

# **Literacy Intervention Program Plan**

Guidance Webinar: September 18, 2017

# Literacy Intervention Program Plan

## The Basics

- Due: October 1, 2017
- Submit to: [plans@osbe.idaho.gov](mailto:plans@osbe.idaho.gov)
- Templates and support available on OSBE website at <https://boardofed.idaho.gov/k-12-education/school-district-charter-school-planning-training/>
  - 2017-18 Literacy Intervention Plan – Template 1
  - 2017-18 Literacy Intervention Plan Budget – Template 2
  - Idaho Comprehensive Literacy Plan
  - Literacy Intervention Legislation Overview
  - Webinar recording

Webpage also includes templates for the Continuous Improvement Plan and the College and Career Advising and Mentoring Plan.

# Literacy Intervention Program Plan

## Review Process

### Initial Check

- Quick glance to determine if the major pieces of the plan are present
- NO check to see if the plan is fully in compliance
- Confirmation of receipt and checklist of major pieces of plan sent to LEA

### First Full Review

- First full read-through to check that the plan is in alignment with law
- Detailed feedback provided to LEA, as applicable

### Revisions, Subsequent Review(s) & Notification of Compliance

- LEA revises plan based on OSBE feedback and re-submits
- Detailed feedback provided to LEA on revisions, as applicable
- Once the plan is in alignment with the law, OSBE will send the LEA an e-mail confirmation that the plan has been accepted

# Literacy Intervention Program Plan

## Annual Changes to Literacy Intervention Program Plans

- A new plan is required annually
- You cannot re-submit the exact same plan, as some aspects of the plan must be updated each year (data, budget, etc.), but you can use your old plan to build your new plan

## District Plan vs. School Plans

- Literacy Intervention Plan must be a district/LEA level plan
- Districts with more than 1 elementary school may require schools to submit plans to the district
  - If your district receives school-level plans, you should summarize them to create a district-level plan
- Districts or charter schools with only one elementary school will submit a school-level plan

# Literacy Intervention Program Plan

## 2017-18 Literacy Intervention Program Plan – Template 1

- You are not required to use this template; you may submit your plan in any format you choose.
- If you are not using the template, we strongly recommend you review it (particularly the introductory sections), so you can understand what the law requires.

### Overview of Statutory Requirements

- Includes link to statute that addresses district literacy plans
- Provides overview of plan requirements, as outlined in statute and rule

### Additional Guidance for Using this Template

- If you plan to use the template, please read this section first and reference it as needed
- Provides much of the information given today

## LITERACY INTERVENTION PROGRAM (2017-2018)

### TEMPLATE 1

|                        |          |              |  |
|------------------------|----------|--------------|--|
| <b>School District</b> | <b>#</b> | <b>Name:</b> |  |
|                        | Name:    | Phone:       |  |
|                        | E-mail:  |              |  |
|                        | Name:    | Phone:       |  |
|                        | E-mail:  |              |  |

Instructions: The Program Summary (2016-2017) section is optional. However, we encourage you to use it to reflect back and provide an overview of the literacy intervention activities you implemented in the 2016-2017 school year and their effectiveness.

#### Program Summary (2016-2017)

- It is helpful if you include the person's title next to their name, particularly if it is the Superintendent.
- Feel welcome to copy and paste your Program Summary from your 2016-17 Plan and then edit. It is also helpful reflect and indicate if certain aspects of your program were particularly successful or not so successful last year.



# LITERACY INTERVENTION PROGRAM (2017-2018)

## TEMPLATE 1

Instructions: The Program Summary (2017-2018) section is required. Please provide information regarding your planned 2017-2018 Literacy Intervention Program, with a particular focus on how you will meet the requirements of Idaho law in providing literacy interventions to students in grades K-3. For additional guidance regarding information you should provide in this section, please see the recommendations and questions listed on page ii of the directions provided with this template.

### Program Summary (2017-2018) - REQUIRED

- Describe your program, providing details to the extent that a person who doesn't know your district or schools can easily understand what you are doing.
- Your Program Plan needs demonstrate compliance with requirements of the law (minimum hours of intervention, all aspects of literacy addressed, individual literacy plans for students, etc.).

# LITERACY INTERVENTION PROGRAM (2017-2018)

## TEMPLATE 1

Instructions: Per statute, your Literacy Intervention Plan must be aligned to the State-Board approved [Idaho Comprehensive Literacy Plan](#). This section is used to demonstrate alignment. For recommendations regarding ways to complete this section, please see the guidance provided on pages ii-iii of the directions provided with this template.

