

**Colorado Department of Education**

Office of Learning Supports

Colorado Multi-Tiered System of Supports

Regional Partnership Agreement

**SAMPLE ONLY**

# Introduction



Regional Partnership Agreement (**Sample**)

The Colorado Department of Education (CDE) Office of Learning Supports (OLS) created this regional partnership agreement.

Through a partnership with the OLS, the regional pilot builds capacity and expertise to support the effective implementation of COMTSS for the districts served by the Regional Partner. Through this regional pilot, districts and schools will be able to integrate academic, behavioral, social-emotional, and essential skills development into a comprehensive system of student supports.

COMTSS is a prevention-based framework using team-driven leadership and data-based problem solving to improve the outcomes of every student through family, school, and community partnerships, comprehensive assessment, and a layered continuum of supports. Implementation science and universal design for learning are employed to create one integrated system that focuses on increasing academic and behavioral outcomes to equitably support the varying needs of all students.

This Regional Partnership will focus on professional learning activities that target the development, implementation, and sustainability of a COMTSS.

# Purpose

The purpose of the proposed project is to increase equitable academic and behavioral outcomes and improve access to whole child support for students, especially students with disabilities. The three goals of this project are to: (1) Increase regional level capacity and infrastructure to support COMTSS (2) Increase district level capacity and infrastructure to support COMTSS and (3) Increase schools’ fidelity of COMTSS to support student academic, behavioral and social-emotional outcomes.

# Commitments

## Overview of Regional Education Agencies/REGIONAL PARTNER:

This is a regional model pilot where the Regional Partner functions as a partner with local districts. The Regional Partner provides training, guidance and support intended to enable school districts to operate efficiently and improve their student outcomes.

**Benefits of Supports**

|  |  |
| --- | --- |
| **Input** | **Outcome** |
| How will **students** benefit? Teachers are supported and consistently using Best, First Instruction. | Improved student outcomes in academics and behavior – the **ultimate goal!** |
| How will **teachers** be supported? District and school implementation teams support teachers’ using multi-tiered system of supports effectively. | Teachers’ consistent use of Best, First Instruction to improve student outcomes. |
| How will **district** and school implementation teams be developed and supported? Regional implementation teams develop, support and sustain district implementation teams. | Effective district and school implementation teams are created to support teachers using multi-tiered system of supports effectively. |
| How will **regional** supports be developed to support district and school implementation teams? The State Implementation Team develops and sustains regional implementation teams. | COMTSS Regional Specialists support the regional implementation teams who help sustain and support the COMTSS District Implementation Teams who support school level teams. |

The COMTSS Regional Specialist offers technical assistance for implementation efforts at the regional and district levels. The Regional Partner will designate a COMTSS Regional Coordinator to facilitate COMTSS work in partnership with districts and schools. The COMTSS Regional Coordinator will lead the regional implementation team.

## (For Grantees Only) The CDE COMTSS Regional Specialist will:

* Partner with COMTSS Regional Coordinator to mentor and support COMTSS Regional and District Coordinators with training, coaching and technical assistance.
* Provide COMTSS Regional and District Coordinators with professional development and training (in-person and virtual).
* Provide COMTSS Regional and Districts Coordinators and schools (including teachers) technical assistance with Online Academy training modules.
* Provide COMTSS Regional and District Coordinators, districts, and schools guidance around grant requirements for completion.
* Provide coaches training to COMTSS District Coordinators, districts and schools with additional technical assistance and planning support.
* Provide funding to support COMTSS District Coordinators, districts and schools in COMTSS implementation efforts.

## The COMTSS Regional Coordinator will:

* Lead monthly regional and district implementation meetings and coordinate with COMTSS Regional Specialist in the planning of meetings.
* Meet with COMTSS Regional Specialist weekly and as necessary.
* Attend Urban/Rural Network to help identify rural and urban needs.
* Attend COMTSS District Coordinator trainings and annual in-person team training throughout the grant and participate in the Online Academy training.
* Support the COMTSS District Coordinator and School Team Lead(s) in the planning, facilitating, and reflecting on monthly COMTSS implementation meetings.
* Support COMTSS District and School Teams through professional development and technical assistance in implementing COMTSS and achieving staff and student outcomes.
* Support the administration and data analysis of various assessments and tools.
* Provide evaluation and reflection data within the time frames specified by the COMTSS grant requirements.
* Support the creation, monitoring and revisions of regional and district budgets with support and approval from assigned COMTSS Regional Specialists.

