

District Plans

(Combined, CIP, Advising, and Literacy Plans)

Guidance Webinar: July 14, 2020

District Plans Overview

The Basics

- All Plans Due: October 1, 2020
- Submit to: plans@osbe.idaho.gov
- Include a link to the location on the district's website where the Combined Plan or CIP is posted
- 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

- LEAs are required to review and update (as needed) annually
- In all templates, the Narrative is separate from the Metrics. If your Narrative was fully compliant last year and was separate from your Metrics, you have the option to notify us that you have no changes and are not submitting a new Narrative.
- The Metrics and Literacy Budget will need to be revised and submitted annually.

District Plans Overview

Review Process

Confirmation of Receipt

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

First Full Review

- First full read-through to check that the plan is in alignment with law
- Detailed feedback provided to LEA using the appropriate Review Checklist(s), 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 (2020-2021)

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

NARRATIVE - TEMPLATE PART 1

LEA	#	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.

Mission and Vision - REQUIRED

- The Narrative templates for all plans (Combined, CIP, Advising & Literacy) are unchanged from 2019-20.
- This section is identical for the Combined District Plan and CIP.
- Ideally, the mission and vision are two distinct, easily identifiable statements (the use of sub-headers to identify is very helpful). Other info can be included.

COMBINED DISTRICT PLAN (2020-2021)

Continuous Improvement Plan • College and 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 separate descriptions for the Continuous Improvement 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

Community Involvement in the development of the Combined District Plan (or CIP and Literacy Plan)

Parent Notification of College and Career Advising and Mentoring Services

Parental Involvement in Students' Individual Reading Plans

- Combined Plan - this section includes CIP, Advising and Literacy requirements, so be sure to address all 3.
- Stand alone templates - this section includes only the requirements applicable to that plan.
- For #2, identify how parents receive this info (some examples: newsletters, website, parent night, etc.)
- For #3, you must offer parents the opportunity to help develop their child's plan (notifying them of programs or services does not meet the requirement).

COMBINED DISTRICT PLAN (2020-2021)

Continuous Improvement Plan • College and 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 2020-2021 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 in the guidance section of the Literacy Intervention Plan Narrative template or view the Combined District Plan Review Checklist on our [website](#).

LITERACY INTERVENTION PROGRAM

Literacy Program Summary - REQUIRED

- This section is identical for the Combined Plan and Literacy Plan.
- 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 the Review Checklist.

COMBINED DISTRICT PLAN (2020-2021)

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

NARRATIVE - TEMPLATE PART 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. If you need additional recommendations regarding ways to complete this section, please see the suggestions provided in the guidance pages of the Literacy Intervention Plan Narrative template.

Comprehensive Literacy Plan Alignment - REQUIRED

- This section is identical for the Combined Plan and Literacy Plan.
- In the Comprehensive Literacy Plan Alignment section, show how your district plan / practices are aligned to that plan (not other aspects of state law).
- The Idaho Comprehensive Literacy Plan is available on our website.

COMBINED DISTRICT PLAN (2020-2021)

Continuous Improvement Plan • College and 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)	

- This section is identical for the Combined Plan and Advising Plan.
- 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 (2020-2021)

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

NARRATIVE - TEMPLATE PART 1

Instructions: The 2020-2021 Advising Program Summary section is required. Please provide information regarding your planned 2020-2021 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 details about advising services provided to all students (grades 8-12) or by grade level, if variable by grade.

Advising Program Summary - REQUIRED

- This section is identical for the Combined Plan and Advising Plan.
- If this summary exists on your school district or charter school website, please provide a link.

