

Coordination of Services Guidance

Continuous Support and Improvement (CSI) Schools

“Academic achievement and high graduation rates are two of the cornerstones of the Federal Every Student Succeeds Act (ESSA). The Michigan Department of Education (MDE) has identified Comprehensive Support and Improvement (CSI) Schools, those schools in the bottom 5% of all schools in the State and/or those that fail to achieve a graduation rate of 67% or higher. The districts with CSI Schools receive support services from the MDE through its partner Intermediate School Districts/Education Service Agencies to build capacity in order to increase student achievement and/or graduation rates,” as described on the Michigan Department of Education website:

https://www.michigan.gov/mde/0,4615,7-140-81376_63605---,00.html

Many districts, including charter schools (designated as single-building districts) with CSI schools, have Partnership Agreements so it is important that the Partnership Agreement Liaison (PAL) work collaboratively with the Intermediate School District (ISD)/Educational Service Agency (ESA) and the *Blueprint* Statewide Field Team (SWFT) members to create sustainable systems for improvement. The PAL and *Blueprint* support should be coordinated, systemic and strategic, in alignment with partnership agreements and service plans.

MDE Partnership Agreement Liaisons (PALs), ISD/ESA RAG Lead, *Blueprint* Statewide Field Team

The expectation for MDE Liaisons, ISD/ESA RAG Lead and the *Blueprint* Statewide Field Team members providing support to and services for Partnership Districts and their schools is that all parties coordinate all efforts to help the district and schools manage continuous improvement efforts. As service providers, none of these parties will put up barriers to improvement nor complicate supports. Regular, clear, and detailed communication is expected from all service providers. It is critical that all entities providing services understand why, what, and how supports are being delivered to Partnership Districts and non-Partnership Districts with CSI schools. All district and school personnel should view technical assistance and support as seamless, coordinated, and for the good of all students.

The non-negotiables for all parties supporting **Partnership Districts** are the following:

- The Partnership Agreement is the primary driver of improvement efforts. All parties will obtain a copy of the Partnership Agreement from the districts they support to ensure that all services align with it.
- The Partnership District superintendent is the decision maker regarding all supports. If the superintendent is not in agreement with ISD/ESA or *Blueprint* Statewide Field Team staff or recommended services, the staff and services will be adjusted to meet the superintendent’s expectations.
- If a Partnership District superintendent requests additional support from the *Blueprint* Statewide Field Team (SWFT), the SWFT will honor that request

after contacting the ISD/ESA to inform them of the request and ensure that the support is coordinated and aligns with the ongoing work.

- MDE expects that each of the parties providing support and services informs the others involved in assisting the district/school to implement their Partnership Agreement and sets up a communication plan to keep abreast of current initiatives. The PAL will ensure that this communication plan includes email and face-to-face interactions that best meet the needs of the parties doing the work. The common outcome of all services and supports is to increase the systemic capacity of the adults in the organization to improve the cognitive, physical, behavioral, social and emotional well-being of every child.

MDE Partnership Agreement Liaisons (PALs)

- Along with the ISD/ESA, work with district and school teams to determine challenges to systems implementation and student achievement gains.
- In coordination with the superintendent and ISD/ESA, determine what resources are available to support the Partnership Agreement.
- Sign RAG service plans for assigned Partnership Districts.
- Include ISD/ESA and *Blueprint* SWFT members in relevant correspondence regarding the Partnership Agreement and services provided.
- Encourage the superintendent to consider how the ISD/ESA and *Blueprint* SWFT members can support the Partnership Agreement.
- Provide support, when needed, in building working relationships with ISD/ESA and *Blueprint* SWFT members.
- Communicate regularly with ISD/ESA and *Blueprint* SWFT members about progress on Partnership Agreement goals.

