



# Preparing a Successful 2017 Merit Award Application

**Monday, October 24, 2016 at 2:00pm Eastern**

Dr. Kim Morrison, Region IV Director and Awards Chair

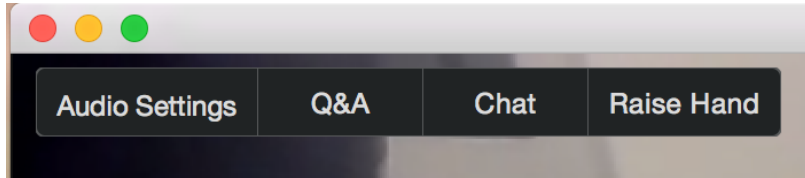
Judy Shen, Director of Operations

Magnet Schools of America



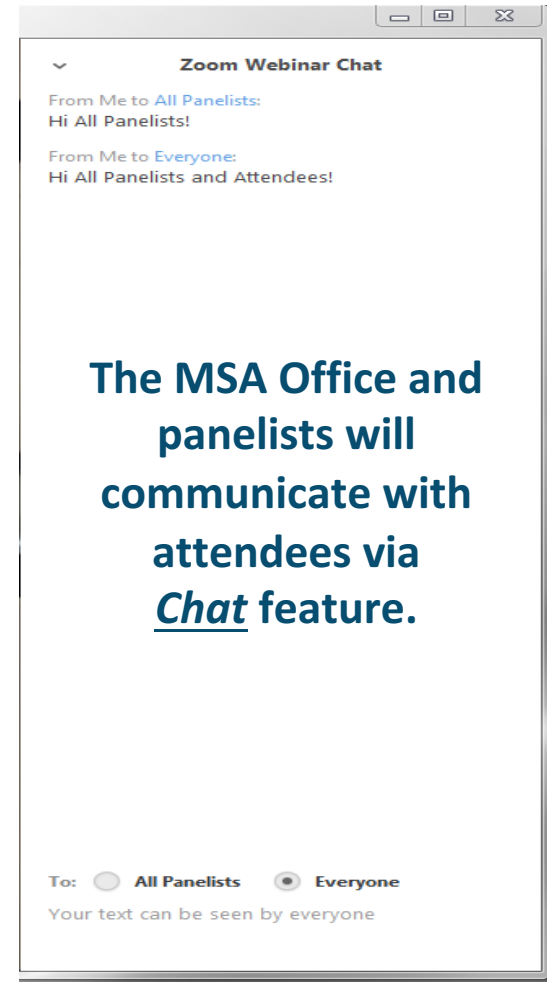
# Control Menu

*can be found along the top left corner of the webinar window.*



Under Audio Settings, please make sure to mute your microphones.

Please input all questions in the the Questions and Answers feature.



**The Magnet Schools of Merit Award**  
recognizes member magnet schools  
and magnet programs that demonstrate a high  
commitment to academic standards, curriculum  
innovation, desegregation/diversity efforts,  
specialized teaching staffs, and parent and  
community involvement.



# ELIGIBILITY

- ✓ **Must** have implemented the magnet program for a minimum of three years; with the exception of applications for the New and Emerging Magnet School category (designed for magnet schools in their second or third year of implementation).
- ✓ **Must** be a member in good standing of Magnet Schools of America for 2016-2017 by ***Tuesday, November 1, 2016.***



- ❖ Email [membership@magnet.edu](mailto:membership@magnet.edu) at the MSA Office to become a member or to renew your membership .
- ❖ OR visit [www.magnet.edu](http://www.magnet.edu) and click on one of the yellow buttons along the right side.



