe how the support(s) were used, and based on data, determine the effectiveness of those supports.

- Data may include but are not limited to: student achievement data, surveys, interviews, performance observations, demographics data, school processes data, and coaching questionnaires.

Part 2: 2018–19 Priority Area(s) of Focus

• The LEA and its stakeholders will prioritize no more than three focus areas for the 2018–19 SY based on information gathered from the Year 1 Full Implementation Impact Summary.

• The LEA and its stakeholders will complete a Full Implementation Priority Action Plan for each prioritized area of focus identified for the 2018–19 SY.

• The LEA and its stakeholders will link selected focus areas to previously identified implementation challenges from 2017–18 Full Implementation Impact Summary.

Part 3: Establishing and Measuring Annual Student Performance and Progress Goals

- The LEA and its stakeholders will set the strategic direction for Year 2 of full implementation during this part of the process.
- Strategic direction includes, at a minimum, vision and goal performance measures.
- The LEA should use the California School Dashboard and local data for goal setting.

• The LEA will describe how the selected prioritized areas of focus will influence changes in the LEA and/or school budget.

• For example, changes to staffing, resources, and/or external provider services for the 2018–19 SY.
School Improvement Grant Annual Renewal Checklist

• The School Improvement Grant Annual Renewal Checklist must be completed and submitted along with the required documents.
  – Please place documents in the order of the checklist.
  – The Annual Renewal packet must be received both electronically via email and by mailing a printed copy with signatures **no later than 4 p.m. on May 31, 2018.**
Supporting Tools and Resources
Appendices

- Appendices A and B contain the General Assurances, subgrant conditions, and certifications to which the LEA agrees to comply.
- Appendix C is a glossary of terms used throughout the Renewal.
- Appendix D contains links to resources and tools that the LEA may find helpful during the Annual Renewal process.

Root Cause Analysis Support
Connection to the Annual Renewal Process

• The LEA and its stakeholders will determine causal factors or root causes of implementation challenges discussed on Page 4 of the Annual Renewal packet.

• To support the LEA and its stakeholders in the Root Cause Analysis of its implementation challenges, the CDE has included links to resources and tools that the LEA may use to complete the Root Cause Analysis.

Root Cause Analysis Support (2)
What is Root Cause Analysis?

• Root Cause Analysis addresses the problem rather than the symptom, eliminates wasted effort, conserves resources, supports the prioritizing of focus areas, and informs strategy selection.
  – The California School Dashboard is a tool to assist in the process of Root Cause Analysis that can help an LEA identify needed areas of improvement (symptoms).
  – Root Cause Analysis is a strategy to thoroughly examine practices, processes, and routines to determine their impact on outcome. It answers the “Why?” behind each identified area of improvement or implementation challenge (problems).
Root Cause Analysis Support (3)
Collective Identification of Root Causes

- Onsite analysis meetings are an opportunity for representatives from the LEA and other stakeholder groups to come together as a team to analyze the data collected and collaboratively identify the prioritized needs and root causes of those needs.

  - **The data analysis team** should have an agreed-upon structure and norms for team conduct, as well as defined roles and responsibilities for each member to be highly effective.

  - **Signatures and roles** of data analysis team members should be listed on the Instruction and Signature page of the Annual Renewal.
Root Cause Analysis Support (4)
Fishbone Diagram and “Five Whys?”

• The purpose of a Fishbone Diagram is to **understand** a problem at a deep level **before** trying to solve it.

• Ask “Five Whys?” **after** brainstorming root causes for identified implementation challenges and use data to answer.
  
  – **Quick check for “Five Whys? Tool:** If the last cause listed is addressed, would the problem go away? Is the cause within the control of the adults in the organization?

• May find more than one root cause and/or more than one prioritized area of focus for an identified challenge during the Annual Renewal process.
Root Cause Analysis Support (5)
Root Cause versus Contributing Cause

*Questions to ask:

• Would the problem have occurred if the cause had not been present? If no, it is a root cause. If yes, it is a contributing cause.

• Will the problem reoccur as the result of the same cause if the cause is corrected or dissolved? If no, it is a root cause. If yes, it is a contributing cause.

• Will correction or dissolution of the cause lead to similar events? If no, it is a root cause. If yes, it is a contributing cause.

– If it is a contributing cause, keep asking “why?”

*From the State Support Network Scaling Needs Assessment Community of Practice “Root Cause Analysis and Needs Assessments,” adapted from the Illinois Center for School Improvement’s “Distinguishing Contributing from Root Causes” guidance.
Root Cause Analysis Support (6)
Interrelationship Digraph

- A tool that may help an LEA prioritize the root cause(s) of identified implementation challenge(s) for the Annual Renewal process.
  - The purpose of an Interrelationship Digraph is to identify which root causes from the fishbone diagram have the most impact on the problem. This enables the LEA and its stakeholders to determine where to focus or prioritize improvement efforts.
Root Cause Analysis Support (7)

Interrelationship Digraph Protocol

- Steps of Protocol:
  - Write the problem statement from the Fishbone Diagram at the top of the Interrelationship Digraph.
  - Arrange root causes from the Fishbone Diagram in a circle.
  - Start with a root cause and ask if there is any relationship between it and the others. Does X cause Y or vice versa?
  - Repeat until all relationships between causes have been established.
  - Tally arrows out.
- The root cause with the most **outgoing lines** has a greater impact on the problem.
Root Cause Analysis Support (8)
2018–19 Priority Area(s) of Focus Action Plan

• LEAs may find it helpful to analyze the Interrelationship Digraph and determine the root cause(s) that will have the greatest impact on the identified implementation challenge(s).