ISD/ESA Regional Assistance Grant Lead (CSI Schools)

- Along with the MDE PAL (Partnership Districts only), work with district and school teams to determine challenges to systems implementation and student achievement gains.
- In coordination with the superintendent, determine what Regional Assistance Grant services could be implemented to meet those needs and align with the Partnership Agreement.
- In coordination with the superintendent, request *Blueprint* Statewide Field Team services for technical assistance, coaching and on-site support.
- If installation of *Blueprint* has been selected, assess the capacity of the ISD/ESA to attend trainings and do the work with the district/school. Contact the *Blueprint* Statewide Field Team as needed.
- Document needs and services in district and school service plans. Obtain signature of MDE PAL (Partnership Districts only).
- Monitor delivery of Regional Assistance Grant services
- Evaluate the impact of the Regional Assistance Grant services to include findings in the End of Year Report.
- Communicate regularly with MDE PAL and *Blueprint* SWFT members about coordinated services being provided to districts/schools.

Blueprint Statewide Field Team (SWFT)

- Provide professional learning in *Blueprint* components, on-site Leadership Academies, Summer institutes.
- In collaboration with the superintendent and ISD/ESA RAG Lead, utilize the partnership agreement and/or service plan to drive the selection of services provided to districts and appropriate levels of participation.
- Provide technical assistance, coaching, on-site support to districts/schools upon request of the superintendent in coordination with the ISD/ESA RAG Lead.
- Collaborate with ISD/ESA RAG Leads when a district makes a direct request for services to ensure there is not duplication of services
- Coordinate with MDE PAL and ISD/ESA RAG Leads to plan and attend meetings and trainings as approved by the superintendent
- Communicate regularly with MDE PAL and ISD/ESA RAG Leads and *Blueprint* SWFT members about coordinated services being provided to districts/schools.

Targeted Support and Improvement (TSI) and Additional Targeted Support (ATS) Schools

Targeted Support and Improvement (TSI) Schools have one or more student groups defined as performing in the bottom 25% within each applicable component. Additional Targeted Support (ATS) Schools have one or more student groups performing at or below the lowest performing 5% of schools. Supports for TSI and ATS schools are coordinated by the Calhoun Intermediate School District Consortium through the Title I Technical Assistance Grant (TAG).

ISD/ESA RAG Leads (TSI and ATS Schools)

- If installation of *Blueprint* has been selected, assess the capacity of the ISD/ESA to attend trainings and do the work with the district/school. Contact the *Blueprint* Statewide Field Team as needed.
 - When *Blueprint* training has been selected as a service, the ISD/ESA RAG Lead, in coordination with the superintendent, will determine which trainings are appropriate to attend.
 - Monitor delivery of *Blueprint* services
- When allowable RAG funds are used for any ATS/TSI supports, monitor the delivery of those services and evaluate the impact of the Regional Assistance Grant services to include findings in the End of Year Report.

Blueprint Statewide Field Team (SWFT)

- Provide professional learning in *Blueprint* components, on-site Leadership Academies, Summer institutes.
- In collaboration with the superintendent and ISD/ESA RAG Lead, utilize the partnership agreement and/or service plan to drive the selection of services provided to districts and appropriate levels of participation.
- Provide technical assistance, coaching, on-site support to districts/schools upon request of the superintendent in coordination with the ISD/ESA RAG Lead.

- Collaborate with ISD/ESA RAG Leads when a district makes a direct request for services and ensure there is no duplication of services.
- Coordinate with MDE PAL and ISD/ESA RAG Leads to plan and attend meetings and trainings as approved by the superintendent.
- Communicate regularly with MDE PAL and ISD/ESA RAG Leads about coordinated services being provided to districts/schools.

A list of districts receiving *Blueprint* may be found here:

<https://miexcelresourcecenter.org/miexcel/tag-supported-districts/>

***Blueprint* Liaison**

- Communicates with the ISD/ESA RAG Leads and Statewide Field Team consultants to gather information on the coordination of supports based on needs identified by the district.
- Provides observational feedback on these meetings to the Calhoun ISD Assistant Superintendent of Curriculum, Instruction and Assessment, the MDE Program representatives, and the Executive Director of the *Blueprint* Statewide Field Team.