

Date : 6/23/2016 4:07:47 PM

From : "Estela Garcia"

To : "Art Clarke -'" , "Bonnie Mosbrucker -'" , "Catherine Meinhardt -'" ,
"Wyatt Christina -'" , "Chuck Wyborney -'" , "Cynthia Sicilia -'" ,
"diverson@keller.k12.wa.us" , "Erica Waggoner -'" , "Janet Kemp -'" ,
"Jeff Snell -'" , "Joni Crowell -'" , "Jodi Thew -'" , "Judy Vaughn -'" ,
"Kim Hooper -'" , "Kristin Cameron -'" , "Kyle Rydell" , "Vanderhoof
Laura -'" , "Mary Snitily -'" , "Allison Meines -'" , "Pamela Farr -'" ,
"phanan@esd112.wednet.edu" , "Robert Roettger -'" ,
"sbower@toledo.k12.wa.us" , "scusick@longview.k12.wa.us" , "Shauna
Ferguson -'" , "Scott Knowles -'" , "ssattler@bridgeport.wednet.edu" ,
"tcoon@southbend.wednet.edu" , "Teri Cole -'" , "Vicki Bates -'" , "Vicki
LeBret -'" , "Beth Clothier -'" , "bongardj@issaquah.wednet.edu" , "Del
Carmichael -'" , "Carolyn Bunch -'" , "Carley Dube -'" , "Cathy Huston -'"
 , "Carolyn Treleven -'" , "Cyd Leahy -'" , "Dana Lighty -'" , "Diane
Durant -'" , "dfeuchter@peell.k12.wa.us" , "Dan Mueller -'" , "Doug
Kaplicky -'" , "Dana Rosenbach -'" , "Eric Webb -'" ,
"gbullis@othello.wednet.edu" , "Heather Dauphin -'" ,
"janna_rush@eatonville.wednet.edu" , "jdrayer@be.wednet.edu" , "Jerry
Miller -'" , "jpryne@portangelesschools.org" , "John Schultz -'" , "Kathy
Sloop -'" , "Lindsay Franklin -'" , "Mike Lollar -'" , "Rebecca Montgomery
-'" , "Monte Redal -'" , "Melody Simmons -'" , "Mary Ann Unger -'" ,
"Marissa Waddell -'" , "Nick Hedman -'" , "Pamela Fredback -'" , "Penny
Brown -'" , "Patti Johnson -'" , "Shawn Ryan -'" , "Scott Niemann -'" ,
"Travis Hanson -'" , "Vicki VanDam -'" , "Suellen White -'" , "William
Mosiman -'" , "Andi Sperline -'" , "bgilbert@highland.wednet.edu" , "Stacy
Brown -'" , "Cindy Pollard -'" , "Clayton Mork -'" , "Craig Bailey -'" ,
"Dan Murray -'" , "Donald Nelson -'" , "Ellen Kaje -'" ,
"finchp@wvsd208.org" , "hats2many@aol.com" , "Heidi Harris -'" , "Jack
Monpas-Huber -'" , "Joan Dezember -'" , "Judy Gilara -'" , "Lemmel Judy
-'" , "kwirkkal@naselleschools.org" , "Mary Beth Tack -'" , "Mellody
Matthes -'" , "Nate Salisbury -'" , "Paula Bates -'" , "Rachel Klein -'" ,
"Wendy Rimmelspacher -'" , "Rob Friese -'" , "Randy Russell -'" , "Susan
Bell -'" , "Sara Bonneville -'" , "Scott Haeberle -'" , "Jill Smith -'" , "Stan
Pinnick -'" , "Teri Davison -'" , "Tera Stephens -'" , "Vickie Damon -'" ,
"Vince Riccobene -'" , "Wally Lis" , "wwadlington@creston.wednet.edu" ,
"Beth Daneker -'" , "Carol Clarke -'" , "Cody Gardiner -'" , "Cindy
Simonsen -'" , "Dave Fortin -'" , "daveb@crescent.wednet.edu" ,
"dvanderholm@manson.org" , "Greg Goodnight -'" , "Greg Scroggins -'" ,
"ishv@ncesd.org" , "Jo Cranor -'" , "jdavis@freemansd.org" , "Julie Debolt
-'" , "Joe Lloyd -'" , "Jay Mather -'" , "Kristin Edlund -'" , "Keoni Smith
-'" , "kharris@fife.k12.wa.us" , "Kirk Jordan -'" , "Kamie Kronbauer -'" ,
"Linda Boggs -'" , "Lori Knudson -'" , "Laura Nelson -'" , "Mandi
Poindexter -'" , "Keith Samplawski" , "Rachel Nichols -'" , "Becky Pederson
-'" , "Sabrina Stephens -'" , "Sandy Anderson -'" , "Spencer Taylor -'" ,
"Tony Byrd -'" , "Robert \"Matt\" Chase -'" , "Cynthia Jones -'" , "David
Forsythe -'" , "Dwight Remick -'" , "Erin Thompson -'" , "Jennifer Wright
-'" , "jmassa@warden.wednet.edu" , "John Sander -'" , "Shope Jaclyn -'" ,