# Award Categories



***Magnet Schools of Excellence***, the top category, is awarded to a group of select magnet schools, and



***Magnet Schools of Distinction***, is the second highest award of recognition.

*Member schools submit an application that is scored by a panel of educators, with specific cash awards provided to the top Magnet Schools of Excellence.*

Whole School  
Magnet  
Program  
Within-A-School  
Magnet

**NEW!**

*\*Program Within-a-School programs must consist of at least twenty percent (20%) of the student population involved in the program OR a minimum of 200 students.*



# General Questions

**Q:** I am a magnet coordinator at Commonwealth Gifted/Highly Gifted/High Ability Arts & Technology Magnet in LAUSD. This is our third year so we won't have 3 or 4 years of data. Can we still apply this year?

**Q:** Do we use the same application for New and Emerging Category? Do I just check the box to indicate New and Emerging? Since this is our 3rd year, we don't have any awards that we received. Do we receive 0 point for new and emerging category?

**A:** Yes, you can still apply, make sure to check the box 'New & Emerging'. Awards are not limited to joust the program/school as a whole. Make sure to include student, staff awards as well. (Tip: Refer to the rubric)

*Los Angeles Unified School District, CA*



# General Questions

**Q:** Did the Program Within-a-School Award eligibility change for this year? In order to qualify for this category, there must be at least 200 students in the program or 20% of the school? We have a few programs that have applied for this category in the past, but may no longer be eligible with this rule. If a school only has 120 students in each of their different magnet programs, but 480 total magnet students in a school with 2,000 total students, can they apply for Program Within-a-School for each program or would they need to combine the application into one application for Program Within-a-School?

**A:** Yes, the eligibility did change this year for the Program Within-a-School award. Based on the information provided, you will need to apply as one magnet school to meet the 20% minimum.

*Clark County School District, NV*



# General Questions

**Q:** We have 569 students in main school 108 student in magnet. That means we only have 18.9%. Can we still apply?

**A:** Unfortunately, you are not eligible. Twenty percent of the student population must in the program or a minimum of 20%.

Los Angeles Unified School District, CA





# Award Categories



- School of Excellence – New & Emerging
- School of Excellence – Program Within-a-School\*
- School of Excellence – Whole School Magnet



- School of Distinction – New & Emerging
- School of Distinction – Program Within-a-School\*
- School of Distinction – Whole School Magnet



# General Questions

**Q:** If a school is applying as a New & Emerging Magnet School, is there a minimum number of students they can have in their program? Does the 200 students/20% rule apply to them?

**A:** Yes, the rule for Program Within-a-School applies: 20% or at least 200 students.

*Clark County School District, NV*



# Make sure to...



# the Merit Rubric

## C. Innovative Instructional Strategies - 30 Points

The proposal should include the following:	Score
<p><b>1. A description of how the innovative instructional practices are implemented; (up to 2450 characters, including spaces)</b></p> <p>0 = The application does not address innovative instructional practices and/or approach or philosophy utilized. 1 = The application mentions innovative instructional practices and/or approach or philosophy; however, it is not described. 5 = The application addresses innovative instructional practices and/or approach or philosophy; however, it is limited to core classes/subject areas. 7 = The application addresses innovative instructional practices and/or approach or philosophy; however, it is in most core classes/subject areas. 10 = The application describes innovative instructional practices and/or approach or philosophy; and is demonstrated in all areas (including content and electives) throughout the magnet program/school.</p>	10 pts.
<p><b>2. How professional development activities enhance instructional delivery, and are aligned with the magnet theme; For example: What are you doing to support your Magnet theme-teacher staff and all other instructional staff to understand the Magnet-theme philosophy/goals &amp; objectives? (up to 2100 characters, including spaces)</b></p> <p>0 = The application does not reference theme specific professional development for staff. 1 = The application references professional development; however, it is not theme specific (i.e., reading professional development does not support the theme of the school). 5 = The school offers limited professional development to staff around the theme; however, attendance is optional. PD may also reside solely in professional learning communities. 7 = The school offers professional development to staff specific to the theme; however, attendance is optional. PD may also reside solely in professional learning communities. 10 = The school offers extensive professional development specific to the theme and all licensed staff have received training AND it is embedded into professional learning communities.</p>	10 pts.
<p><b>3. How multiculturalism (including cultural competency) is <u>infused</u> into the magnet school/program curriculum--not just festivals and/or holidays. (up to 1750 characters, including spaces)</b></p> <p>0 = The application does not illustrate or address multiculturalism. 1 = The application references an appreciation for multiculturalism; however, it does not describe how it is infused into the program/curriculum. 5 = The school has a few activities dedicated to multicultural awareness; however, it does not demonstrate it as part of the curriculum or climate of the school. 7 = The school has a frequent activities dedicated to multicultural awareness; however, it does not demonstrate it as part of the curriculum or climate of the school. 10 = The school is a model for multicultural inclusion and has made it an integral part of the school culture.</p>	10 pts.

