



STATE PERSONNEL DEVELOPMENT GRANT
OKLAHOMA

**2014-15
APPLICATION
For Participation in**

OTISS:

OKLAHOMA TIERED INTERVENTION SYSTEM OF SUPPORT
A Blended Model for Addressing Academics and Behavior

Please submit this form via email (Christa.Knight@sde.ok.gov) or via fax (405) 522-2380 when complete. Applications must be received by 4:00 p.m. on April 11, 2014.

Part 1: BASIC INFORMATION

School Name: _____

School District: _____

School Mailing Address: _____

City: _____, Oklahoma Zip Code: _____

Name of School Principal (or primary administrator): _____

Phone: _____ E-mail: _____

Name of District Superintendent: _____

Phone: _____ E-mail: _____

Name of Person Completing Application: _____

Phone: _____ E-mail: _____

Part 2: DEMOGRAPHICS

DISTRICT:

Check which best describes your district. Urban Suburban Rural

Please select the size of your district.

1 to 249 students 250 to 499 students 500 to 999 students

1,000 to 2,999 students 3,000 to 8, 999 students 9,000 students and above

SCHOOL SITE:

Total student population at school site:

Percentage of students on free/reduced lunch at school site:

Percentage of students on Individualized Education Programs (IEPs) at school site:

Percentage of English Language Learners (ELLs) at school site:

Languages spoken by two largest groups of ELLs at school site:

Total administrative staff at school site:

Total certified staff (not including administrators) at school site:

Total uncertified staff at school site:

Grade levels served at your school site:

Grade levels at your school site that you propose to serve with OTISS:

Part 3: KEY PERSONNEL

SITE COACHES

An essential element of effective OTISS implementation is that each school has two “Site Coaches.” They are the primary contacts who enthusiastically guide and promote the implementation process in the school. The Site Coaches are members of the school’s OTISS Team. One of the site coaches should be someone who is at the site on a daily basis.

Who will serve as the OTISS Site Coaches for your school?

Name: _____ School Position: _____ Work Phone: _____

Work E-mail: _____ Home/Mobile Phone: _____

Home E-mail: _____ Summer Mailing Address: _____

Name: _____ School Position: _____ Work Phone: _____

Work E-mail: _____ Home/Mobile Phone: _____

Home E-mail: _____ Summer Mailing Address: _____

TEAM

Effective OTISS implementation requires the development of a team. This OTISS Team consists of a school principal or primary administrator, the Site Coach and a representative sample of staff (e.g., general and special education teachers at various grade levels, support staff, counselors). We strongly suggest each team have at least one parent. In addition, we suggest that high school and middle school teams have student representation.

The OTISS Team is charged with guiding OTISS implementation and utilizing reliably gathered school data to drive decision-making regarding academic and behavioral support. The OTISS team must have the authority to make school-wide decisions. In addition, this team will develop supports for those students who are not responding to school-wide interventions and supports.

OTISS TEAM ROSTER

The OTISS Team should consist of a minimum of five members, including the school principal, a Site Coach, faculty (i.e., general and special education teachers), support staff, counselors, school psychologists, parents and student representatives. The following representatives will serve on our school's OTISS Team if selected as an SPDG OTISS site.

1. Name: _____ School Position/Affiliation: _____

2. Name: _____ School Position/Affiliation: _____

3. Name: _____ School Position/Affiliation: _____

4. Name: _____ School Position/Affiliation: _____

5. Name: _____ School Position/Affiliation: _____

6. Name: _____ School Position/Affiliation: _____

- 7. Name:** _____ **School Position/Affiliation:** _____
- 8. Name:** _____ **School Position/Affiliation:** _____
- 9. Name:** _____ **School Position/Affiliation:** _____
- 10. Name:** _____ **School Position/Affiliation:** _____
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Part 4: SITE READINESS

Sites requesting support to implement OTISS must demonstrate their readiness to implement OTISS with fidelity by responding to the questions below.

