

Academic Parent Teacher Team Cohort 1 School Continuation Grant

2016-17 Year Guidelines

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**State of Wisconsin
Department of Public Instruction**

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State Superintendent**

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I. Overview

The purpose of this grant is to continue to fund up to 10 elementary and/or middle Focus Schools as statewide pilot schools to continue to implement Academic Parent Teacher Teams (APTTs), a research-based system of family engagement that strategically connects families and schools to advance student learning and achievement. The APTT model is a classroom-based, teacher-led, data-driven family engagement model focused on supporting children's academic goals by linking home and school learning. (*Link to YouTube video: [APTTs](#)*)

The APTT model replaces traditional parent-teacher meetings. Classroom teachers invite families to participate in three 75-minute group meetings and one 30-minute individual parent-child session annually. During APTT meetings, teachers share actionable data, review grade-level skills, and demonstrate concrete activities families can do at home to help students master skills. Families practice the learning activities, and each family reviews their child's progress data to set a 60-day academic goal individualized to their child's needs. View the [DPI APTT webpage](#).

Participating schools will build their capacity to engage families and improve student achievement by implementing the APTT model. Each school is required to:

- select a team of four participants that includes at least the principal, an academic coach, and a lead teacher to attend and participate in training;
- implement the APTT model in at least two grade levels during the 2016-17 school year;
- host APTT trainers and DPI staff to attend APTT meetings and debrief with the school staff; and
- serve as a contact for other Wisconsin schools interested in researching on-site implementation of the model.

II. Eligibility Criteria

Eligible applicants are Title I Focus Schools that previously received APTT Pilot School Grant funds for the 2014-15 and 2015-16 school years. The Department of Public Instruction (DPI) will contact districts with eligible schools.

III. Available Funds

Award recipients will receive a continuation grant of up to \$10,000 in grant funds that will be available to each grantee July 1, 2016, through June 30, 2017. Continuation grant activities must be completed and expenses obligated by June 30, 2017. Carryover of unspent portions of these initial grant funds into the 2017-18 school year is not allowed.

IV. Use of Funds

Grant funds are to be used to continue implementation of APTTs in each school. Cohort 1 APTT schools will work to build the capacity of school leadership teams and classroom teachers to plan for APTT meetings and family outreach, and to embed APTTs in teaching and learning.

Grant funds are to be used for:

- APTT meeting planning and preparation, including enhancing teacher facilitation skills and modeling strategies, and use of visual aids;
- strengthening family outreach for, participation in, and networking to support APTT meetings and related activities;
- leadership team attendance at training with WestEd (or equivalent research-based provider) and DPI staff;
- hosting WestEd (or equivalent research-based provider) and DPI staff at on-site APTT meetings and debriefings; and

- allowable expenditures to support continued APTT implementation (see below).

Allowable expenditures include:

- APTT leadership team expenses for travel, substitute teachers, and stipends;
- training and expenses including travel, substitute costs, and stipends for staff to sustain and scale-up the initiative;
- translation, child care, and transportation services and take home materials for families attending APTT meetings;
- other training materials; and
- brochures, posters, flyers, etc. promoting APTT meetings.

V. Program Elements

A. Timeline and Required Reports

Event	Date
Continuation Application due	May 13, 2016
Award documents sent to districts	June 2016
Implementation Year	2016-17 School Year
End-of-Year Report due	June 15, 2017
All funds awarded in continuation grant obligated	June 30, 2017
Final financial claims due	September 30, 2017

Overview of Activities

Summer/Fall 2016

- One-day training for school leadership teams to prepare for upcoming implementation year.
- Grantee schools conduct first round of APTT group meetings with parents. WestEd (or equivalent research-based provider) and DPI staff visit and debrief selected schools.
- Schools conduct individual parent-teacher meetings.

Winter 2017

- On-site teacher planning meeting with selected schools to plan for the second round of APTT group meetings.
- Schools hold second round of APTT group meetings with parents. WestEd (or equivalent research-based provider) and DPI staff visit and debrief selected schools.

Spring 2017

- Schools hold third and final round of APTT group meetings with parents. WestEd (or equivalent research-based provider) and DPI staff visit and debrief selected schools.
- Schools conduct parent focus group meetings for feedback and evaluation of APTT programming.