## TIP #1

Make sure to download the merit rubric...align your answers accordingly:  
**Programs Within-A-School vs. Whole School**



# 2017 Application Guidelines

## A. Program Overview

1. A clearly defined mission and vision statement which relates to the magnet theme;
2. How the magnet theme is integrated throughout the school in core classes as well as electives and co-curricular activities;
3. A summary of how the alignment of your goals, objectives and educational activities support the magnet theme;
4. How the program/school promotes equitable access to all demographic groups, including but not limited to English “Language” Learners and students who receive special education services.



# 2017 Application Guidelines



## B. Demographic Profile

1. A description of the student diversity plan (if there is a diversity goal) or a description on how student diversity is leveraged and maximized;
2. How student enrollment reflects the diversity plan?
3. Are students selected by a lottery process that does not include academic criteria;
4. For programs within-a-school, a description on how students in the program and school have academic opportunities to interact;

### DATA FORM - provided

5. Current programs within a school enrollment by racial/ethnic categories, and totals (# & %);
6. Current school enrollment by racial/ethnic categories, and totals (# & %);
7. District enrollment by racial/ethnic categories, and totals (# & %);
8. Free/reduced lunch (FRL) eligibility for students in the district/school/program (# & %); **OPTIONAL**

### TIP #2

Data tables for #5, #6, #7, and #8 must be completed in the template provided. This information is required and should serve as a resource and support the 'demographic profile' narrative section.

[PWAS Template](#) | [WS Template](#)



# General Questions – Section B.

**Q:** I am in the process of completing the demographic profile for my school. In LAUSD, Filipino is identified, but on your form it is not. Which ethnic category should I group them with?

**A:** *Please include Filipino under the Asian category and make sure to provide an explanation in the narrative.*

Los Angeles Unified School District, CA



# 2017 Application Guidelines

## ***C. Innovative Instructional Strategies*** *No Tables/Charts/Graphs*

1. A description of how the innovative instructional practices are implemented;
2. How professional development activities enhance instructional delivery, and are aligned with the magnet theme; *For example: What are you doing to support your Magnet theme-teacher staff and all other instructional staff to understand the Magnet –theme philosophy/goals & objectives?*
3. How multiculturalism (including cultural competency) is infused into the magnet school/program curriculum—not just festivals and/or holidays.



# 2017 Application Guidelines



## **D. Student Achievement** *(Reading and Math OR other areas determined by your State Department of Education)*

1. School, district, and state achievement data for enrolled students is disaggregated by race for the last 4 academic years. School must indicate new assessments and provide documentation from the state when data is unavailable. If your state no longer allow the publishing of test information disaggregated, an aggregated template is provided (for New & Emerging schools, report data for the years covered in the application).

Must use provided template.

2. Explanation of student achievement data; include graduation rates for high school (if applicable) for 2012-2013, 2013-2014, 2014-2015 and 2015-2016.