### Comprehensive Literacy Plan Alignment - REQUIRED (see Instructions)

Instructions: In the Parent Involvement section, provide an explanation of: 1) how the school district involved parent input in developing the school district Literacy Intervention Program Plan; and 2) how parents will be informed that their child has qualified for literacy intervention and given the opportunity to be involved in the development of their child's individual student literacy intervention plan.

### Parent Involvement - REQUIRED

- In the Comprehensive Literacy Plan Alignment section, show how your district plan / practices are aligned to that plan (not other aspects of state law).
- Please note that links to the Comprehensive Literacy Plan went inactive with our website redesign; the template has been updated appropriately
- In your Parent Involvement section, be sure to address both items 1 and 2 listed in the instructions, as both are required by statute.



# LITERACY INTERVENTION PROGRAM (2017-2018)

## TEMPLATE 1

Instructions: In the Performance Metrics table below, please provide metrics that will be used for each grade level (K-3) to show the effectiveness of your Literacy Plan. Shaded metrics are required to be reported in your Continuous Improvement Plan. The unshaded (white) section is available for you to identify and provide data on district-specific metrics (we have provided examples of the types of data you may want to include). For additional guidance regarding how to complete the required section of this table correctly, please see the information provided on page iii of the directions provided with this template.

| REQUIRED Performance Metrics<br>(must be included in LEA<br>Continuous Improvement Plan)   | SY 2015-16<br>(Yr 1) | SY 2016-17<br>(Yr 2) | Improvement /<br>Change<br>(Yr 2 – Yr 1) | Benchmarks<br>(LEA Chosen<br>Spring 2018<br>Performance<br>Targets) |
|--|----------------------|----------------------|--|---|
| # of students who scored "proficient"<br>on the Kindergarten Spring IRI  |                      |                      |  |   |
| % of students who scored "proficient"<br>on the Kindergarten Spring IRI  |                      |                      |  |   |
| # of students who scored "proficient"<br>on the Grade 1 Spring IRI   |                      |                      |  |   |
| % of students who scored "proficient"<br>on the Grade 1 Spring IRI   |                      |                      |  |   |
| # of students who scored "proficient"<br>on the Grade 2 Spring IRI   |                      |                      |  |   |
| % of students who scored "proficient"<br>on the Grade 2 Spring IRI   |                      |                      |  |   |
| # of students who scored "proficient"<br>on the Grade 3 Spring IRI   |                      |                      |  |   |
| % of students who scored "proficient"<br>on the Grade 3 Spring IRI   |                      |                      |  |   |
| OPTIONAL Performance Metrics   | SY 2015-16<br>(Yr 1) | SY 2016-17<br>(Yr 2) | Improvement /<br>Change<br>(Yr 2 – Yr 1) | Benchmarks<br>(LEA Chosen<br>Spring 2018<br>Performance<br>Targets) |
| (Example: % of students who scored<br>proficient or advanced on the ELA<br>section of the Grade 3 ISAT)  |                      |                      |  |   |
| (Example: % of students who scored<br>proficient or advanced on the ELA<br>section of the Grade 4 ISAT)  |                      |                      |  |   |
| (Example: % of Kindergarten<br>students who scored below Proficient<br>on the Fall IRI who gained at least<br>one performance category by the<br>Spring IRI) |                      |                      |  |   |
| (Example: % of students who<br>transitioned off the reading<br>intervention plan)  |                      |                      |  | (ex. 5% Increase<br>Annually)                                       |
| (Example: Professional Development<br>hours ...)   |                      |                      |  |   |
| (Example: Proficiency or progress on<br>a local / district assessment...)  |                      |                      |  |   |

- All cells in the required (purple-shaded) section must be completed.
- The Benchmarks should be goals for the performance you want to see from your current students on the Spring 2018 IRI.
- The white section is optional. Those provided are examples. You are welcome to use them or delete them. You can also add your own metrics for data you want to track and report to the state.

# LITERACY INTERVENTION PROGRAM (2017-2018)

## TEMPLATE 1

### Performance Metrics Notes

Budget Instructions: Provide the projected literacy plan budget on **Template 2**. Please note that the budget template includes more than one tab.

**Please proceed to the Literacy Intervention Program Budget and Expenditures Template 2**

### Other Notes / Comments

- The Performance Metrics Notes is a place for you to comment on any of the data or Benchmarks included in your Performance Metrics table.
- If you want to indicate whether you met / did not meet your 2016-17 Benchmarks, you could do so here or in the 2016-17 Program Summary section.