## The COMTSS Regional Implementation Team will:

* Include at least one member of cabinet administration with decision-making authority who will attend at least 75% of monthly meetings.
* Attend CDE COMTSS trainings in the 2022/2023 school year (in person and virtual) and subsequent meetings in 2023-2026.
* Attend monthly meetings with the COMTSS Regional Coordinator and CDE COMTSS Regional Specialist to complete various activities, including infrastructure evaluation, implementation plan development, initiative inventory completion, and professional development planning.
* Ensure that region, district, and school leadership commit the time necessary to accomplish grant activities to increase student achievement.
* Prioritize and support building capacity at the regional, district and school level to support COMTSS School Implementation Team in implementing COMTSS and achieving staff and student outcomes.
* Annually complete the required capacity assessment, surveys, and plans.
* In accordance with the COMTSS grant strategic management plan, define, record, and monitor data throughout the grant, which may include student outcome data, teacher input, and evaluation data, fidelity data, questionnaires, self-assessments, and participant reflections.

Through this partnership agreement, new districts will be selected to partner within the region and will designate a COMTSS District Coordinator for each to lead and support the school and district in implementing COMTSS. The coordinator will coordinate with CDE regional specialists regarding training and technical assistance for implementation efforts. The coordinator must have time and flexibility in their schedule to attend to the role’s responsibilities. The coordinator’s approximate FTE requirement is 0.25. The district will begin supporting COMTSS implementation in at least two schools and continue onboarding until the entire district is included in the work.

## The COMTSS District Coordinator will:

* Lead monthly district and school implementation meetings and coordinate with COMTSS Specialists in the planning of and reflection on those meetings.
* Attend CDE/OLS COMTSS trainings in the 2022/2023 school year and subsequent meetings in 2023-2026.
* Support the School Team Lead in the planning, facilitating, and reflecting on monthly COMTSS implementation meetings.
* Support COMTSS District and School Teams through professional development and TA in implementing COMTSS and achieving staff and student outcomes.
* Support the administration and data analysis of various assessments and tools.
* Provide evaluation and reflection data within the time frames specified by the COMTSS SPDG requirements.
* Support the creation, monitoring, and revisions of district and school budgets with support and approval from assigned COMTSS Specialists.

## The COMTSS District Implementation Team will:

* Include at least one executive leader with decision-making authority who will attend at least 75% of monthly meetings.
* Attend CDE COMTSS trainings in the 2022/2023 school year and subsequent meetings in 2023-2026.
* Attend monthly meetings with the District Coordinator and COMTSS Specialist to complete various activities, including infrastructure evaluation, implementation plan development, initiative inventory completion, and professional development planning.
* Ensure that district and school leadership commit the time necessary to accomplish grant activities to increase student achievement.
* Prioritize and support school COMTSS teams in implementing COMTSS and achieving staff and student outcomes.
* Annually complete the required capacity assessment, surveys, and plans.
* In partnership with the OLS, define, record, and monitor data throughout the grant, which may include student outcome data, teacher input, and evaluation data, fidelity data, questionnaires, self-assessments, and participant reflections.

## School Commitments

Participating schools will create or combine with another school team to function as a COMTSS School Implementation Team (C-SIT). Each COMTSS School Implementation Team will:

* Meet monthly
* Provide a lead (COMTSS School Coordinator) that supports the COMTSS work
* Attend CDE COMTSS trainings in the 2022/2023 school year and subsequent meetings in 2023-2026.
* Budget sufficient funds and time to participate in required grant activities

# Suggested Evaluation and Reporting

Because successful implementation of COMTSS depends on the use of data to inform decisions, grant participants will be expected to use data throughout their implementation efforts. Additionally, data collection and submission to OLS will be expected. The data from participating districts and schools includes facilitated submission of relevant academic, behavioral, social-emotional, implementation, teacher performance, and family engagement data and will be a function of grant program participation. The grantees and the OLS COMTSS staff will mutually decide upon, record, and monitor data throughout the grant. This may be collected in the form of student outcome data, teacher input data, fidelity data, questionnaires, self-assessments, and participant reflections.

The participating grantees are required to report, at a minimum, the following information to the OLS each year of the grant:

* Regional Capacity Assessment: Regions Only
* District Capacity Assessment
* School fidelity Tool for each participating school
* Classroom Walk through tools
* Approved annual proposed and final budgets
* A Professional Development (PD) plan
* [Family, School, and Community Partnerships P-12 Self-Assessment](https://www.cde.state.co.us/uip/self-assessment-rubric-users-guide)

# Regional Partnership Agreement Form

A digital copy of this Regional Partnership Agreement and budget workbook in Excel format must be submitted to the designated OLS Regional COMTSS Specialists. The Regional Partnership Agreement should include all required signatures. Attach the budget workbook in Excel format as a separate document. The completed Regional Partnership Agreement is a binding commitment to participate in the regional pilot throughout the grant period.