• This will help the LEA select the prioritized area(s) of focus and reflect upon strategies and actions to reach the anticipated outcomes for Year 2 (2018–19).

Root Cause Analysis Support (9)
Establishing and Measuring Annual Student Performance and Progress Goals for Year 2: 2018–19

• For the final part of the Annual Renewal process, set a strategic direction for Year 2 of full implementation.
  – Establish a vision and goal performance measures.
  – Use the California School Dashboard to create measurable goals for reading/English language arts and mathematics that can be applied schoolwide.
  – LEA can establish a third, but optional goal using other data and/or may have goal(s) apply to specific student groups based on identified need(s).

Root Cause Analysis Support (10)
Links to Resources

• California School Dashboard
  https://www.caschooldashboard.org/#/Home

• California School Dashboard and the School Improvement Grant Webinar
  https://www.cde.ca.gov/sp/sw/t1/sigcohort4.asp

• 2018–19 Annual Renewal
  https://www.cde.ca.gov/fg/fo/r16/regsig15rfa.asp
Root Cause Analysis Support (11)

Links to Resources

- Continuous Improvement Resources Web page
  https://www.cde.ca.gov/sp/sw/t1/continuousimprovement.asp

- Root Cause Analysis Toolkit
  http://www.cde.ca.gov/sp/sw/t1/documents/contimprct.doc

- Fishbone Template
Upcoming Fiscal Events

Fiscal Year 2016 Supplemental Award

- U.S. Department of Education recently awarded the CDE additional federal Fiscal Year (FY) 2016 funds to be used for local assistance for Cohort 4 subgrantees.

- The CDE has equally divided these additional funds based on the number of SIG schools in each Cohort 4 LEA.

- This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which the award is based, then the supplemental award will be amended accordingly.

- An e-mail will be sent from the assigned fiscal analyst by April 26, 2018, with the exact supplemental amount for each LEA along with more detailed instructions.
## Upcoming Fiscal Events Timeline

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<tr>
<td>Quarter 3 (Q3) Budget Revisions for 2017–18 SY were due to the CDE.</td>
<td>April 17, 2018</td>
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<tr>
<td>Q3 Expenditure Reports for 2017–18 SY are due to the CDE.</td>
<td>April 30, 2018</td>
</tr>
<tr>
<td>Quarter 4 (Q4) Budget Revisions for 2017–18 SY are due to the CDE.</td>
<td>July 18, 2018</td>
</tr>
<tr>
<td>Q4 Expenditure Reports for 2017–18 SY are due to the CDE. Q4 Expenditure reports will determine the carryover amount, which must be applied to <strong>FY 2018–19 budget only</strong>.</td>
<td>July 31, 2018</td>
</tr>
<tr>
<td>Quarter 1 (Q1) Preliminary Budget Revisions for 2018–19 SY including 2017–18 carryover, 2018–19 Annual Renewal proposed changes, and FY 2016 Supplemental award are due to CDE (<strong>Required for All LEAs</strong>).</td>
<td>August 17, 2018</td>
</tr>
<tr>
<td>Q1 Standard Budget Revisions for 2018-19 SY, if needed, will be due to CDE.</td>
<td>October 15, 2018</td>
</tr>
<tr>
<td>Q1 Expenditure Reports for 2018–19 SY are due to CDE.</td>
<td>October 31, 2018</td>
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Questions???
## School Improvement Grant Program Contacts

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<thead>
<tr>
<th>School Improvement and Support Office (SISO) Program Contact Information</th>
<th>Assigned LEAs</th>
</tr>
</thead>
</table>
| Cristina French, Consultant  
CFrench@cde.ca.gov  
916-445-1256 | • Los Angeles Unified  
• Palmdale Elementary  
• Pomona Unified |
| April Tormey, Consultant  
ATormey@cde.ca.gov  
916-319-0226 | • Riverbank Unified  
• Williams Unified  
• Folsom-Cordova Unified  
• Oakland Unified  
• Armona Union Elementary |
| Sheila Reeves, Consultant  
SReeves@cde.ca.gov  
916-319-0607 | • Ferndale Unified  
• Panama-Buena Vista Union  
• Sacramento City Unified |
# School Improvement Grant Fiscal Contacts

<table>
<thead>
<tr>
<th>SISO Fiscal Contact Information</th>
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</thead>
<tbody>
<tr>
<td>Robert Bernstein, Analyst</td>
<td>• Armona Union Elementary</td>
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<tr>
<td><a href="mailto:RBernstein@cde.ca.gov">RBernstein@cde.ca.gov</a></td>
<td>• Folsom-Cordova Unified</td>
</tr>
<tr>
<td>916-319-0307</td>
<td>• Riverbank Unified</td>
</tr>
<tr>
<td></td>
<td>• Sacramento City Unified</td>
</tr>
<tr>
<td></td>
<td>• Palmdale Elementary</td>
</tr>
<tr>
<td></td>
<td>• Pomona Unified</td>
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<tr>
<td>Marvin Cao, Analyst</td>
<td>• Los Angeles Unified</td>
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<td><a href="mailto:MCao@cde.ca.gov">MCao@cde.ca.gov</a></td>
<td>• Ferndale Unified</td>
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<tr>
<td>916-324-3278</td>
<td>• Oakland Unified</td>
</tr>
<tr>
<td></td>
<td>• Panama-Buena Vista Union</td>
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<tr>
<td></td>
<td>• Williams Unified</td>
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Feedback

- Using the polling feature on WebEx, please take a few minutes to respond to our questions.

- We value your input! In the spirit of continuous improvement, we will use your feedback to help improve our technical assistance.

Thank you!