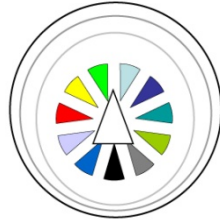


Missouri Integrated Model (MIM)



Scaling-Up Request for Proposals

2010-2011

Missouri Department of Elementary and Secondary
Education (DESE)

Missouri Integrated Model (MIM) Scaling-Up Request for Proposals

MIM pilot schools are invited to submit plans for scaling-up their implementation of the Missouri Integrated Model. This document contains information about the process of scaling-up and expectations for MIM schools choosing to scale-up.

Key Dates

May 10, 2010	Invitation to submit a scaling-up plan sent out to all pilot MIM schools
May (tbd)	Webinar providing overview of planning for scaling-up
May (tbd)	Questions & Answers from webinar available on www.mimschools.org
July 8-9, 2010	Scale up application TA sessions during MIM Summer Institute <i>[Districts interested in scaling-up may want to send a representative that will be involved in scaling-up to the Summer Institute. This is optional]</i>
August 16, 2010	Scaling-up plans due
September 7, 2010	Anticipated approval of scaling-up plans
Oct/Nov. 2010	Regional Meetings/ Kick-Off for new schools

Instructions for submitting a MIM Scaling-Up Plan

- ✓ Use the provided template for organizing your MIM Scaling-Up Plan.
- ✓ Plans should be submitted in one of the following formats: Word .doc, Rich Text Format .rtf, or Adobe .pdf.
- ✓ Plans are due August 16, 2010.
- ✓ Plans should be emailed to Arden Day at dayad@umkc.edu

Part I: About Scaling-Up MIM

The Missouri Integrated Model Blueprint (available for download at www.mimschools.org) describes the planned stages for implementation. Current MIM schools have completed two years of MIM involving initial and revisited self-study, action planning to address self-study findings, and development and refinement of the MIM essential features and tiered levels of support. In the upcoming year (2010-2011), current MIM schools will continue their MIM work. **New for the 2010-2011 year is the invitation to MIM districts to expand implementation of MIM to additional buildings or grade levels.** Suggestions for scaling-up include, but are not limited to, the following options.

- A MIM district with a MIM elementary building may add an additional elementary building or add next grade levels as in a middle school building.
- A MIM district with a MIM middle school may add an additional middle school, an elementary building or a high school building.

DESE welcomes MIM districts to submit scaling-up plans for either an **Exploration Phase** or **Initial Implementation Phase**.

The **Exploration Phase** is most appropriate for MIM districts in which scaling-up will involve (a) establishing a building leadership team and (b) conducting the MIM self-study in a school or with grade levels that were not considered in the prior self-study. Because schools most appropriate for the Exploration Phase have not been involved in MIM, 2010-2011 scaling-up plans should include conducting the MIM self-study and developing an action plan. This two step process will involve reviewing teaming practices, reviewing data, prioritizing areas to focus the action plan, and developing an action plan and budget.

The **Initial Implementation Phase** is most appropriate for MIM districts who (a) have involved the additional grade levels or the additional building in the past two years of MIM work thus the self-study has been completed and (b) will involve similar leadership team membership in scaling-up work. Because schools most appropriate for the Initial Implementation Phase have already conducted the self-study and have the results, 2010-2011 scaling-up plans should include sharing the self-study results with school staff, developing an action plan and budget, and implementing the action plan.

Why scale-up MIM?

As MIM schools are refining the cycle of self-study, action planning, and implementation to build an infrastructure of essential features and tiered levels of support, MIM districts may feel ready to begin the process in another building (at a same or different grade level). Scaling-up is important to the pilot of MIM. Expanding the pilot to additional buildings in districts will provide useful information for determining the effectiveness of MIM. To date, the pilot of MIM has not included high schools. Over the next two years, including high schools in implementation of MIM is a priority.

What is the vision for scaling-up MIM?