Updates to Metrics Templates

2020-21 Metrics Templates

- All Metrics templates (Combined, CIP, Advising, and Literacy) have been revised to accommodate the lack of Spring 2020 data due to school closures. Due to this, we strongly recommend you use the new templates (rather than updating your previous plan in the old format).
- Rule changes and other legislative guidance resulted in changes to the Metrics templates for the Combined Plan, CIP, and Literacy Plan to clearly designate a Progress Report that reflects on your previous data.
- If you want to use a district-created format, we strongly encourage you to review our metrics template(s) and Review Checklist(s) to make sure you include all requirements in your plan.
- We have further reduced data entry by eliminating the section of the Combined and CIP spreadsheet where you provided demographics data (since this data is on idahoschools.org). To ensure readers see both your demographics and achievement data, when you provide the required report card link, please use the one to your main LEA page (Example: idahoschools.org/districts/431).

Combined Metrics Template

- This is the beginning of the Combined Metrics template. Note: this is the “Metrics” tab where you should enter data (do not enter data in the “Instructions” tab.)
- This section is nearly identical for the Combined Plan, CIP, and Literacy Plan.

COMBINED DISTRICT PLAN (2020-2021)

METRICS AND DEMOGRAPHICS - TEMPLATE PART 2

LEA #	LEA Name:
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METRICS

LINK to LEA / District Report Card with Demographics and Previous Data (required):	
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Please Note: Due to school closures in Spring 2020, data on the report card will be incomplete for the 2019-2020 school year.

- Please make sure to fill in the LEA (district) number and name.
- The link to the LEA / district report card is required.

Section I: Continuous Improvement Measures - Current & Previous Year Benchmarks (All Section I data is required)

Goal	Performance Metric	2019-20 Benchmarks (LEA Chosen 2019-2020 Performance Targets)	2020-21 Benchmarks (LEA Chosen 2020-2021 Performance Targets)
All students will be college and career ready	4-year cohort graduation rate	2019 cohort	2020 cohort
	% students who meet the college ready benchmark on the college entrance exam (SAT/ACT)		
All students will be prepared to transition from middle school / junior high to high school	% students who score proficient on the 8th grade math ISAT		
	% students who score proficient on the 8th grade ELA ISAT		
All students will be prepared to transition from grade 6 to grade 7	% students who score proficient on the 6th grade math ISAT		
	% students who score proficient on the 6th grade ELA ISAT		
All students will demonstrate the reading readiness needed to transition to the next grade	% students who score proficient on the Kindergarten Spring IRI		
	% students who score proficient on the Grade 1 Spring IRI		
	% students who score proficient on the Grade 2 Spring IRI		
	% students who score proficient on the Grade 3 Spring IRI		

- The Combined Plan Metrics has the metrics required for all plans. The CIP Metrics includes blue and yellow metrics. Literacy has yellow only. Advising has orange only.
- All Section I cells should be filled for metrics associated with the grades your LEA serves.
- The 2019-20 Benchmarks should be the goals you set in last year's plan(s).
- The 2020-21 Benchmarks are your goals for the upcoming (2020-21) school year.

COMBINED DISTRICT PLAN (2020-2021)

METRICS AND DEMOGRAPHICS - TEMPLATE PART 2

Section II: Report of Progress Narrative (required)

Instructions: In the provided box, please address the following: 1) the progress your LEA made towards your established 2019-20 Benchmark goals associated with the Continuous Improvement Measures (as shown in Section I); and 2) how your results reflect the effectiveness of your LEA's Literacy Intervention Plan. You may expand the size of the box, if needed. Note - you are not expected to provide data unavailable due to 2019-20 school closures. Please do your best to reflect on any pre-closure information you have available.

- This section is new, due to rule changes and legislative guidance. The CIP Metrics and Literacy Plan Metrics have very similar sections.
- Please use this section reflect on the progress you have made towards the 2019-20 Benchmarks (as outlined in Section I), and on the effectiveness of your Literacy Program.
- Since you will have limited 2019-20 data available due to closures, please do your best to describe any data or info you have that reflects progress. Your narrative here does not need to be long.

Section III: Additional Continuous Improvement Measures (All Section III Metrics are optional)

Goal	Performance Metric	SY 2018-19 (Yr 1)	SY 2019-20 (Yr 2) if available	2020-21 Benchmarks (LEA Chosen 2020-2021 Performance Targets)
All students will be college and career ready	% students who participate in one or more advanced opportunities			
	% CTE track HS students who graduate with an industry- recognized certification			
	% CTE track HS students who pass the CTE-recognized workplace readiness exam			

- Section III is optional.
- If you have chosen to track this data in the past, please feel welcome to continue to do so. If not, feel free to delete it or leave it blank.