B. Application Elements

Section I – General Information

Complete All Information.

Section II – Grant Overview

Section III-V – Certification/Signatures; Assurances; Certification Covering Debarment

The agency administrator, district business manager, and charter school authorizer (*if applicable*) must sign the certification section.

Section VI – APTT Leadership Team and Committed Educators

The school principal must sign Section VI and names must be provided for three other members of the initial APTT Leadership Team.

Sections VII and VIII – Budget Detail and Budget Summary

Schools should contact their business manager for assistance with the budget portion of the application. The budget detail and budget summary require districts to specify how the grant expenses are allocated by budget category (e.g., salary, fringe benefits, non-capital objects, etc.). The budget should coincide with the activities listed in the grant plan. The budget must contain expenses from July 1, 2016, through June 30, 2017.

The budget detail and budget summary must include at least \$3,100 in the purchased services category for APTT training through WestEd (or equivalent research-based provider). For further questions on budgets please see the [DPI APTT website](#).

Grantees must complete grant activities and encumber expenses by June 30, 2017.

Carryover is not allowed.

1. Plan for Use of Funds

Possible Budget Plan:

Eligible Expenses	WUFAR	Estimated Cost <i>(for planning purposes only)</i>
APTT training costs, WestEd (or equivalent research-based provider)	221300	\$3,100
Substitute teacher costs	221300	
Travel costs for training	221300	
Parent involvement leader stipends	219000	
Parent involvement supplies	219000	
Parent involvement publications	219000	
Parent involvement childcare	299000	
Parent involvement transportation	219000	
In-school staff training	221300	
Other:		
		2016-17 Maximum: \$10,000

Note: It is possible that not all budget detail sections will have line items or expenses.

a) Eligible Expenses

Wisconsin APTT school funds must be used for the cost of professional development from WestEd (or equivalent research-based provider) to support implementation of Academic Parent Teacher Teams. Additional funds may be used to cover substitute teacher and travel costs connected to training, supplies for parent involvement activities connected to APTT implementation, and stipends to support teacher training and parent involvement leaders engaged in the work of implementation.

b) Ineligible Expenses

These grant funds are intended to support implementation of APTTs. They are not to be used for activities that do not relate to the approved grant.

c) Supplement, not Supplant

Funds must be used to supplement, not supplant, efforts funded by local dollars.

C. Review Process

At least one DPI staff member will review each grant application to confirm that the proposed goals, objectives, activities, and budget items meet the standards of this grant program.

VI. Required Program Reports

Schools must submit an End-of-Year report including reflection and evaluation of APTT implementation by June 15, 2017.

VII. Financial Requirements

A. General Requirements

DPI encourages applicants to contact their business manager for assistance with the budget portion of the application. Districts shall adhere to the guidelines set by the Wisconsin Uniform Financial Accounting Requirements (WUFAR). Information about WUFAR is available on DPI’s website at <http://dpi.wi.gov/sfs/finances/wufar/overview>.

Districts shall also follow the guidelines set forth in the federal Education Department General Administrative Regulations (EDGAR) and the federal Uniform Grant Guidance 2CFR Part 200.

B. Budget Revisions

Requests for budget revisions are required when significant changes need to be made to the original approved budget. An increase or decrease of 10 percent or more in any budget summary line requires approval by DPI.

The district shall not expend funds until DPI approves the budget revision.

To request a budget revision, grant recipients shall submit the budget detail and budget summary from the approved application reflecting the proposed modification along with a narrative explaining the reasoning for the modification. Submit budget modifications to Clara Pfeiffer, office operations associate, at (608) 261-6324 or clara.pfeiffer@dpi.wi.gov. DPI will notify recipients of the approval or denial in writing.

C. Financial Claims

DPI recommends that recipients submit program fiscal reports (PI-1086) at least quarterly during the grant period. A final program fiscal report is due September 30, 2017. Questions regarding financial claims should be directed to Ryan Egan, grant accountant, at (608) 266-1723 or ryan.egan@dpi.wi.gov.

Districts must complete grant activities and encumber expenses for the 2016-17 school year by June 30, 2017.