Department Reading Program Application

General Application Information

Submit completed applications and required documents to: Diane.Ditton@alaska.gov

All applicants submitting applications will receive an application receipt acknowledgement by email.

Please direct questions to:

Kristi Graber 907 – 269 – 7671 kristi.graber@alaska.gov

Alaska Department Reading Program Purpose

The purpose of the Alaska Reads Act Department Reading Program is to provide direct support for participating schools as identified through AS

14.03.123 and described in AS 14.30.765 and 14.30.770.

The Alaska Department of Education and Early Development (DEED) will prioritize schools that scored the highest on the rubric indicating a high level of readiness for the Department Reading Program intervention in their school.

Timeline

Annual Notification of Opportunity to Participate in the Department Reading Program	Notifications and Application: Fall
Informational Webinar	December 4, 2023
Department Reading Program Application Due:	February 15
Department Reading Program Notification of Acceptance:	April 1
Department Reading Program Improvement Plan Due:	May 1
Department Reading Program Period:	July 1 – June 30
Quarterly Reports Due:	October, January, March, May
End of Program report Due:	June 30 of 2nd year

The completed application packet includes:

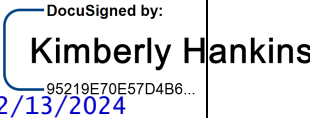|	
Application	Completed application with district name, and school name, and submitted with the school principal and superintendent signatures.
District Intervention Plan – School Implementation	Submit the school implementation guidance of the K-3 MTSS District Intervention Reading Plan- daily schedule, intervention schedule, professional development plan, etc. (upload PDF attachments).
Needs Assessment	Given your AK Star, Literacy Screener data, and other data related to student outcomes- what did you determine were the school's areas of need? If applicable, the needs assessment from Title 1 or School Improvement as it relates to ELA can be used.
School's Signed Commitment	The school shall signify the commitment to its educational reading goals and the purposeful engagement strategies of staff, administration, and school board for the successful achievement of the stated goals.
Vision Statement	Narrative of the school's vision statement for reading improvement with the implementation support of the Department Reading Program.
School Self-Evaluation of Readiness Score	Self-assessment of the school's overall system of MTSS, use of evidence-based reading materials, evidence-based literacy screener, core reading curriculum, participation in professional development provided by DEED.

Application Review Process:

All completed applications received by DEED on or before the due date will be reviewed. A rubric will be used to evaluate applications and awards will be based on the highest scores. A lottery method may be utilized depending on the number of qualified applications received.

If needed- Use this area to enter any additional information for the department to consider during the application review process.

Department Reading Program Application

School Information

Name and Role of Person Completing Form: Kellie Umphrey, Principal	Email: Kellie_umphrey@lksd.org
School Name: Mikelgnuut Elitnauviat School	
School District: Lower Kuskokwim School District	
Mailing Address: - PO Box 900, Bethel, AK 99559	Phone: 907-543-2845
Principal's Name: Kellie Umphrey	Principal Signature: DocuSigned by: Kellie Umphrey 53C189566B904B6... 2/13/2024
Superintendent's Name: Kimberly Hankins	Superintendent Signature: DocuSigned by: Kimberly Hankins 95219E70E57D4B6... 2/13/2024

Section 1:

Self-Evaluation of Readiness

The Self Evaluation of Readiness Tool is intended for the applicant to evaluate current practices, structures, beliefs, and values that contribute to student achievement in literacy. Ratings in the instrument should be based on evidence and not perceptions alone.

To rate the implementation of your school's AK Reads K-3 District Plan, check the rating which best describes the progress for each item:

1 = Important, but not feasible now

2 = Area to Develop

3 = Partially in place, under development

4 = Completely in place

Area to Evaluate	Rating Self-Score
Multi-Tiered System of Support	3
Evidence-based Literacy materials	3
Universal Instruction (aka Core Instruction, Tier I)	3
Interventions (Tier II, Tier III)	2
Assessment (literacy screener, diagnostics, summative assessments, etc.)	3
Data-based Decision Making	2
Professional Development	2
Community & Family Involvement	2

Section 2:

Submission of following documents:

Section: AK Reads K-3 MTSS District Reading Intervention Plan	
AK Reads K-3 MTSS District Intervention Plan school implementation guidance is provided.	✔
The district plan has been updated to reflect how the school has adjusted daily schedule, of reading interventions chosen, or professional development offered to staff and faculty.	☐
The updated plan clearly shows dedication to raising reading proficiency levels.	☐

Section: Needs Assessment narrative

Given your AK Star, Literacy Screener data, and other data related to student outcomes- what did you determine were the school's areas of need? If applicable, the needs assessment from Title 1 or School Improvement as it relates to ELA can be used:

Please attach the Comprehensive Needs Assessment from the LKSD CLSD grant application as is or as amended to fit Mikelgnuut Elitnauviat's needs.

Section: Vision Statement

Please write the school's vision statement for reading improvement with the implementation support of the Department Reading Program:

Collaboration between a reading specialist, students, the school, and the community is essential for effective literacy support. We envision a comprehensive approach to successful collaboration and integration of screening, teaching, and data analysis:

Establishing Relationships:

Students: Develop a rapport with students by understanding their individual needs, interests, and learning styles. Use this knowledge to tailor interventions and support.
School: Collaborate with teachers, administrators, and other specialists to align literacy goals with the school's curriculum and educational objectives.
Community: Engage parents, caregivers, and community organizations in literacy initiatives. Organize workshops, literacy events, or partnerships with local libraries to extend support beyond the school setting.
Screening:

Assessment Tools: Utilize a variety of assessment tools to identify students' reading levels, strengths, and areas for improvement. This may include standardized tests, informal assessments, observations, and interviews.
Data Collection: Gather comprehensive data on students' reading abilities, including decoding skills, fluency, comprehension, and vocabulary knowledge.
Collaborative Approach: Involve teachers and other stakeholders in the screening process to ensure a holistic understanding of students' literacy needs.
Teaching:

Differentiated Instruction: Design and implement individualized literacy instruction plans based on students' assessment data and learning profiles. Differentiate instruction to address diverse learning needs and styles.
Evidence-Based Practices: Use research-based instructional strategies and interventions proven to enhance reading proficiency. This may include phonics instruction, guided reading, vocabulary development, comprehension strategies, and fluency activities.
Small Group and One-on-One Instruction: Provide targeted support through small group sessions or one-on-one tutoring to address specific skill deficits and promote growth.
Data Analysis:

Ongoing Assessment: Continuously monitor students' progress through formative assessments and progress monitoring tools. Analyze data regularly to track growth, adjust instruction, and identify areas requiring further intervention.
Data-Informed Decision Making: Use assessment data to inform instructional decisions, intervention planning, and resource allocation. Collaborate with teachers to develop strategies for scaffolding instruction and providing additional support to struggling readers.
Communication and Reporting: Communicate assessment results and progress updates to students, parents, and relevant stakeholders. Use data visualization tools or reports to facilitate understanding and promote transparency.
Professional Development:

Continued Learning: Stay updated on current research, best practices, and trends in literacy instruction through professional development opportunities, workshops, conferences, and peer collaboration.
Collaborative Learning Communities: Participate in professional learning communities within the school or broader educational networks to share resources, strategies, and successes in literacy support.
By implementing this collaborative approach and integrating screening, teaching, and data analysis effectively, the reading specialist can support students' literacy development comprehensively while fostering a culture of lifelong learning within the school and community.

Section: Signed School Commitment Statement

As a school, we are committed to participate in the Department Reading Program, to improve reading outcomes and make progress in our school goals in these areas as outlined in the Intensive Support Reading Intervention Plan:

1. Multi-Tiered System of Support

2. Evidence-based Literacy Materials

3. Universal Instruction

4. Interventions

5. Assessment

6. Data-based Decision-making

7. Professional Development

8. Community and Family Involvement

Signatures:

School Administrator: DocuSigned by: **Kellie Umphrey**   2/13/2024
53C189566B904B6...

District Level Administrator: DocuSigned by: **Kimberly Hankins** 2/13/2024
95219E70E57D4B6...