### **TIP #3**

*The student achievement data/documentation provided by the state (to be uploaded) is required, and should serve as a resource AND support D2. in the narrative section.*





# General Questions – Section D.

**Q:** The directions are also calling for socio-economic percentages and there is no place in the spreadsheet to input that data. I am happy with this since we don't have state data on that yet for 15-16 and it was re-calibrated in 14-15 as well but you do state in the directions that you want it.

**A:** The application guidelines have been updated as well as data tables, we are not asking for socio-economic percentages this year.

*Richland School District Two, SC*

**Q:** Our leadership academies, which are also early colleges, and go 6-12, to be able to upload 2 data sheets and 2 demographic sheets to speak to their theme?

**A:** Yes, multiple file uploads is available in the online platform for the Student Achievement Data section to account for the different reporting based on grade levels.

*Wake County Public Schools, NC*



# General Questions – Section D.

**Q:** The attendance block is new. It used to be graduation. The directions are still asking for graduation. With the new form, do we still try to include graduation in a block or just the attendance rates?

**A:** The attendance rate is new and not required, just optional. As for the graduation rates, you may include it in the narrative section (Section D).

*Winston-Salem/Forsyth County Schools, NC*

**Q:** What is Attendance Rate you are looking for on the Student Achievement Data Table? The percentage of students that attend? Also, how do we represent aggregated attendance rate (single number)? It appears that our state did not disaggregate attendance rates (historical years).

**A:** We are asking for the daily attendance rate as a possible indicator of success you could share. For instance, 95% attendance rate for the year (for previous year).

*Orange County Public Schools, FL*



# General Questions – Section D.

**Q:** Could you please tell me how to report attendance on the Magnet School of America Awards template. It asks for the % Proficient for the Magnet Program, School District, and State. The data I have is % of students with 0 absences, the % of students with 1 to 5 absences, the percent of students with 6 to 10 absences, and the percent of students with more than 10 absences. I would think I would report the % of students with less than 10 absences. Please advise if this is acceptable.

**A:** The data table has been revised as of 10.18.16. We are asking for the overall average daily attendance for program/school, district and state.

Program (% average daily attendance)	District (% average daily attendance)	State (% average daily attendance)

*Richmond County Schools, GA*



## Section D.

# DISCUSSION



# 2017 Application Guidelines

## ***E. Parent and Community Involvement***

1. How partnerships formed with parents, community groups and other organizations connect to and support student learning and are aligned to the magnet theme (beyond fundraising);
2. Two letters of support for the Magnet Schools of America Merit Award, one from a parent or parent group **AND** one from a partnering organization – REQUIRED

**TIP #4** *Please secure new letters of support for the 2017 application.*

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**Q:** I am in the process of typing up a letter of support for one of the magnet schools looking to be recognized. To whom should the letter be addressed?

**A:** Please address the letter of support to the MSA Merit Awards Committee | 1909 K Street, NW Suite C-140 | Washington, DC 20006

*Los Angeles, CA*



# 2017 Application Guidelines

## ***F. Awards and Achievements***

1. Significant achievements and school awards received during the last three years as covered by the application (receiving a grand is not considered a significant achievement for this specific section).



**TIP #5** *Make sure to include awards earned by staff, students, and school-wide recognitions.*

## *g. proposal format* and **Suggestions**

- Application should be **free** of grammatical and spelling errors. Application should be **neat, coherent, and organized in a logical format**. Submission process is ONLINE only.
- A narrative template is not provided. We suggest writing the application in WORD. This will assist with word/character count, and grammar/spell check. Please make sure to **review/proof the application in the online platform** before submission.
- Have someone with little/no educational background read your application with the rubric to make sure all of the information that is being asked is included, is short & concise, and easy to follow.
- Merit Rubrics – points per section/ability to **maximize** points



# As you write/review the narrative:

Special attention should be given to “describe and highlight” those exemplary and unique aspects of the magnet school/program which are above and beyond program components found in traditional, non-magnet schools.