"Judy Siesseger -" , "Julie Bentson -" , "kmacdonald@peell.k12.wa.us" ,
"Lance Gibbon -" , "marianne.thompson@vansd.org" , "Mary Ann
Whittaker -" , "Omar Montejano -" , "Rebekah Keiser -" ,
"rrussell@upsd.wednet.edu" , "Jennifer Ryan -" , "Ray Yoder -" , "Scott
Friedman -" , "tboyle@cashmere.wednet.edu" , "CLAUDIA THOMPSON
-" , "Troy Tornow -" , "Warren Starr -" , "Juli Weishaar -" , "Janet
Burcham -" , "Debi Johnson -" , "Ian Linterman -" , "Julie Davidson -"
 , "Judy Holliday -" , "Martin Brewer -" , "Mary Kirkwood -" , "Mester
Fran -" , "Robert Maxwell -" , "Ron Thompson -" , "Randy Torrey -" ,
"shubbard@carbonado.k12.wa.us" , "whitney_meissner@csd49.org" ,
"Dawn Williams -" , "Bob Busk -" , "datkinson@centralia.wednet.edu" ,
"Doris Bolender -" , "ddekalb@methow.org" , "Nancy Duffey -" , "Jim
Fry -" , "Gina Bluhm -" , "Michele Hunt -" ,
"jkenney@creston.wednet.edu" , "kbyington@southbend.wednet.edu" ,
"Kelsie Herda -" , "Kelly McKeirnan -" , "Kristin Phillips -" , "Kim
Spacek -" , "kyle.miller@csd400.org" , "Lloy Schaaf -" ,
"Istang@stanwood.wednet.edu" , "Marta Rinehart -" , "Mary Lou Bissett
-" , "pdommes@anthurston.k12.wa.us" , "Kim Roeber -" , "Rick Thompson
-" , "todd_Christensen@msvl.k12.wa.us" , "Traci Donohue -" , "Brian
Loffer -" , "Debra Clemens -" , "Dannette Jones -" ,
"dreidenbach@orchardprairie.org" , "Elaine Smith -" , "Karen Higgins -"
 , "Teresa Janes -" , "Jennifer Behrends -" , "Jody Metzger -" ,
"johnsonp@rainier.wednet.edu" , "jpuckett@tekoa.wednet.edu" , "Jerry
Pugh" , "Karen Davis -" , "Kelli Doherty -" , "Kim Montecucco -" ,
"Lisa Condran -" , "Liz Weeks-Molz -" , "Don McConkey -" , "Marti
Hazelwood -" , "Michelle Kuss-Cybula -" , "Michael Olson -" , "Monica
West -" , "Peggie Hafner -" , "s.grabenhorst@toutlesd.k12.wa.us" , "Tia
Stoddard -" , "AnneMarie Allpress -" , "Cindy Stockwell -" ,
"cthrogmorton@ephrataschools.org" , "Diane Kirchner-Scott -" ,
"dpoolman@sw.wednet.edu" , "Gwen Estes-Zuehlke -" ,
"fordd@tenino.k12.wa.us" , "Greg Price -" , "GRAHAM COOK -" ,
"Mary Jacobson -" , "Judy Armijo -" , "Jennifer Finney -" , "Jan
Lonsway -" , "kathy_morrison@misd.wednet.edu" , "kevin jacka -" ,
"Mark Hottowe -" , "Marci Cox -" , "Mark Wegner -" , "Nancy Pates-
Riches -" , "Paul Zagelow -" , "sandra.yager@hock.k12.wa.us" , "Susan
Stapleton -" , "Stefanie Heinen -" , "teresa_main@lkstevens.wednet.edu" ,
"Tita Mallory -" , "vettermid@puyallup.k12.wa.us" ,
"aaron.leavell@bremertonschools.org" , "Rian Aman -" , "Barbara
Gardiner -" , "Brenda Trostad -" , "cburleigh@mtbaker.wednet.edu" ,
"Christi Dahl -" , "David Tudor -" , "Dennis Carlson -" , "Diane
Lashinsky -" , "Daniel Phelan -" , "Guy Gregg -" , "Gina Grow -" ,
"KRISTIN HEATHER -" , "Ima Terry -" , "Jennifer Oatfield -" , "John
Heley -" , "Julie James -" , "Kyla Dordan -" , "Kat Grossman -" ,
"kknights@colsd.org" , "Lisa Gredvig -" , "Linda Varner -" , "Lindsey
Wallerstedt -" , "Larry Keller -" , "Linda McKay -" , "Michelle Helgeson
-" , "nfaaren@osd.wednet.edu" , "Opal Krauter -" , "Paula Akerlund -" ,
"Patricia Boles" , "peggyd@paterson.wednet.edu" , "Patrick Johnson -" ,
"rapperson@boistfort.k12.wa.us" , "Randy Elsbree -" , "Debi Robison -" ,