Section IV: Required College and Career Advising Performance Metrics (All Section IV data is required)

Goal	Performance Metric	SY 2018-19 (Yr 1)		SY 2019-20 (Yr 2) if available		2020-21 Benchmarks (LEA Chosen 2020-2021 Performance Targets)
All students will be college and career ready	# of HS students who graduate with an associate's degree or a CTE certificate					
	% of students with learning plans created and reviewed in 8th grade	8th grade		8th grade		
	% of students whose learning plans are reviewed annually by grade level	9th grade		9th grade		
		10th grade		10th grade		
		11th grade		11th grade		
		12th grade		12th grade		
	# students who Go On to some form of postsecondary education within 1 year of HS graduation	# Enrolled	# 2018 cohort	# Enrolled	# 2019 cohort	Not Required
	% students who Go On to some form of postsecondary education within 1 year of HS graduation	#DIV/0!		#DIV/0!		
	# students who Go On to some form of postsecondary education within 2 years of HS graduation	# Enrolled	# 2017 cohort	# Enrolled	# 2018 cohort	Not Required
	% students who Go On to some form of postsecondary education within 2 years of HS graduation	#DIV/0!		#DIV/0!		

- The Advising Metrics require at least 1 previous year of data. For this year, we have maintained the 2018-19 column. For any metrics where you do not have 2019-20 data or it is incomplete, please provide 2018-19 data.
- Create Benchmarks (performance targets) for all Advising metrics.

Section V: College and Career Advising - LEA Chosen Performance Metrics (at least 1 required)

Performance Metric	SY 2018-19 Results	SY 2019-20 Results if available	2020-21 Benchmarks (LEA Chosen 2020-2021 Performance Targets)

Section VI: Literacy Intervention - LEA Chosen Performance Metrics (at least 1 required)

Performance Metric	SY 2018-19 Results	2019-20 Benchmarks (LEA Chosen 2019-20 Performance Targets)	SY 2019-20 Results if available	2020-21 Benchmarks (LEA Chosen 2020-2021 Performance Targets)

Section VII: Notes (Optional space for contextual information about data and/or Benchmark-setting process for Sections I - VI)

- Create at least 1 LEA Chosen Metric for Advising and Literacy.
- The LEA Chosen metrics require at least 1 previous year of data. Either 2018-19 or 2019-20 data is acceptable. You also need to create Benchmarks for each metric.
- Section VII Notes is an optional space to provide contextual information about your data.

District Plans - Budgets

Literacy Budget

- 2020-21 Proposed Literacy Budget must be provided with the Combined District Plan or the stand alone Literacy Plan.
- You are not required to use the OSBE template; you may submit your budget in any format you choose.
- If you do not use the template, we strongly recommend you review it, so you can understand the level of detail we are seeking and be prepared for expenditure reporting to the SDE at the end of the year (the spreadsheets are very similar).
- There are **3 tabs in the Budget Template** spreadsheet. Please review the Instructions before completing your budget.
- At this point, we anticipate Literacy Funding being very similar for 2020-21 as it was for 2019-20. The Budget Estimator can help you estimate your funding.

Advising Budget

- Budgets are optional for the College and Career Advising Plan. A template has been provided for your use.

LITERACY INTERVENTION PROGRAM PLAN (2020-2021)

PROPOSED LITERACY BUDGET - TEMPLATE PART 3

LEA Number and Name:						
Estimated Total Literacy Funding for 2020-2021 :					\$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
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 online early literacy program	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
TOTAL COSTS & BUDGET				\$0.00	\$0.00	\$0.00

- Start your entry UNDER the Example rows, as they are not included in the formulas. (Leave or delete 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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Advising Plans, and Combined Plans

(Advising sections)

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