

SPDG - District Guidance Document

Grant Purpose

As outlined in each district's grant sub-recipient agreement, the purpose of the SPDG (State Personnel Development Grant) is to develop a systematic, cohesive, collaborative, and sustainable evidence-based literacy model that uses data and engages families to support struggling readers, especially students with a specific learning disability (SLD).

Each district received a sub-recipient agreement which outlines the requirements for district participation in the SPDG. This document was developed to clarify the requirements and budget information for participating districts.

SPDG Co-Directors

The SPDG is a joint effort between the Division of Learning and Instruction (DLI) and the Division of Educational Services and Support (DESS). Brandi Gerry (DESS) and Teresa Berndt (DLI) are the state Co-directors of the grant. Refer to the chart below for guidance on who to contact with SPDG-related questions or concerns.

Brandi Gerry brandi.gerry@state.sd.us 605.295.3536	Teresa Berndt teresa.berndt@state.sd.us 605.295.0335
<ul style="list-style-type: none">• Contracts, Budgets, and Invoices• Evaluation Plan• State Leadership Team• State Advisory Committee• Family Engagement• MTSS Support	<ul style="list-style-type: none">• Coaching and Literacy Supports• Oversees Coaching Coordinator• Professional Development Coordination• District Leadership Team• District Administrator support• IHE Literacy Partnership• Graduate Credit• State Literacy Program Alignment• DOE SPDG Web page

Budget

Each district grant is dispersed in two allotments:

Allotment 1: the first three years (03/01/2018 – 06/30/2020). Funds for the current grant allotment can be used through June 30, 2020.

Allotment 2: the final two years (07/01/2020 – 06/30/2022)

Each line item of the budget has a specific, pre-identified use. See the chart below for clarification of each section of the budget. For amounts provided to your district, see your district's subrecipient agreement.

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Budget Guidance (Years 1-3)						
<table><tr><td>SALARY & BENEFITS (100 & 200 CODES)</td></tr><tr><td>Salary</td></tr><tr><td>Benefits</td></tr><tr><td>Substitute allocation</td></tr><tr><td>SUB-TOTAL</td></tr></table>	SALARY & BENEFITS (100 & 200 CODES)	Salary	Benefits	Substitute allocation	SUB-TOTAL	<p>Salary & Benefits – This section is to pay the salary and benefits of your district SPDG coach(es), including summer training and responsibilities outlined through the grant.</p> <p>Each district determines how to write the contract with their respective coach(es).</p> <p>The substitute allocation is for substitute reimbursement if a teacher may need to attend a leadership meeting or advisory committee meeting during the school day.</p>
SALARY & BENEFITS (100 & 200 CODES)						
Salary						
Benefits						
Substitute allocation						
SUB-TOTAL						
<table><tr><td>PURCHASED SERVICES (319 CODES)</td></tr><tr><td>SUB-TOTAL</td></tr></table>	PURCHASED SERVICES (319 CODES)	SUB-TOTAL	<p>Purchased Services – This section is only applicable for districts who are currently contracting for outside coaching services due to small district size.</p>			
PURCHASED SERVICES (319 CODES)						
SUB-TOTAL						
<table><tr><td>TRAVEL (334 CODES)</td></tr><tr><td>Coaches travel</td></tr><tr><td>MTSS National Conference</td></tr><tr><td>Leadership Mtgs & Other Travel</td></tr><tr><td>SUB-TOTAL</td></tr></table>	TRAVEL (334 CODES)	Coaches travel	MTSS National Conference	Leadership Mtgs & Other Travel	SUB-TOTAL	<p>Travel – This section is allocated for all travel costs related to state-approved SPDG trainings and meetings.</p> <p>* <u>Coaches travel</u> – SPDG coach trainings (approx. 3-5 days per year) and meetings (approx. 3 days per year).</p> <p>* <u>MTSS National Conference</u> – district-identified staff attendance at one MTSS national conference (unless you have additional funding in your budget for a second conference. Contact Co-director for approval).</p> <p>* <u>Leadership Meetings & Other Travel</u> – building and district leadership teams attendance at the annual leadership team meeting (approx. 1 day per year).</p> <p>Travel for SPDG Advisory Group members is not included in district budgets. Those attending advisory group meetings (approx. 2 days per year) will be paid separately as non-employee reimbursement.</p>
TRAVEL (334 CODES)						
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<table><tr><td>Supplies & Materials (411 codes)</td></tr><tr><td>Training Materials</td></tr><tr><td>SUB-TOTAL</td></tr></table>	Supplies & Materials (411 codes)	Training Materials	SUB-TOTAL	<p>Supplies & Materials – This section is for districts to purchase training materials for teachers and administrators (e.g. Teaching Reading Sourcebook). Training materials will include those identified by the leadership team that SPDG coaches will use for training in their respective districts.</p> <p>Training materials will be identified annually by the SPDG Co-directors and shared with the SPDG coaches during summer trainings. <u>All supplies and materials purchased should be pre-approved by the SPDG leadership team.</u></p>		
Supplies & Materials (411 codes)						
Training Materials						
SUB-TOTAL						

