

## Creating Regional PLP Processes and Partnerships

The Vermont Agency of Education (AOE) invites SUs/SDs in partnership with their regional Career Technical Education (CTE) Center, Adult Education and Literacy (AEL) Provider, and community organizations to develop and implement processes to ensure that personalized learning plans are shared between and across different contexts. SUs/SDs will steer the work and act as the fiscal agent for the project. This short duration competitive grant opportunity will award four proposals of \$25,000.00 each.

Application Due Date: November 15, 2019

Anticipated Grant Duration: December 16, 2019 – June 30, 2020

Number of Awards: four awards at \$25,000.00 each

For additional information, contact:

Jess DeCarolis

Vermont Agency of Education

[jess.decarolis@vermont.gov](mailto:jess.decarolis@vermont.gov)

1 National Life Drive, Davis 5

Montpelier VT 05620-2501

## Introduction and Background:

Vermont's Flexible Pathway Initiative, 16 V.S.A. § 941, charges school districts to work with every student in grade 7 through grade 12 in an ongoing personalized learning planning process that:

- (A) identifies the student's emerging abilities, aptitude, and disposition;
- (B) includes participation by families and other engaged adults;
- (C) guides decisions regarding course offerings and other high-quality educational experiences; and
- (D) is documented by a personalized learning plan.

During the 2018-2019 school year, the Agency of Education (AOE) facilitated several regional meetings to learn about the current state of PLPs and the personalized learning planning process at the high school, middle grades, and partner CTE Centers within each region. The meetings surfaced common challenges around consistency in the personalized learning planning process among and between sites, such as:

- The PLP not following the student from one school or site to another;
- Inconsistent expectations around the roles and responsibilities of the PLP process between and across partner schools and sites;
- Inconsistent assessment and awarding of proficiencies occurring in partner schools and sites.

The purpose of a PLP is to “define the scope and rigor of academic and experiential opportunities necessary for a secondary student to complete secondary school successfully, attain postsecondary readiness, and be prepared to engage actively in civic life.” The AOE believes that a collaborative approach by SUs/SDs, CTE Centers, and AEL Providers to create common personalized learning processes will result in transparency for students, parents, and other engaged adults as well as improved experiences for students engaging in flexible pathway opportunities such as CTE and HSCP.

The AOE would like to support this effort by providing funding to allow SUs/SDs to work with their partner CTE Centers and AEL Providers (as the lead entity for the High School Completion Program) to develop and implement Personalized Learning Plans and processes that: 1) include the critical elements; 2) incorporate transferability between grade level and across buildings; 3) allow for student input and ownership; and 4) encompass academic and technical rigor.

## Vermont Agency of Education Priorities

This grant will support project(s) that:

- Provide detailed plans and timelines for professional learning opportunities that connect CTE Centers, AEL Providers, and schools in a collaborative design process.
- Identify specific processes and artifacts that will be produced as a result of this collaboration.
- Explain how the results of these collaborative efforts could solve a problem(s) for the field, for example:
  - What are current challenges in sharing PLPs from one site to another?

- How can CTE and High School Completion Program students and program staff be involved in the personalized learning planning process?
  - What are the current challenges schools face when students want to incorporate evidence of learning from CTE Programs and/or High School Completion Programs (HSCP) into their PLPs?
  - How can the PLP make assessing and awarding proficiency more consistent across schools and sites?
  - How might collaboration between CTE Centers, AEL Providers, and schools around PLPs solve additional problems or needs within specific regions of the state?
- Explain how these artifacts will be shared with the AOE and serve the field.
  - Include a plan for how this work will support and expand upon personalized learning.

## I. Project Award and Timeline

These grant funds are one-time, short duration funds for FY20. Grants will expire on June 30, 2020. Awardees will have access to grant awards for the full duration of the award period provided that program objectives are met, and all reporting and monitoring requirements are successfully fulfilled. Grantees are expected to provide a plan, timeline, and budget request for the identified grant activity period.

### *Timeline*

Grant Application Released: October 16, 2019

Application Deadline: November 15, 2019

Grantees Announced: November 22, 2019

Anticipated Grant Duration: December 16, 2019 – June 30, 2020

Number of Awards: Four awards at \$25,000.00.

## II. Application Requirements

The narrative sections of the application must be double-spaced and the font must not be smaller than 12-point and shall not exceed 10 pages. Application must contain the following sections:

### A. Grant Narrative: (please see Appendix A: Grant Narrative)

#### Project Description and Justification:

- A description of how the project will meet the Vermont Agency of Education Priorities. Also describe how the project:
  - Includes personalized learning plans that incorporate the critical elements.
  - Incorporates transferability of PLPs.
  - Allows for student input and ownership.
  - Incorporates academic and technical rigor.

- A description of how this project meets the [Education Quality Standards](#), specifically 2120.2. Flexible Pathways, 2120.4. Personalized Learning Plans, 2120.5. Curriculum Content, and 2120.8. Local Graduation Requirements.
- A description of goals, an achievable plan and timeline, and monthly project benchmarks. This scope and sequence must be developed for the time period between December 16, 2019 and June 30, 2020. A project timeline with specific indicators of project success (benchmarks) at key points of the timeline. (please see Appendix B: Project Timeline/Benchmarks)
- A description of the measurements you will use to determine success including clearly defined goals, numeric objectives, and specific outcomes.
- A description of how this team will develop and document a PLP implementation process that allows for flexibility to meet unique needs and diverse make-ups of each partner.
- A plan for sustaining this work at the end of the funding period should be included.