All MIM schools (current as well as new 2010-2011 schools) will be expected to participate in MIM training events, engage in MIM processes as outlined in the MIM Blueprint, and complete MIM data and reporting requirements. In addition, new MIM schools will be expected to attend a Scaling-Up Kick-Off that will coincide with the MIM Regional Meetings held in October/November 2010. See the following timeline for 2010-2011

Timeline for 2010-2011

MIM Activities	Who	When
MIM Processes		
MIM Signed Commitment to be a MIM School/District	All MIM districts	August 16, 2010
MIM 1 st Year Process Checklist	New MIM schools	January 2011; May 2011
MIM Implementation Checklist	Current MIM schools	January 2011; May 2011
MIM Self-Study/Revisited	All MIM schools	Completed by Spring 2011
MIM Action Plan and Budget Request	All MIM schools	Completed by July 2011 <i>(Note: In addition, Initial Implementation Schools will finalize their action plans by 11/1/10 and then begin</i>

		<i>implementation of plans.)</i>
MIM Training Events		
2010 MIM Summer Institute	Current MIM schools <i>District Leadership Team members wanting technical assistance with developing scaling-up plans are invited to attend. Attendance would be beneficial, but is optional.</i>	July 8-9, 2010
Scaling-Up MIM Kick-Off	New MIM school: Building and District leadership team members	Coincides with the fall Regional Meetings below.
Regional MIM Meetings	All MIM schools	Oct/Nov 2010; Spring 2011 (TBD)
2011 MIM Summer Institute	All MIM schools	Summer 2011
MIM Data		
Essential Features Faculty Survey (EFFS) The online EFFS will continue to be available to MIM schools and districts as eleven short surveys based on the MIM Essential Features.	Optional for current and new 2010-11 schools Schools may choose to use this survey as a tool for guiding their discussions as they complete the MIM Self-Study.	Optional
MIM School Profile in Form Hog Data points of behavior, referral and academic performance are uploaded into an online data system. Auto-fill, graphing features and data overviews included.	All MIM schools For new MIM schools, the data will be baseline.	Data entry window of January-February 2011
MIM School Staff Survey This short online survey focuses on staff perceptions of implementing MIM.	All MIM schools	March 2011
MIM Reporting		
MIM Activity Report and Invoice.	All MIM schools	Monthly, with a minimum requirement of quarterly submission.

Implementation Support

To support scaling-up, new MIM buildings will receive monies from DESE. Allowable costs include expenditures associated with (a) attending the MIM meetings and releasing staff from classroom responsibilities to participate in MIM team meetings, (b) participating in trainings, and (c) addressing action plan items (Initial Implementation Phase only). As these schools begin

action planning, a list of approved expenditures will be shared.). All requests for money are subject to approval by DESE.

Budget time period: October 1, 2010 to September 30, 2011
Amount: Budgets may not exceed \$10,000.

In addition, each MIM school receives support from a MIM Implementation Facilitator and their RPDC team. The Implementation Facilitator and RPDC regional teams support schools through the MIM process by sharing information and assisting with teams.

Part II: Scaling-Up MIM Plan

Current MIM districts wanting to scale-up their MIM implementation must submit a Scaling-Up Plan to DESE. Scaling-Up Plans must include the following components.

1. Cover page to include (see attached template)
 - name of current MIM building
 - name of proposed new MIM building(s) and/or grade levels,
 - district leadership team members
 - district contact person
 - building leadership team member for current MIM building,
 - building leadership contact information for new MIM building,
 - building leadership team members for new MIM building (Initial Implementation Phase proposals only), and
 - indication of either an Exploration Phase or Initial Implementation Phase proposal.
2. Letters of Commitment with signatures from district superintendent, district MIM contact person, and each building principal (see attached required commitment letters).
3. Scaling-Up Proposal
4. Scaling-Up Budget

Scaling-Up Proposal

Respond to the following items for each building or grade levels into which scaling-up MIM is proposed. To facilitate the development of this proposal, a template is provided.