"Heather Schultz -" , "Sally Godwin -" , "Stephanie Klinger -" , "Terry Parker -" , "Jane Tull -" , "Vicki Brown -" , "Anna Slot -" , "Cher Belcher -" , "Corey Groh -" , "cpanagos@gfalls.wednet.edu" , "David Pfeiffer -" , "Kent Simpson -" , "Kurt Schonberg -" , "Irohland@dieringer.wednet.edu" , "Mike Messenger -" , "Monty Sabin -" , "Margaret Whitley -" , "Pamela Lindsley -" , "Patty Glaser -" , "Patricia Moore -" , "Rich Puryear -" , "Roxanne Lyons -" , "Robin Sphuler -" , "sdotson@cheneysd.org" , "Shirlene Forgey -" , "Staci Kelcher -" , "Si Stuber -" , "ROXANN TALLMAN -" , "tara@orient.k12.wa.us" , "TBookey@asd.wednet.edu" , "Terri Anderson -" , "Alexa Johnson -" , "bdonaldson@finleystd.org" , "browningk@scsd.k12.wa.us" , "Anthony Byrd -" , "Kenneth Crawford -" , "chrisscacco@selah.k12.wa.us" , "Crystal Lanz -" , "David Andra -" , "Kari DeMarco -" , "Doug LaMunyan -" , "Dwight Remick -" , "Judy Sinclair -" , "Deb Kernan -" , "Karen Ernest -" , "Kevin McKay -" , "Kathy Hayden -" , "kthorson@highland.wednet.edu" , "Kathi Weight -" , "ldavies@pateros.org" , "Lisa Roberts -" , "Michael Morgan -" , "Molly Mowrer -" , "Mary White -" , "nyoung@nsd.org" , "jeanette ozuna -" , "Sue Beck -" , "scott.peacock@sno.wednet.edu" , "Shauna Heath -" , "Janice Stewart -" , "Randy Stocker -" , "Shari Watt -" , "Tammy Feakin -" , "Wendy Farquharson -" , "William Meehan -" , "April Kaech -" , "beauchampj@evsd.org" , "Bev Henderson -" , "Bruce Nashif -" , "Cathleen Sherman -" , "Ann Schlotfeldt-Spratt -" , "cleo miller -" , "Dennis Killmer -" , "dhull@bridgeport.wednet.edu" , "Nancy Gilbertson -" , "John Hannah -" , "Jennifer Moore -" , "Cindy Klemsz -" , "Lisa Caderno-Smith -" , "Lori Gylling -" , "Marie Keller -" , "Helbling Mary -" , "Nancy Larsen -" , "Patricia Jones -" , "Patrice Timpson -" , "Paula Towne -" , "Scott Fisher -" , "Shellie Hoxie -" , "Sally Nelson -" , "Shannon Webster -" , "Shannon Thompson -" , "Tom Whitmore -" , "wargog@lax.wednet.edu" , "Angie Brown -" , "annie.sullivan@toutlesd.k12.wa.us" , "Brian Laubach -" , "Rachelle Butz -" , "ccarlton@qsd.wednet.edu" , "ccowan@finleystd.org" , "Connie Kliever -" , "cnelson@waterville.wednet.edu" , "Doug Dearden -" , "Dave Holmes -" , "dberry@conway.k12.wa.us" , "Diana Reaume -" , "Dorcas Wylder -" , "Denise VARNER -" , "Brian Flynn -" , "Heather Pinkerton -" , "Kathleen Miller -" , "Kelly Kronbauer -" , "Laura Christian -" , "Larissa Dhanani -" , "lstucker@tonasket.wednet.edu" , "mdawson@be.wednet.edu" , "Lisa Roberts -" , "Mike Villarreal -" , "pnunan@nfsd.org" , "rmatthews@swnsd.k12.wa.us" , "Shannon Rothlin -" , "susan_arbury@enumclaw.wednet.edu"