Appendix A: Criteria for Review & Scoring

Alaska Department Reading Program Application Scoring Rubric

School: School district:

Total Points Awarded:___/160

Required Information	Yes	No	Reader's Comments
AK Reads K-3 MTSS District Intervention Plan – School Implementation Guidance	◯	◯	
Needs Assessment	◯	◯	
School Readiness Self-Evaluation	◯	◯	
School Commitment Statement	◯	◯	
Vision Statement	◯	◯	

Section	Maximum Score	Reader's Score
AK Reads K-3 MTSS District Intervention Plan – School Implementation	35	
Needs Assessment	35	
School Readiness Self-Evaluation	42	
School Commitment Statement	10	
Vision Statement	38	
Total	**160**	

Reviewer:

Date reviewed:

Alaska Department Reading Program Scoring Guide

School:

School District:

Section: AK Reads K-3 MTSS District Reading Intervention Plan	Maximum Score	Reader's Score
AK Reads K-3 MTSS District Intervention Plan school implementation guidance is provided.	10	
The district plan has been updated to reflect how the school has adjusted daily schedule, of reading interventions chosen, or professional development offered to staff and faculty.	10	
The updated plan clearly shows dedication to raising reading proficiency levels.	15	
Total	35	

Section: Needs Assessment	Maximum Score	Reader's Score
Given your AK Star, Literacy Screener data, and other data related to student outcomes- what did you determine were the school's areas of need? If applicable, the needs assessment from Title 1 or School Improvement as it related to ELA can be used.	35	
Total	35	

Section: School Readiness Self-Evaluation	Maximum Score	Reader's Score
School Readiness Self-Evaluation is complete.	10	
School Readiness Self-Evaluation score	32	
Total	42	

Section: Signed School Commitment Statement	10 points

As a school, we are committed to participate in the Department Reading Program, to improve reading outcomes and make progress in our school goals in these areas as outlined in the Intensive Support Reading Intervention Plan:

- Multi-Tiered System of Support

- Evidence-based Literacy Materials

- Universal Instruction

- Interventions

- Assessment

- Data-based Decision-making

- Professional Development

- Community and Family Involvement

Signature:

School Administrator:

District Level Administrator:

Section: Vision Statement	Maximum Score	Reader's Score
Please write the school's vision statement for reading improvement with the implementation support of the Department Reading Program:	38	
Total	38	

DocuSign

Certificate Of Completion

Envelope Id: AEF90672705348529F8092190F99E3AF
Subject: Complete with DocuSign: ME School Deeds Act.pdf
Source Envelope:
Document Pages: 10
Certificate Pages: 4
AutoNav: Enabled
EnvelopeId Stamping: Disabled
Time Zone: (UTC-09:00) Alaska

Signatures: 4
Initials: 0

Status: Completed

Envelope Originator:
Diane Ditton
PO Box 110206
Juneau, AK 99811
diane.ditton@alaska.gov
IP Address: 136.226.57.35

Record Tracking

Status: Original
  2/13/2024 9:17:09 AM
Security Appliance Status: Connected
Storage Appliance Status: Connected

Holder: Diane Ditton
  diane.ditton@alaska.gov
Pool: StateLocal
Pool: State of Alaska

Location: DocuSign

Location: DocuSign

Signer Events	Signature	Timestamp
Kellie Umphrey Kellie_umphrey@lksd.org Security Level: Email, Account Authentication (None)	**Kellie Umphrey** 53C189566B904B6... Signature Adoption: Pre-selected Style Using IP Address: 66.58.251.2	Sent: 2/13/2024 9:23:01 AM Viewed: 2/13/2024 9:26:47 AM Signed: 2/13/2024 9:27:29 AM

Electronic Record and Signature Disclosure:
 Accepted: 2/13/2024 9:26:47 AM
 ID: 6e31065f-c322-4a45-a6d8-4fcd44253364
 Company Name: State of Alaska

Kimberly Hankins Kimberly_hankins@lksd.org Superintendent Security Level: Email, Account Authentication (None)	**Kimberly Hankins** 95219E70E57D4B6... Signature Adoption: Pre-selected Style Using IP Address: 66.58.251.8	Sent: 2/13/2024 9:27:30 AM Viewed: 2/13/2024 10:21:01 AM Signed: 2/13/2024 10:21:27 AM