1. What involvement has your site had with a tiered system of academic supports, such as Response to Intervention (RtI)?

2. What involvement has your site had with a tiered system of behavioral supports, such as Positive Behavioral Interventions and Supports (PBIS)?

3. What evidence can your site produce to demonstrate success with the support system or systems you are currently implementing?

7. If you are a current OTISS site, what changes would you make to your OTISS team, or other components of OTISS, to make it/them more effective? **(First time applicants move to question 8.)**

8. How do you plan to allocate resources (staff, funding, materials, etc.) to support implementing OTISS?

9. How will you involve support staff, parents, transportation representatives, and other key stakeholders in implementing OTISS?

Part 5: ADMINISTRATIVE COMMITMENT (To be completed by the Site Principal)

To document the existence of administrative commitment to the inherent values, activities, and time associated with implementing OTISS with fidelity, please have your Site Principal initial beside each of the following commitment statements.

I, as the site principal of this applicant site, agree to:

_____ A pre-selection visit to my site by OSDE SPDG staff in order to complete an implementation checklist to determine where my site is currently performing in implementing a tiered system of academic and/or behavioral supports. (e.g., Response to Intervention-RtI and/or Positive Behavioral Interventions and Supports-PBIS). (Note: If your site participated as a 2013-14 OTISS site, the OSDE will use your most recent Fidelity Assessment score to document your level of implementation; and therefore, an additional visit may not be required.)

_____ Be a member of the OTISS Team and participate in team meetings and other OTISS activities on a regular basis.

_____ Ensure that communications from the OSDE SPDG staff, the OTISS External Coaches, and the OK Parent Center Trainers are responded to in a timely manner.

_____ Allocate time and funds in the annual school budget to cover incidental costs associated with maintenance of the OTISS Model, which may include, but not be limited to, substitute teachers for team members attending trainings, travel expenses, materials, and supplies.

_____ Release my faculty from regularly assigned duties when working with an OTISS External Coach. (*Meetings will be scheduled in advance.*)

_____ Send OTISS Site Based Coaches and an administrator representative to an OTISS Site Leadership Meeting in June 2014.

_____ Adopt the Oklahoma State Department of Education's OTISS Implementation Guide as my site's model for tiered implementation services and utilize the tools within the Coaches Guide to assist in ensuring implementation with fidelity.

_____ Schedule an OTISS Parent Meeting in collaboration with the Oklahoma Parent Center.

Part 6: SIGNATURES

The following signatures of the school site's principal, and the school district's superintendent will indicate that this application has been completed and reviewed for accuracy. Signing also indicates that the principal and superintendent understand that SPDG support is contingent upon adherence to the terms/commitments set forth in the application. Failure to do so will result in termination of support.

(Print) _____
Superintendent

(Signature) _____
Superintendent _____
Date

(Print) _____
Principal

(Signature) _____
Principal _____
Date

Thank you for your interest in OTISS! A formal letter will be mailed to your superintendent describing what level of support your site qualifies for through the OK SPDG. Training and support will be provided to OTISS sites in multiple forms and at several levels of intensity, depending on where the site is currently functioning in implementing a tiered system of support (i.e. PBIS, RtI and/or OTISS).

If you have any questions about OTISS, the levels of support, or the application process, please contact the staff below.

Christa Knight, Project Director, SPDG

Christa.Knight@sde.ok.gov
(405) 521-4869

Karie Crews-St. Yves, Tiered Intervention Specialist, SPDG

Karie.Crews-Styves@sde.ok.gov
(405) 521-2199

Applications must be received by 4:00 PM on April 11, 2014

You may submit an application by Facsimile or Email to:

**Oklahoma Department of Education
Attention: Christa Knight, Project Director, SPDG
Special Education Services
2500 North Lincoln Boulevard, Suite 412
Oklahoma City, Oklahoma 73105
Christa.Knight@sde.ok.gov
Phone: (405) 521-4869
Fax: (405) 522-2380**