

**FY09 SEL Standards Implementation Continuation Application**  
**Phone Conference**  
**February 26, 2009**  
**10:00 a.m.**

Kelly Rauscher will be the grant administrator for these continuation awards at the IL State Board of Education.

Completed grant applications must be received at ISBE no later than 4:00 p.m. on March 20, 2009.

Illinois State Board of Education  
Special Education and Support Services  
100 North First Street  
Springfield, Illinois 62777-0001

All applications must include a three-year plan from each participating school.

Funding for FY09 is at the same level as FY07. In other words, the amount you were allocated in FY07 is the amount you are eligible for in FY09. The grant period is May 1, 2009 – June 30, 2010. There will be some overlap between year 2 grant period and the upcoming year three grant period so plan accordingly. In other words, accounts and books should be kept separately for each fiscal year.

Continued funding will be based on the following:

Project has been implemented in accordance with the approved grant agreement from year two and the three-year plan(s) are aligned with the expectations of this grant and Part 555 Rules (the link can be found on page 2 of the Background Information).

The Expected Deliverables for FY09, Year Three

Each school district will complete the following activities:

- Each participating school will have an SEL Implementation Team consisting of (at minimum) a principal, teacher, and parent.
- SEL Implementation Teams will be expected to continue to participate in technical assistance activities (approximately 3 hours per month).
- Send three to four SEL team members from each school to participate in a one-day training/networking session in their Region. Participants must include at least an administrator, teacher, and family representative from each participating school.
- Principals from each participating school will also be required to participate in quarterly conference calls (dates and times are still to be determined). This will take the place of last year's principal workshop.
- A parent/caregiver from each SEL team will be required to attend a full day meeting in their Region.

- SEL Implementation Teams from each school will implement activities outlined in year two of their three-year plan. These plans need to be based on the training and technical assistance received in the first two years of the grant and address the needs of all students (not just those at-risk or those acting out). The plans need to address all 10 steps outlined in CASEL's rubric as well as the 6 sustainability factors. Please refer to CASEL's Implementation Toolkit and utilize the technical assistance your coaches are providing you with to guide you in this process.
- Each participating school will continue to actively include parents in the process of integrating the SEL Standards into the school's curricula, programs, and climate
- Grant recipients will be required to submit quarterly data protocol tools and two CASEL Rubric Ratings to ISBE. Dates are outlined on Attachment 7 of the form. It is our intention to share these tools in advance and provide some technical assistance to assist districts and schools with these data collection activities.

### Fiscal Information

Allowable expenditures may include:

- Travel to training sessions;
- Purchase of curricula and programs (it is expected that any curriculum selection will be based on knowledge acquired through the training and t.a. offered through this project);
- Meeting costs;
- Costs of substitute teachers;
- Stipends for project management, or for those attending trainings or meetings;

Most districts applying for continued funds will not find themselves in this category, but if your district has at least six participating schools, funds may be used to partially pay the salary of a coordinator. The formula is located in the Background Information document on page 4. Supplanting is not allowed. Please refer to Appendix A for more clarification.

### Completing the Continuation Application

All applicants will be required to complete the Continuation Application Form Attachment 1. If you submitted a joint application in the first two years, you must also complete Attachment 1A for continued funds.

All questions regarding FY08 (year two) expected deliverables must be addressed on Attachment 2. If for some reason you require additional space, please include a separate sheet that clearly labels which questions you are addressing and place it after the page it corresponds to.

All questions regarding activities in year 3 (FY09) must be addressed on Attachment 3. Again, if more space is required, please include a separate sheet that clearly labels which

questions you are addressing and place it after the page it corresponds to. Attach a three-year plan from each school. Previously submitted three-year plans must be reviewed and modified as needed. Year two of the plan(s) should reflect implementation activities for year three of this grant. Applicants are encouraged to complete their plan(s) using the instructions and template provided in Appendix B and C. As a preliminary part of our review process, your coach must sign the plan(s) prior to the submission of your application.

Please refer to Appendix A when completing Attachment 4 (the Budget Summary and Payment Schedule) and Attachment 5 (the Budget Summary Breakdown). The Budget Summary Breakdown requires an explanation of each expenditure amount. Use formulas in your explanation (e.g., 2 Safe and Sound Guides @ \$7 each = \$14) and double check your math. Make sure program and budget content matches. For additional information, we will post a link to ISBE's Fiscal Requirements and Procedures on our website where the application is posted. Samples of the budget form will be emailed to each grantee to use as an example.

Complete Attachment 6 (Certifications and Assurances, and Standard Terms of the Grant) and Attachment 7, (Program-Specific Terms).

#### Amendments

Amendments may be submitted for approval at any time but no later than 30 days prior to the ending of the grant period. Amendments need to be submitted when the scope of the program is expected to change, (e.g., adding a new component) or when the expected expenditures exceed the allowed variance (typically 20% or over \$1,000 per cell, whichever is greater).

#### Review Process

Once the completed applications have been received we will send out a notice of receipt around March 25<sup>th</sup> via the email addresses listed on the application (Attachment 1). We will begin contacting districts around April 11<sup>th</sup>.

#### Technical Assistance

As you complete this application, please take advantage of the technical assistance provided by your respective coaches. For any additional technical assistance, please contact Kelly Rauscher at 217-782-5589. You may also email me at: [krausche@isbe.net](mailto:krausche@isbe.net).

#### Conference call summary with Question & Answer

**Where can the data protocol tool be located?** The data protocol tool is not currently posted. It is going through a final revision process following feedback from the coaches and a few of the participating schools and districts. We will send an email notifying everyone when it is ready. Coaches will be trained to provide schools and districts technical assistance on the tool and data collection system.