Cc : "Jody Hess"

Subject : 2016-17 iGrants Form Package 778- Annual Assurances for Highly Capable Programs

Attachment : Bulletin 027-16.docx;

TO: School District Highly Capable Coordinators

FROM: Jody Hess, Program Supervisor, Highly Capable

RE: **2016–17 iGrants Form Package 778- Annual Assurances for Highly Capable Programs**

Congratulations on the end of the 2015-16 school year. As you plan for the 2016-17 school year, please be aware the OSPI has made changes to Highly Capable to ease your reporting process, outlined in Memo #027-16, released 5/13/16. We encourage you to read the memo and have highlighted key provisions below.

- **New: Simplified Annual Assurances Package in iGrants Form Package (FP) 778**—Districts will indicate (1) if accepting Highly Capable Funds, (2) provide a district point of contact and (3) sign assurances.
 - *Districts Accepting Funds*: Those accepting funds need to agree to assurances that comply with RCW 28A.185 and WAC 392-170.
 - *Districts Not Accepting Funds*: Those not accepting funds need to attest that they are offering a Highly Capable program that complies with RCW 28A.150.220(3)(g). They will still need to annually review and validate CEDARS data in iGrants FP 250 (end-of-year report) for the students being served in the Highly Capable Program.
- **FP 778 does not require annual School Board approval.**

Form Package 217 Annual Plan: Districts that have an **approved** Annual Plan (Form Package 217) are not required to submit new Annual Plan in 2016-17. Form Package 217 is now the district's Highly Capable Comprehensive Plan. Form Package 217 will need to be updated only when district makes major changes to provisions of Highly Capable Program services.

Webinar:

For those new to coordinating Highly Capable services in your district, and others who may want to review, a webinar will be

scheduled for Tuesday, August 16, 2016 from 2:00 PM - 4:00 PM
for guidance.

Please have a great and restful summer.



SUPERINTENDENT OF PUBLIC INSTRUCTION

Randy I. Dorn Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

May 13, 2016

() Action Required
(X) Informational

MEMORANDUM NO. 027-16M TITLE I/LAP & CONSOLIDATED PROGRAM REVIEW

TO: Educational Service District Superintendents
School District Superintendents
District Highly Capable Program Managers

FROM: Randy I. Dorn, State Superintendent of Public Instruction

RE: 2016–17 Highly Capable Program Update

CONTACT: Jody Hess, Program Supervisor
Highly Capable Student Programs
360-721-6171, jody.hess@k12.wa.us
Agency TTY: 360-664-3631

The Office of Superintendent of Public Instruction's (OSPI) Highly Capable Program is committed to partnering with districts across the state to support efforts to provide services for Highly Capable students. After listening to feedback from districts, we redesigned district plans, reporting, and reviews for the 2016–17 school year. Our goals are to eliminate report duplication and other barriers. Our intent is to ensure district time is spent focused on their Highly Capable students. OSPI also wants to encourage more rural districts to engage in multiple pathways to serve their Highly Capable students.