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Non-Capitalized Equipment (471 codes)	Non-Capitalized Equipment – This section is for purchase of a laptop or related technology for each SPDG coach.
Computer	
SUB-TOTAL	

Invoices

Invoices should be submitted using the **SPDG Claim Form provided (*attachment A*)** quarterly to Brandi Gerry. Invoices and all necessary attachments can be submitted via email to brandi.gerry@state.sd.us.

Invoices will be reviewed and processed on the 10th day of each month. If an invoice is received after the 10th day of the month, it will be processed on the 10th day of the following month. If the 10th falls on a weekend or holiday, invoices will be processed on the next business day.

As a reminder, the funds from this first allotment should carry the district through June 30, 2020. If in doubt about a purchase or budget item, please seek guidance from the SPDG Co-directors by contacting Brandi Gerry – brandi.gerry@state.sd.us.

SPDG Non-Negotiables

This is an expanded explanation of the scope of work that is included in each district's subrecipient agreement. For further information or clarification, please contact the SPDG Co-directors.

Leadership Teams

- All SPDG Schools will have a building leadership team comprised of (at minimum): **SPDG coach, building principal, general education teacher, and special education teacher.**
- Building leadership teams will **meet monthly** (this can be a stand-alone meeting or a component of a pre-existing monthly meeting).
- Teams will **monitor implementation and analyze data** (including benchmark data 3 times per year). Team fidelity will be evaluated by the SPDG coach or MTSS support person at least one time per year using the **Leadership Team Implementation Rubric (*attachment B*)**.

Action Planning

- Building leadership teams will **maintain an action plan document.**
- Teams will **review and update their action plans monthly** during building leadership team meetings.
- Teams will **submit action plans for review** to SPDG Leadership team upon request at least once per year.

Annual Leadership Team Meetings

- **All building leadership teams** will participate in each Annual SPDG Leadership Team Meeting. Meetings are traditionally held near the end of the school year. These meetings provide time for networking, reflection on the previous year's growth and challenges, opportunities for discussion and input to the

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state SPDG Leadership team, and guidance on training, evaluation components, and important calendar dates for the upcoming year.

Data Analysis

- SPDG coaches will facilitate data analysis **three times per year** (Fall, Winter, Spring) after each benchmark period.
- Data Analysis will follow the **process outlined in the SPDG Data Workbook**. All coaches will receive continuous training on facilitating this process.
- Data analysis digs can be held **schoolwide, in grade-level teams, and/or in other groupings** identified by the building leadership team.