Partnerships:

- At least one high school, middle school, one regional CTE Center, at least one local AEL Provider (as the lead entity for the High School Completion Program);
- Clearly defined roles and responsibilities of each partner;
- Strategies for communication among partners;
- A description of how strengths of the partners align with the goals of the grant; and
- A commitment to a formal partnership agreement detailing the above if awarded.

Project Management:

- Clearly defined roles and responsibilities of staff and leadership, and steering committee membership that demonstrate that the team has the capability of managing the project, organizing the work, and meeting deadlines.
- Intended strategies for communication with and among the school(s), partners, AOE staff, and any stakeholders.
- Details of Steering Committee (SC) (if applicable) including membership and process to support implementation.
- An explanation of how the project plan is integrated into school day systems and on-going initiatives. Include specific commitments from partners and joint planning activities.

**B. Budget and Budget Justification:** (please see Appendix C: Budget Template)

- A project budget for anticipated funding.
- A budget justification that is clearly tied to the scope and requirements of the project. (Please see Appendix C: Budget Template)

**C. Contact Information:** (please see Appendix D: Contact Information)

- Name, address, phone number, and e-mail information for Superintendent, Lead Grant Contact, Partners, and Business Manager.

**III. Application Submission and Review**

**A. Submission:**

Applicants must submit an original copy signed by an authorized institutional official to Jess DeCarolis via email ([jess.decarolis@vermont.gov](mailto:jess.decarolis@vermont.gov)) at the Vermont Agency of Education. Electronic signatures will be accepted. To be considered for funding, signed applications must be received at the Vermont Agency of Education by 4:00 PM on November 15, 2019. Applications submitted by mail or hand-delivered should be sent to:

Jess DeCarolis  
Vermont Agency of Education  
1 National Life Drive, Davis 5  
Montpelier VT 05620-2501

**B. Review Process:**

A review panel will evaluate the eligible applications in accordance with the required application components.

Criteria	Points
<b>Grant Narrative</b> Project Description and Justification (20) Partnerships (20) Project Management (20)	<b>60</b>
<b>Project Timeline and Benchmarks</b>	<b>20</b>
<b>Budget and Budget Jusitification</b>	<b>20</b>

Score	Scoring Guide: Criteria are awarded a score of 1 to 20, with 20 being the highest. We offier the following as a guide to assist you.
16-20 = Excellent	The proposal demonstrates the highest level of thinking, capacity or impact. The content of the responses is exemplary in this particular criteria area and could be an example to others.
11-15 = Good	Exhibits ideas that will affect positive change. While the criteria are not fully addressed, the responses are thoughtful and striving for effectiveness.
6-10 = Fair	Gaps are apparent. Criteria are not addressed fully. Responses lack detail.
0-5 = Poor	Weaknesses are apparent in the criteria; the question is not addressed or the logic is faulty.

The Agency reserves the right to award in part, to reject any and all applications in whole or in part, and to waive technical defects, irregularities or omissions if, in its judgement, the best interest of students would be served. After receiving the application, the Agency reserves the right not to award a grant, to negotiate specific grant amounts and to select certain grantees

regardless of points awarded as part of the process to meet federal requirements or State Board of Education priorities.

Applicants may be asked to clarify or rewrite certain aspects of their applications. Finalists may be asked to participate in an interview before funds are awarded. Applicants will be contacted if such information or actions are necessary.

#### **IV. Award Administration**

- A. Notification of the Award:** The SU/SD designee will be notified of the status of their application within one week of the application deadline.
- B. Reporting Requirements:** The Steering Committee and/or SU/SD designee will provide quarterly updates on progress to a designated staff person at the Agency of Education.
- C. Final Report to be submitted by July 15, 2020:** Project Evidence and Final Evaluation Plan: A detailed description of how the project goals were met, as well as any challenges that were encountered. Additionally, the final evaluation will include:
  - An explanation of how the partnership functioned including strengths and challenges; and
  - An explanation for how this work will be sustained.

## Appendix A: Grant Narrative

Project Description and Justification
Partnerships
Project Management

## Appendix B: Project Timeline/ Benchmarks

Timeline	Goal/Purpose	Description of Activity and Participants	Deliverable/Product	Measurement, Benchmark of Success

## Appendix C: Budget

Type	Details	Amount
Salaries (100)		\$
Benefits (200)		\$
Other Purchased Services (500)		\$
Supplies (600)		\$
Professional and Technical Services (300)		\$
Equipment (730)		
Miscellaneous Expenditures (800)		
	<b>Total</b>	\$

## Appendix D: Contact Information

### Superintendent

Institution or Organization	
Name	
Title	
Address	
Telephone	
Email	
Fax	
Signature	

### Lead Grant Contact

Institution or Organization	
Name	
Title	
Address	
Telephone	
Email	
Fax	
Signature	

### Business Manager

Institution or Organization	
Name	
Title	
Address	
Telephone	

Email	
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Signature	

**Partner**

Institution or Organization	
Name	
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