Topic

School Profile & Projects

Introduction

Welcome to the School Profile & Projects page! I am going to explain the elements of your school profile, show you how to create school projects, and walk you through the information on both of these pages.

It is important to remember that under **SEC. 1112.** [**20 U.S.C. 6312]** of ESSA all LEAs applying for Federal funds must complete a comprehensive education plan. This plan should address how the LEA will "ensure that all children receive a high-quality education, and…close the achievement gap between children meeting the challenging State academic standards and those children who are not meeting such standards."

Content

Let's begin by looking at the home page of the application, which is also called the Data Entry menu or the ESEA menu. Pine RSU is a test environment, so what you see on my screen may not look exactly like what you have in your application as Pine RSU's application has been set up to show essentially all possible circumstances an SAU may have. You will be able to set up your application with the pages that are relevant to you.

You will see that there are already some school profile and project pages set up for Pine RSU. To create a school profile and project, click on "Create District and School Projects." The second section of the page shows you a list of the schools in your SAU. To create a profile and project for a given school, click on the check box and then click "create profile/project." Now return to the ESEA menu, and you will find that school's name under School Profiles and Projects. Click on profile, which asks for information about the school's needs assessment.

The Maine Department of Education requires all LEAs to submit an SAU Consolidated Plan by July 1, 2018. The School Profile section of the ESEA federal funds application asks you to describe the process for developing the school-level Comprehensive Needs Assessment that was used to inform the SAU Consolidated Plan.

First you will list the dates that the school-level planning team worked on the development of the school's plan. Then you will list the stakeholders involved in the needs assessment process. These may include some of the same stakeholders that comprised the district-level planning team. As with the ESEA application development team page, please ensure that each stakeholder group has at least one representative and that there is a minimum of five unique names.

Next, you will describe the process that took place to develop the school-level Comprehensive Needs Assessment. For example, you may include information as to how stakeholders were invited to participate, how stakeholder feedback was collected and integrated, the final decision-making structure, challenges encountered in the process, and how those challenges were addressed.

The next part requires you to state the school-level areas of need that were identified through the Comprehensive Needs Assessment. The school-level goals must be based on those identified needs, and the proposed school projects must align to those needs and goals.

Once you complete the profile, you can go on to the school project by clicking the link at the bottom of the page.

First indicate whether you plan to have an alternative use budget line. This would generally happen very rarely. It is meant for circumstances where an SAU does not transfer funds from one title to another but still wants to use those funds in allowable ways under that other title.

As you create individual school projects, please keep the following in mind:

- Your regional representative within the ESEA team will be reviewing each project for alignment with your Comprehensive Needs Assessment.
- Project descriptions should be detailed and specific, so that it is clear that funds are going to be used in required and allowable ways. It is possible to adjust project descriptions and budgets after submission of the application, but careful and deliberate planning should minimize the need to do so.
- When providing a justification for how the proposed project relates to the schools needs and goals, be sure to reference the Comprehensive Needs Assessment and state clearly how you expect the proposed project to lead to attainment of a goal or goals.

Next indicate whether your school has been approved for and is operating a schoolwide program and, if so, indicate which federal funds are being used in that program. If your district receives Title III funds, as a reminder, it is not recommended to use Title III funds in a schoolwide program. If you elect to do so, please remember that Title III funds must be used to supplement the core program for English learners, must meet the required uses under Title III, and must be used to benefit English learners only, not other students. When you have selected all the Titles included in your schoolwide program, click post/update. You will see that any Titles you selected will now be blacked out in all budget columns except schoolwide funding. You will need to input the amount of your allocation for those Titles in the schoolwide funding column.

For Title I, the school level budget total will populate the Ranking of Schools & Distribution of Funds page.

If you are not operating a schoolwide program, you will enter the Title funding that you plan to use and specify budget amounts in each column of the chart. As I mentioned, it is possible to adjust budget amounts after submission if needed. To do so, you will contact your regional ESEA team member to reopen the page for you so you can make the necessary changes and resubmit. Once you have finished entering the budgetary information, click post/update.

Let's go back and look at Pine Valley Elementary's completed school project page as an example. Note the level of detail and specificity used in describing the activities that the funding will support. The project lists clear objectives and activities that will be implemented to achieve those objectives. And perhaps most importantly, the objectives align to the data and goals identified in the school's comprehensive needs assessment.

Closing

This concludes this guidance material on the School Profile & Projects page. For additional questions, please reach out to your assigned ESEA Federal Programs Regional Team Member.