**Colorado Multi-Tiered System of Supports (COMTSS) Implementation Grant**

## Part IA: Cover Page – Applicant Information

**Regional Partner Information**

|  |  |
| --- | --- |
| **Regional Partner Name** |  |
| **Regional Partner Code** |  |
| **Mailing Address** |  |
| **Region (choose one: indicate region of Colorado this program will impact most)** | Metro, Pikes Peak, North Central, Northwest, West Central, Southwest, Southeast, Northeast |

**Authorized Representative Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Telephone** |  |
| **Email** |  |

**Program Contact Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Telephone** |  |
| **Email** |  |

**Fiscal Approver Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Telephone** |  |
| **Email** |  |

**Fiscal Reviewer Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Telephone** |  |
| **Email** |  |

## Part IB: Recipient Districts Information – Must list 2 Districts

**District Lead Provider 1**

|  |  |
| --- | --- |
| **District Name** |  |
| **District Code** |  |
| **Mailing Address** |  |
| **Region (choose one: indicate region of Colorado this program will impact most)** | Metro, Pikes Peak, North Central, Northwest, West Central, Southwest, Southeast, Northeast |

**Authorized Superintendent Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Telephone** |  |
| **Email** |  |

**Program Contact Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Telephone** |  |
| **Email** |  |

**Fiscal Approver Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Telephone** |  |
| **Email** |  |

**Fiscal Reviewer Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Telephone** |  |
| **Email** |  |

**District Lead Provider 2**

|  |  |
| --- | --- |
| **District Name** |  |
| **District Code** |  |
| **Mailing Address** |  |
| **Region (choose one: indicate region of Colorado this program will impact most)** | Metro, Pikes Peak, North Central, Northwest, West Central, Southwest, Southeast, Northeast |

**Authorized Superintendent Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Telephone** |  |
| **Email** |  |

**Program Contact Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Telephone** |  |
| **Email** |  |

**Fiscal Approver Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Telephone** |  |
| **Email** |  |

**Fiscal Reviewer Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Telephone** |  |
| **Email** |  |

## Part IC: Recipient Schools Information – Must list 2 Schools

**Recipient School 1 Information**

|  |  |
| --- | --- |
| **School Name** |  |
| **School Code** |  |
| **Mailing Address** |  |
| **Charter School**  **(yes or no)** |  |

**Principal Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Telephone** |  |
| **Email** |  |

**Recipient School 2 Information**

|  |  |
| --- | --- |
| **School Name** |  |
| **School Code** |  |
| **Mailing Address** |  |
| **Charter School**  **(yes or no)** |  |

**Principal Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Telephone** |  |
| **Email** |  |

**Recipient School 3 Information**

|  |  |
| --- | --- |
| **School Name** |  |
| **School Code** |  |
| **Mailing Address** |  |
| **Charter School**  **(yes or no)** |  |

**Principal Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Telephone** |  |
| **Email** |  |

**Recipient School 4 Information**

|  |  |
| --- | --- |
| **School Name** |  |
| **School Code** |  |
| **Mailing Address** |  |
| **Charter School**  **(yes or no)** |  |

**Principal Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Telephone** |  |
| **Email** |  |

**Recipient School 5 Information**

|  |  |
| --- | --- |
| **School Name** |  |
| **School Code** |  |
| **Mailing Address** |  |
| **Charter School**  **(yes or no)** |  |

**Principal Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Telephone** |  |
| **Email** |  |

**Recipient School 6 Information**

|  |  |
| --- | --- |
| **School Name** |  |
| **School Code** |  |
| **Mailing Address** |  |
| **Charter School**  **(yes or no)** |  |

**Principal Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Telephone** |  |
| **Email** |  |

## Part ID: Program Assurances Form (Regional Partner)

The appropriate Authorized Representatives must sign below to indicate their approval of the contents of the application for the **Colorado Multi-Tiered System of Supports Implementation Grant**, and the receipt of program funds.

On *(Date)* , the board of *(Regional Education Agency Name)*

hereby agrees to the following assurances:

**Commitments**

Grantee will designate a COMTSS Regional Coordinator to lead and support a Regional Implementation Team (C-RIT), District Implementation Teams (C-DIT) and support COMTSS School Implementation Teams in implementing COMTSS. The coordinator will collaborate with CDE staff regarding training and technical assistance for implementation efforts. The coordinator must have time and flexibility in their schedule to attend to the role’s responsibilities. The coordinator’s approximate FTE requirement is at least 0.25. The district will begin supporting COMTSS implementation in at least two schools in Year One of funding and add four additional schools in Year Two if applicable.