Evaluation Plan

- **All SPDG schools will complete the required components of the SPDG evaluation plan.** This includes, but is not limited to:
 - ✓ annual family engagement surveys
 - ✓ fall, winter, and spring benchmark data
 - ✓ evaluations of professional development and coaching effectiveness
 - ✓ completion of the Reading Tiered Fidelity Inventory (R-TFI)
- See the SPDG evaluation manual for more detailed information. State SPDG Co-directors will provide monthly reminders for upcoming due dates on data submissions. **The evaluation plan will be reviewed annually, and evaluation results and plan updates will be shared during the annual building leadership team meeting.**
- The building leadership teams will identify the person(s) responsible for collecting and submitting evaluation data.

Coach Training and Meetings

- All SPDG coaches will **attend annual summer training (approx. 5 days per summer** – number of days may vary by year). This training provides a solid foundation for duties SPDG coaches will carry out with their buildings, and opportunities to build capacity in required knowledge areas.
- All SPDG coaches will **attend face to face SPDG coach meetings** in Pierre (approx. 3 per year) and **participate in scheduled online training and webinars**. If a SPDG coach is unable to attend, he/she **must receive prior consent to be absent** and must complete make-up work within two weeks of the missed date(s).

Coaching Cycles

- **K-5 teachers (general education and special education)** will participate in regular coaching cycles with their SPDG coach (average 2 per month). The **number of coaching cycles** will be **determined through data** collected by the SPDG coach and will be **differentiated by teacher need** (as identified in SPDG coach training). **See the chart below for general guidelines.**

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Level of Teacher Need	Coaching Cycles
Intensive	Every 1 to 1.5 weeks
Strategic	Every 2 to 2.5 weeks
Benchmark	Every 3 to 4 weeks
Advanced	Every 5 to 6 weeks

Coaching Cycles (continued)

- Other teachers may also receive coaching as well if time and schedules allow.
- The coaching cycle will follow the **pre-conference, observation/model, and debrief format as outlined in the SPDG coach training**. Coaching cycles will focus on supporting teachers in implementing evidence-based strategies outlined in professional development.
- See SPDG Instructional Literacy Coach Responsibilities document for more information (**attachment C**).

Professional Development (PD)

- The **state SPDG Leadership team will select evidence-based PD** that aligns with the goals of the grant (e.g. foundational literacy, evidence-based reading instruction, data driven instruction and intervention). SPDG coaches will attend initial PD and will then train staff at their respective sites.
- **All K-5 teachers** (general education, special education – and if applicable – Title teachers, interventionists, paraprofessionals, or other staff that provide reading instruction/intervention in the school) will **participate in 18 hours per school year of SPDG Coach-led professional development**. (These hours do not include coaching cycles or grade-level team meetings.) **Each district will determine how to schedule the hours across the school year**.
- Building **principals are encouraged to attend** the professional development with the 18 hours alongside K-5 teachers to gain a collective understanding of instructional practices.
- **Professional Development will be available for administrators** through summer trainings and webinars throughout the school year **starting in the summer of 2019**.

Family Engagement

- Districts will receive **training and support** from the state SPDG Family Engagement team through Parent Connection (Carla Miller – cmiller@sdparent.org). This support includes:
 - ✓ Completion of the **Family Friendly Walkthrough** at the **beginning and end of the full grant cycle**
 - ✓ Training on how to provide parent-friendly information on reading and assessments
 - ✓ Access to an online family literacy toolkit
- The building leadership team will **include family engagement in the action plan**.

MTSS Support

- Each district is assigned an MTSS support for the 2018-2019 school year. The SPDG Leadership team will determine if that support is needed in subsequent years.
 - ✓ Barb Rowenhorst (browenhorst@tie.net – Rapid City, Hot Springs)
 - ✓ Pat Bruinsma (Pat.Bruinsma@k12.sd.us – Watertown, Milbank, Sisseton)
 - ✓ Lori Stoltenburg – (Istoltenburg@tie.net Iroquois)
- The MTSS support person will **provide guidance to the building leadership team and the SPDG coach** on the effective use of the MTSS framework and leadership team facilitation.