# Literacy Intervention Program Plan

## 2017-18 Literacy Intervention Plan Budget – Template 2

- You are not required to use this template; you may submit your budget in any format you choose.
- If you are not using the template, we strongly recommend you review it, so you can understand the level of detail we are seeking.
- Important Note: There are **3 tabs in the Budget Template** spreadsheet.

### Instructions

- Provides guidance on how to use the 2 active tabs (budget estimator and proposed budget template)
- If you plan to use the template, please read this section first and reference it as needed

### Total 2017-18 Budget Estimator

- Helps you get a rough estimate of the funds you will receive
- Important Note: Template updated; years of data should be 2014-15, 2015-16, and 2016-17

**LITERACY INTERVENTION PLAN - PROPOSED BUDGET  
2017-2018**

|   |               |
|---|---------------|
| <b>District Name and Number:</b>                        |               |
| <b>Estimated Total Literacy Funding for 2017-2018 :</b> | <b>\$0.00</b> |

| PERSONNEL COSTS   |  |            |                  |               | Proposed Budget            |                         |
|---|--|------------|------------------|---------------|----------------------------|-------------------------|
| Position / Item   | Details  | FTE        | Cost Per FTE     | Total Cost    | Amount from Literacy Funds | Amount from Other Funds |
| EXAMPLE: Literacy Paraprofessionals   | 4 Paraprofessionals, 15 hrs per week x \$12 per hour | 1.5        | 24,960.00        | 37,440.00     | 37,440.00                  | 0.00                    |
|   |  |            |                  | 0.00          |                            | 0.00                    |
|   |  |            |                  | 0.00          |                            | 0.00                    |
| Benefits  |  |            |                  | 0.00          |                            | 0.00                    |
| Personnel Subtotal  |  |            |                  | 0.00          | 0.00                       | 0.00                    |
| PROGRAMS / CURRICULA COSTS  |  |            |                  |               | Proposed Budget            |                         |
| Item  | Details  | # Items    | Cost Per Item    | Total Cost    | Amount from Literacy Funds | Amount from Other Funds |
| EXAMPLE: iStation Reading Curriculum  | Licenses for all students who need interventions     | 29         | 56.00            | 1,624.00      | 1,200.00                   | 424.00                  |
|   |  |            |                  | 0.00          |                            | 0.00                    |
|   |  |            |                  | 0.00          |                            | 0.00                    |
|   |  |            |                  | 0.00          |                            | 0.00                    |
| Programs / Curricula Subtotal   |  |            |                  | 0.00          | 0.00                       | 0.00                    |
| TRANSPORTATION COSTS (NOTE: Literacy Funds may not be used in excess of \$100 per stdt) |  |            |                  |               | Proposed Budget            |                         |
| Item  | Details  | # Students | Cost Per Student | Total Cost    | Amount from Literacy Funds | Amount from Other Funds |
| EXAMPLE: Bussing  | Roundtrip for eligible students for summer school    | 29         | 330.00           | 9,570.00      | 2,900.00                   | 6,670.00                |
|   |  |            |                  | 0.00          |                            | 0.00                    |
|   |  |            |                  | 0.00          |                            | 0.00                    |
| Transportation Subtotal   |  |            |                  | 0.00          | 0.00                       | 0.00                    |
| OTHER COSTS   |  |            |                  |               | Proposed Budget            |                         |
| Item  | Details  | # Items    | Cost Per Item    | Total Cost    | Amount from Literacy Funds | Amount from Other Funds |
| EXAMPLE: Tablet computers   | 1 per eligible student for using iStation            | 29         | 600.00           | 17,400.00     | 14,400.00                  | 3,000.00                |
|   |  |            |                  | 0.00          |                            | 0.00                    |
|   |  |            |                  | 0.00          |                            | 0.00                    |
| Other Costs Subtotal  |  |            |                  | 0.00          | 0.00                       | 0.00                    |
| <b>TOTAL COSTS &amp; BUDGET</b>   |  |            |                  | <b>\$0.00</b> | <b>\$0.00</b>              | <b>\$0.00</b>           |

- Start your entry UNDER the Example rows, as they are not included in the formulas.
- You can leave or delete the Example rows.
- Add rows as necessary for your data – if you do so above the final row before the subtotal, Excel should automatically add the new rows into the formulas.
- Double check all formulas, please.



# Contact Information

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To best manage my time and ability to support all districts, I ask that LEAs contact me via e-mail to request a phone meeting to address any substantial questions (anything needing more than 5 mins)