**The COMTSS Regional Coordinator will:**

* Lead monthly district and school implementation meetings and coordinate with COMTSS Regional Specialist in the planning of meetings.
* Meet with COMTSS Regional Specialist weekly.
* Attend Urban/Rural Network (Three - 3 Hour meetings/year) to help identify rural and urban needs.
* Attend required COMTSS District Coordinator trainings and team trainings throughout the grant and participate in the Online Academy training modules.
* Support the COMTSS District and School Team Coordinators in the planning, facilitating, and reflecting on monthly COMTSS implementation meetings.
* Support COMTSS District and School Teams through professional development and TA in implementing COMTSS and achieving staff and student outcomes.
* Support the administration of district assessments, PD plans, school fidelity tool which includes a family engagement component and a classroom checklist among other tools and resources.
* Provide evaluation and reflection data within the time frames specified by the COMTSS SPDG requirements.
* Support the creation, monitoring and revisions of district and school budgets with support and approval from assigned COMTSS Specialists

**The COMTSS Regional Implementation Team will**:

* Includes at least one executive leader with decision-making authority who will attend at least 75% of monthly meetings.
* Attend COMTSS trainings in the 2023/2024 school year subsequent meetings in 2023-2026.
* Attend monthly meetings with the COMTSS Regional Coordinator and COMTSS Regional Specialist to complete various activities, including infrastructure evaluation, implementation plan development, initiative inventory completion, and professional development planning.
* Ensure that region, district and school leadership commit the time necessary to accomplish grant activities to increase student achievement.
* Prioritize and support building capacity at the regional, district and school level to support school COMTSS teams in implementing COMTSS and achieving staff and student outcomes.
* Annually complete the required capacity assessment, surveys, and plans.
* In partnership with OLS, define, record, and monitor data throughout the grant, which may include student outcome data, teacher input, and evaluation data, fidelity data, questionnaires, self-assessments, and participant reflections.

Through this partnership agreement the COMTSS Regional Implementation Team (C-RIT) selects two districts to partner within the region and designates a COMTSS District Coordinator for each to lead and support a C-DIT and support C-SITs in implementing COMTSS. The coordinator will coordinate with CDE staff regarding training and technical assistance for implementation efforts. The coordinator must have time and flexibility in their schedule to attend to the role’s responsibilities. The coordinator’s approximate FTE requirement is at least 0.25. The district will begin supporting COMTSS implementation in at least two schools in Year Two of funding and add four additional schools in Year Three.

**The COMTSS District Implementation Team will:**

* Include at least one executive leader with decision-making authority who will attend at least 75% of monthly meetings.
* Attend four OLS COMTSS quarterly trainings in the 2022/2023 school year (one in person and three remote) and subsequent meetings in 2023-2026.
* Attend monthly meetings with the District Coordinator and COMTSS Specialist to complete various activities, including infrastructure evaluation, implementation plan development, initiative inventory completion, and professional development planning.
* Ensure that district and school leadership commit the time necessary to accomplish grant activities to increase student achievement.
* Prioritize and support school COMTSS teams in implementing COMTSS and achieving staff and student outcomes.
* Annually complete the required capacity assessment, surveys, and plans.
* In partnership with OLS, define, record, and monitor data throughout the grant, which may include student outcome data, teacher input, and evaluation data, fidelity data, questionnaires, self-assessments, and participant reflections.

**School Commitments**

Participating schools will create or combine with another school team to function as a COMTSS School Implementation Team. Each COMTSS School Implementation Team will:

* Meet monthly
* Provide a lead (COMTSS School Coordinator) that supports the COMTSS work
* Attend trainings provided by the OLS
* Budget sufficient funds and time to participate in required grant activities

The Colorado Department of Education may terminate a grant award upon thirty days’ notice if it is deemed by CDE that the applicant is not fulfilling the requirements of the funded program as specified in the approved project application, or if the program is generating less than satisfactory results.

The districts and schools will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.

Funds are used to supplement and not supplant any money currently used to provide services, and the appropriate fiscal agent will administer grant dollars. Funded projects will maintain proper budgetary and program records, and the grantees will conduct fiscal audits of this program as a part of their regular audits. If any findings of misuse of funds are discovered, project funds will be returned to CDE. Finally, the grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.

Project modifications and changes in the approved budget must be requested in writing and be approved in writing by the Colorado Department of Education before improvements are made to the expenditures. Please contact your OLS COMTSS Specialist for any modifications.

*Name of Organization Authorized Representative (Executive Director)*

*Signature Date*

*Name of COMTSS Program Contact*

*Signature Date*

*Name of Fiscal Contact (Approver)*

*Signature Date*

*Name of Fiscal Contact (Reviewer)*

*Signature Date*