NOTE: As part of RCW 28A.150.220(3)(g), the instructional program of basic education provided by each school district shall include programs for Highly Capable students. Consistent with OSPI's approach to the Learning Assistance Program and the Transitional Bilingual Instructional Program, a district does not have to accept funds. It does need to ensure services are provided to students who qualify. Under the law, districts are to identify their most Highly Capable students and serve them. See RCW 28A.185.020(1) and (2).

The following changes have been made for the 2016–17 school year reporting and review cycle:

1. New: Simplified Annual Assurances Package in iGrants

Form Package (FP) 778—Districts will indicate (1) if accepting Highly Capable Funds, (2) provide a district point of contact and (3) sign assurances.

Districts Accepting Funds: Those accepting funds need to agree to assurances that comply with RCW 28A.185 and WAC 392-170.

Districts Not Accepting Funds: Those not accepting funds need to attest that they are offering a Highly Capable program that complies with RCW 28A.150.220(3)(g). They will still need to annually review and validate CEDARS data in iGrants FP 250 (end-of-year report) for the students being served in the Highly Capable Program.

2. Modify the Annual Plan to a Comprehensive Plan in iGrants—The Annual Plan (FP 217), is now a Comprehensive Plan that only needs to be updated when districts have made major program changes. OSPI staff will look at this plan during the Consolidated Program Review (CPR) process.

3. CPR—OSPI is changing the overall approach to CPR. The model is moving from compliance to technical assistance. Reviews are completed once every five years for most districts. When districts are scheduled for CPR review, their Highly Capable programs will be reviewed. The review will include the Comprehensive Plan, FP 217. The Highly Capable checklist will be condensed in the 2016–17 cycle for fewer uploads. Also, it will no longer include fiscal information, as that information is provided to OSPI in other report formats.

Districts will be reviewed even if they are not accepting funds, as highly capable is part of the program of basic education under RCW 28A.150.220(3). However, OSPI will provide two types of reviews based on district size.

Districts with Over 1,000 Students: The purpose of the review is to offer technical assistance from OSPI, evaluate the implementation and effectiveness of the Highly Capable Comprehensive Plan, and improve service delivery to students based on their evaluation.

Districts with Under 1,000 Students: OSPI will follow the precedent to reduce reporting burden for our smaller districts. During CPR, those districts may select to complete the process for larger districts, or opt for an abbreviated desk review.

May 13, 2016

They will receive technical assistance on ideas for serving their district's Highly Capable students, as well as examples of how districts of similar size are using their Highly Capable dollars.

- 4. End-of-Year Report**—The end-of-year report for the 2016–17 school year will be streamlined. All districts will need to validate CEDARS data. They will also inform OSPI if making updates to the district's Comprehensive Plan (this is currently the annual plan, FP 217 in iGrants). Additionally, those accepting Highly Capable funds will answer questions on program evaluation, professional learning, and validation of CEDARS data.
- 5. Fiscal Report**—OSPI will no longer require districts to complete FP 733, the Fiscal Report. Similar information can be collected through the district's End of Year Financial Statements (F-196) which are submitted to School Apportionment and Financial Services.

If you have any questions regarding this bulletin, please contact Jody Hess, Program Supervisor, Highly Capable at 360-725-6171 or email jody.hess@k12.wa.us. The agency TTY number is 360-664-3631.

This memo is also available on OSPI's website at <http://www.k12.wa.us/BulletinsMemos/memoranda2016.aspx>.

K–12 EDUCATION

Gil Mendoza, Ed.D.
Deputy Superintendent

SPECIAL PROGRAMS AND FEDERAL ACCOUNTABILITY

Gayle Pauley
Assistant Superintendent

Paula Moore, Director
Title I/LAP & CPR

Jody Hess, Program Supervisor
Highly Capable Student Programs

RD:PM:jh:eg

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