

# **Combined District Plan (CIP, Advising, and Literacy Plans)**

Guidance Webinar: June 21, 2018

# Combined District Plan

## The Basics

- Due: October 1, 2017
- Submit to: [plans@osbe.idaho.gov](mailto:plans@osbe.idaho.gov)
- Include a link to the location on the district's website where the plan is posted (required for the Continuous Improvement Plan, which is included in the Combined Plan)
- Templates and support for all plans are available on OSBE website at <https://boardofed.idaho.gov/k-12-education/school-district-charter-school-planning-training/>

## Annual Updates to Combined District Plans

- LEAs are required to review and update (as needed) annually
- In all templates, the Narrative is now separate from the Metrics. In future years, LEAs may choose whether to update your Narrative (only updating if changes have been made to programs). The Metrics and Literacy Budget will need to be revised and submitted annually.

# Combined District Plan

## Review Process

### Confirmation of Receipt

- LEA will be sent an e-mail to confirm that the plan was received

### First Full Review (by committee)

- 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 may revise plan based on OSBE feedback and re-submit
- Additional feedback provided to LEA, if applicable
- All communications will provide clear information about the status of the plan and the optional next steps for the LEA

# COMBINED DISTRICT PLAN (2018-2019)

Continuous Improvement Plan • College & Career Advising Plan • Literacy Intervention Plan

## NARRATIVE - TEMPLATE PART 1

|                 |         |       |        |
|-----------------|---------|-------|--------|
| School District | #       | Name: |        |
| Superintendent  | Name:   |       | Phone: |
|                 | E-mail: |       |        |
| Plan Contact    | Name:   |       | Phone: |
|                 | E-mail: |       |        |

**Instructions:** This section meets one of the Continuous Improvement Plan requirements. Please provide your school district / charter school mission statement and vision statement in this section. You may also provide additional information such as beliefs, philosophy, or overarching goals (all optional).

### Mission and Vision - REQUIRED

**Instructions:** This section meets one of the Continuous Improvement Plan requirements. Please provide demographics data using the table below. We encourage you to specify when the data is from and to use data from similar times of year so that it can be compared across years (most districts provide demographics data based on fall enrollment information, but this is not required). You are welcome to revise the table to provide demographics data for additional years if you would like. If there is additional contextual information about your demographics that you believe will help readers understand the students you serve (or that represent substantial changes in your demographics), we encourage you to provide that below the table (optional).

### Demographic Analysis - REQUIRED

|   | 2017-2018 | 2018-2019 |
|---|-----------|-----------|
| Male                                      |           |           |
| Female                                    |           |           |
| White                                     |           |           |
| Black/African American                    |           |           |
| Asian                                     |           |           |
| Native American                           |           |           |
| Hispanic/Latino                           |           |           |
| Free/Reduced Lunch Program                |           |           |
| Received Special Education (IEP Students) |           |           |

- Ideally, your mission and vision statements should be two distinct, easily identifiable statements (the use of sub-headers to identify them is very helpful). Other related statements can also be in this section.
- Once you fill out the Demographic Analysis table, it can be helpful to provide additional information above/below the table that clarifies the timing of the data or provides context.

# COMBINED DISTRICT PLAN (2018-2019)

Continuous Improvement Plan • College & Career Advising Plan • Literacy Intervention Plan

## NARRATIVE - TEMPLATE PART 1

**Instructions:** This section addresses requirements of the Continuous Improvement Plan, College and Career Advising and Mentoring Plan, and the Literacy Intervention Plan. In this section, please provide an explanation of:

- 1) How the school district / charter school involved parents and community (or considered their input) in developing this Combined Plan (or the Continuous Improvement Plan, College and Career Advising Plan, and the Literacy Intervention Plan;
- 2) How parents are notified of the college and career advising and mentoring services and resources available to their children; and
- 3) How parents are informed that their child has qualified for literacy intervention and are given the opportunity to be involved in the development of their child's individual reading plan.

**Community Involvement - REQUIRED**

- This section addresses requirements related to the CIP, Advising, and Literacy Plans, so please make sure you address all 3 items.
- For #2, identify how parents receive this info (some examples: newsletters, website, parent night, etc.)
- For #3, please note that you must offer the parents the opportunity to help develop the plan (notifying parents of programs and services does not fully meet the requirement).