Section 1: Readiness for Scaling-Up

Exploration Phase Proposal: *Before responding to the following questions, it is recommended that you administer the MIM School Staff Survey. The results of the survey will provide useful information for addressing the following questions. Instructions for administering the survey are attached.*

Initial Implementation Phase Proposal: *For this phase, it is assumed that you have completed the MIM self-study. Please refer to your self-study results when responding to the following questions. It is recommended that you administer the MIM School Staff Survey with the staff involved in the scaling-up building or grade levels. (Note: If the scaling-up building or grade levels participated in the spring 2010 MIM School Staff Survey, you do not need to redo it.) In addition to the self-study, the results of the survey will provide useful information for addressing the following questions. Instructions for administering the survey are attached.*

Respond to the following 5 items describing your readiness for scaling-up.

- a. How have you determined that your building/grade levels is ready to scale-up implementation of the MIM?
- b. Is there school-level administrator support for implementing tiered levels of academic and behavior supports? Describe evidence of support and steps already taken to implement tiered levels of support.
- c. Do all teachers and support staff take responsibility for all children in the school? Is there shared responsibility for students at-risk of failure or demonstrating a need for special education? Describe this shared responsibility.
- d. Describe the ways in which teachers and administrators collaborate and problem-solve. How does the current school climate and schedule accommodate collaboration?
- e. Describe the level of parent support that currently occurs in the proposed new MIM building or grade levels.

Section 2: Scaling-Up Plan

Exploration Phase Proposal:

Describe your strategy for addressing the following items, identify roles and responsibilities, and propose a timeline for completion. Describing your strategy should include the following: (a) anticipated frequency of meetings/teaming, (b) expected leadership during meetings, (c) plans for training, coaching, or other methods of seeking additional information, and (d) nature of anticipated working relationship with the RPDC and Implementation Facilitator.

- a. Describe your plan for sharing information about MIM with all school staff.
- b. Describe your plan for fostering productive collaboration within the MIM Building Leadership Team.
- c. Describe your plan for gaining parent support and increasing parent involvement.
- d. Describe your plan for utilizing current MIM school in mentoring new school.
- e. Describe your strategy for completing the MIM Self-Study. Include your plan for becoming familiar with the self-study items and reviewing necessary data.
- f. Describe a process for leading the building leadership team through a process of discussing key findings from the self-study and prioritizing action steps for the upcoming year.
- g. Describe a process for developing an action plan and accompanying budget for 2011-2012.

In addition to addressing items a-g above in a timeline, include in your plan a timeline for participating in MIM events and complying with submitting MIM data and reports (see Table on page 2).

Initial Implementation Proposal:

Describe your strategy for addressing the following items, identify roles and responsibilities, and propose a timeline for completion. Describing your strategy should include the following: (a) anticipated frequency of meetings/teaming, (b) expected leadership during meetings, (c) plans for training, coaching, or other methods of seeking additional information, and (d) nature of anticipated working relationship with the RPDC and Implementation Facilitator.

- a. Describe your plan for sharing information about MIM with all school staff. Include a strategy for sharing results of the self-study with staff.
- b. Describe your plan for sustaining productive collaboration within the MIM Building Leadership Team.
- c. Describe your plan for increasing parent support and involvement.
- d. Describe a process for leading the building leadership team through a discussion of key findings from the self-study and prioritizing action steps.
- e. Describe a process for developing an action plan and accompanying budget for the remainder of the 2010-2011 academic year.
- f. Describe a process for revisiting the MIM Self-Study in the spring and discussing results.
- g. Describe a process for reviewing progress on implementation of the action plan and developing an action plan for 2011-2012.

In addition to addressing items a-g above in a timeline, include in your plan a timeline for participating in MIM events and complying with submitting MIM data and reports (see Table on page 2).

Scaling-Up Budget

The proposed budget must align with the plan for scaling-up and include expenses related to MIM training/professional development and collaborative teaming. Use the provided template for developing your budget. Budgets for the scaling-up phases should not exceed \$10,000.

Questions?

Contacts:

Pam Williams
SPDG Project Director
Coordinator of Services
573-751-2965
pam.williams@dese.mo.gov

Julia LePage
Director
Effective Practices
573-751-0625
julia.lepage@dese.mo.gov

Martha Leader
Assistant Director
Effective Practices
(573) 751-2512
martha.leader@dese.mo.gov