Electronic Record and Signature Disclosure:
 Accepted: 12/19/2023 10:53:51 AM
 ID: b119353c-dd4c-4378-9b52-8cdc7ab2e96a
 Company Name: State of Alaska

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Jon Berkeley jon.berkeley@alaska.gov Security Level: Email, Account Authentication (None)	**COPIED**	Sent: 2/13/2024 10:21:28 AM Viewed: 2/13/2024 10:30:58 AM

Electronic Record and Signature Disclosure:

Carbon Copy Events	Status	Timestamp
Accepted: 9/19/2023 2:01:05 PM ID: f55a81bd-a678-49d9-becd-cabef5cb5d64 Company Name: State of Alaska		

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/13/2024 9:23:01 AM
Certified Delivered	Security Checked	2/13/2024 10:21:01 AM
Signing Complete	Security Checked	2/13/2024 10:21:27 AM
Completed	Security Checked	2/13/2024 10:21:28 AM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

Please read this Electronic Records and Signature Disclosure (ERSD). It concerns your rights regarding electronically undertaking, and the conditions under which you and the State of Alaska agree to electronically undertake, the transaction to which it relates (the "TRANSACTION").

Consent to Electronically Undertake the TRANSACTION

You can electronically undertake the TRANSACTION only if you confirm that you meet the following requirements by selecting the box next to "I agree to use electronic records and signature" (the "AGREE BOX"):

1. you can fully access and have read this ERSD;
2. you can fully access all of the information in the other TRANSACTION records;
3. you can retain all of the TRANSACTION records in a form that you will be able to fully access for later reference;
4. you consent to undertake the TRANSACTION electronically; and
5. you are authorized to undertake the TRANSACTION. (Please note that falsely undertaking the TRANSACTION may subject you to civil liabilities and penalties and/or to criminal penalties.)

If you cannot or are not willing to confirm each of these five things, do not select the AGREE BOX.

Withdrawing Consent

If you select the AGREE BOX, you can withdraw your consent to electronically undertake the TRANSACTION at any time before you complete the TRANSACTION: simply do not finalize it. The only consequence of withdrawing your consent is that you will not finalize the TRANSACTION.

If you select the AGREE BOX, your consent will apply only to this TRANSACTION. You must separately consent to electronically undertake any other transaction with the State of Alaska.

Paper Option for Undertaking the TRANSACTION

You may undertake the TRANSACTION with the State of Alaska using paper records. (State of Alaska employees who want to undertake the TRANSACTION in paper should contact the agency responsible for the TRANSACTION.) Print the paper records on the website of the State of Alaska agency responsible for the TRANSACTION, or request them from the agency. The State of Alaska homepage is at http://alaska.gov/.

Copies of TRANSACTION Records

After completing the TRANSACTION but before closing your web browser, you should download the TRANSACTION records. Or you can download the records within 30 days after

completing the TRANSACTION using the link in the DocuSign email sent to the email address you used to complete the TRANSACTION. The State of Alaska will not provide a paper copy of the TRANSACTION records as part of the TRANSACTION. Under the Alaska Public Records Act (APRA), AS 40.25.100–.295, you can request a copy from the agency responsible for the TRANSACTION, but if too much time has passed, the agency may no longer have the records when you make your request. If required under the APRA, the agency will charge a fee.

Required Hardware and Software

For the minimum system requirements to electronically undertake the TRANSACTION, including accessing and thereby retaining the TRANSACTION records, visit https://support.docusign.com/guides/signer-guide-signing-system-requirements. These requirements may change. In addition, you need access to an email account.

How to Contact the State of Alaska

To ask a question on this ERSD or the DocuSign document generated after you complete the TRANSACTION or on using DocuSign to electronically undertake the TRANSACTION, contact the Alaska Department of Administration at either of the following addresses:

State of Alaska
Department of Administration
550 West 7th Avenue
Suite 1970
Anchorage, AK 99501
Reference: DocuSign

doa.commissioner@alaska.gov
Subject: DocuSign

To ask any other question on the TRANSACTION records or to update the information for contacting you electronically, contact the State of Alaska agency responsible for the TRANSACTION using the contact information in the TRANSACTION records or, if those records contain no contact information, using the contact information on the agency's website. Again, the State of Alaska homepage is at http://alaska.gov/.