# COMBINED DISTRICT PLAN (2018-2019)

Continuous Improvement Plan • College & Career Advising Plan • Literacy Intervention Plan

## NARRATIVE - TEMPLATE PART 1

Instructions: The Literacy Intervention Program Summary section is required. Please provide information regarding your planned 2018-2019 Literacy Intervention Program, with a particular focus on how your program is meeting the requirements of Idaho law in providing literacy interventions to students in grades K-3. If you need additional guidance regarding information you should provide in this section, please see the recommendations and questions on pages ii-iii of the guidance section of this template.

**LITERACY INTERVENTION PROGRAM**  
**Literacy Program Summary - REQUIRED**

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 suggestions provided in the guidance pages of this template.

**Comprehensive Literacy Plan Alignment - REQUIRED**

- If there were no concerns about your Program Summary last year AND you have not changed things, copy and paste.
- Ideally, your Program Summary will include the info required by law using enough detail for a parent / community member to understand your program. Requirements are clarified in the Literacy Plan template guidance and/or the Review Checklist.
- In the Comprehensive Literacy Plan Alignment section, show how your district plan / practices are aligned to that plan (not other aspects of state law).

## COMBINED DISTRICT PLAN (2018-2019)

Continuous Improvement Plan • College & Career Advising Plan • Literacy Intervention Plan

### NARRATIVE - TEMPLATE PART 1

Instructions: Provide information about the college and career advising model used by the LEA. Please put an "X" in the table indicating the model you use. If you are using a combination of models, please choose "Hybrid" and list the models included in your program. Use the space below the table to provide additional information about how the models are combined into a hybrid program. If you are using a research-based model that is not in the list, please describe the model and provide detailed information about how it was determined to be an appropriate research-based, effective model and include links to research as available.

#### COLLEGE AND CAREER ADVISING AND MENTORING PROGRAM

College and Career Advising Model - REQUIRED

| Model Name                                      | Additional Details |
|---|--------------------|
| School Counselor                                |                    |
| Teacher or paraprofessional as advisor          |                    |
| Near Peer Mentoring / Mentoring                 |                    |
| Virtual or Remote Coaching                      |                    |
| GEAR UP   |                    |
| Transition Coordinator                          |                    |
| Student Ambassadors                             |                    |
| HYBRID (please list all models used in Details) |                    |

- Please put a X to the left of the name of the model you are using.
- If multiple models are being used, select "Hybrid" and provide a brief description.
- Description of models can be found on the Next Steps website at <https://nextsteps.idaho.gov/resources/college-career-advising-program/>

# COMBINED DISTRICT PLAN (2018-2019)

Continuous Improvement Plan • College & Career Advising Plan • Literacy Intervention Plan

## NARRATIVE - TEMPLATE PART 1

Instructions: The 2018-2019 Advising Program Summary section is required. Please provide information regarding your planned 2018-2019 College and Career Advising and Mentoring Program, with a particular focus on how you will meet the requirements of Idaho law. In your Program Summary, include a details about advising services provided to all students (grades 8-12) or by grade level, if variable by grade.

**Advising Program Summary - REQUIRED**

- If this summary exists on your school district or charter school website, please provide a link.
- If you have made no changes to your program / services since last year, please feel welcome to copy and paste from your previous plan.



# Combined District Plan

## 2018-19 Combined District Plan- Literacy Budget

- You are not required to use this template; you may submit your Proposed 2018-19 Literacy 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 and can be prepared for the info you will need to provide to the SDE at the end of the year (the spreadsheets are very similar)
- 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; estimated funding per student should be \$350.

# COMBINED DISTRICT PLAN (2018-2019)

## PROPOSED LITERACY BUDGET - TEMPLATE PART 3

|  |  |  |  |  |        |  |
|--|--|--|--|--|--------|--|
| District Name and Number:                        |  |  |  |  |        |  |
| Estimated Total Literacy Funding for 2018-2019 : |  |  |  |  | \$0.00 |  |

  

| 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: Online 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 student for transportation) |   |            |                  |            | 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, insert with at least one row still above the subtotal, Excel should automatically add the new rows into the formulas.
- Double check all formulas, please.

# Contact Information

## CIPs, Literacy Plans, and Combined Plans

(CIP and Literacy sections)

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Program Manager

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## Advising Plans, and Combined Plans

(Advising sections)

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