**TIP #1** Make sure to download the merit rubric...**Programs Within-A-School v. Whole School**

**TIP #2** Data tables for #5, #6, #7, and #8 must be completed in the template provided (Excel; Tabloid 11x17). This information is required and should serve as a resource and support the ‘demographic profile’ narrative section. [PWAS Template](#) | [WS Template](#)

**TIP #3** The student achievement data template (to be uploaded) is required, and should serve as a resource AND support D2. in the narrative section.

**TIP #4** Please secure new letters of support for the 2017 application.

**TIP #5** Make sure to include awards earned by staff, students, and school-wide recognitions.





# *Updates and Revisions for the* **2017 Merit Application**

## **2017 Merit Award Guidelines & Rubric**

- Asking for four years of data; 1<sup>st</sup> year is baseline to allow readers to see a three-year trend
- Clarified the Whole School/Program Within-A-School categories
- Added a note stating: Program Within-A-Schools = 20% of student population in the program
- Word count changed to character count

## **2017 Merit Data Tables**

- 2017 Demographic Table WS: FRL is optional
- 2017 Demographic Table PWAS: FRL is optional; added note about 20% of student population or 200 student minimum must be in the program
- 2017 Student Achievement Data aggregated: added an additional year of data (4 years) since we are looking at a 3 year trend; added section: graduation rate; added additional columns under each category (magnet program, whole school, district) Caucasian and Non-Caucasian
- 2017 Student Achievement Data PWAS: added an additional year of data (4 years) since we are looking at a 3 year trend; added section: graduation rate
- Word count changed to character count



# Checklist:

- ❑ Paid 2016-2017 Member of MSA by Tuesday, November 1, 2016
- ❑ I. Cover Page

ELIGIBILITY:

To be eligible for participation in the Magnet Schools of America Merit Awards Program, the following apply: (1) must be a member in good standing of Magnet Schools of America for 2016-2017 by Tuesday, November 1, 2016; and (2) must have implemented the magnet program for a minimum of four years (with the exception of applications for the New and Emerging Magnet School category (designated for magnet schools in their second or third year of implementation).

I. Cover Page

**NOMINEE ASSURANCE AND SIGNATURE:** I attest to the accuracy of the information submitted for review by the MSA National Office, Merit Awards Committee and Merit Readers and give my permission for Magnet Schools of America to publish and release any and all information included in this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

**SUPERINTENDENT/DESIGNEE SIGNATURE:** I attest to the accuracy of the information submitted by the above Principal for the 2016-2017 Magnet Schools of Merit Awards Program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Q:** I would like to ask if the Nominee Assurance & Signature portion of the application is signed by our principal or magnet coordinator?

**A:** Must be signed by the principal, as mentioned in the paragraph below: Superintendent/Designee Signature.

**Q:** Is the Superintendent/Designee Signature portion signed by our school superintendent. In the Los Angeles Unified School District it is difficult to meet with the superintendent of schools.

**A:** The Superintendent/Designee signature may be signed by your District Magnet Director or Associate Superintendent.

*Los Angeles USD, CA*



# Checklist:

## II. General Information – *Will be completed online during the submission process.*

- Complete the hardcopy prior to submission so that information is easily accessible
- Make sure your magnet school/program name is submitted as you would like it printed on materials, if awarded

## III. Abstract

## II. GENERAL INFORMATION: *complete online during submission process*

School/Program Name\*: \_\_\_\_\_

\*This will be used for the plaque, if awarded.

Website URL: \_\_\_\_\_ Grade Level (s): \_\_\_\_\_

Check One (✓): ☐ Elementary School ☐ Secondary School (includes middle and high schools)

Note: The selection of elementary or secondary will determine the award category for which your school will be eligible.

Magnet Theme(s): \_\_\_\_\_

Type of Magnet: Check one (✓) ☐ Whole School Magnet ☐ Program Within-a-School

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ # of Years as a Magnet: \_\_\_\_\_

School District: \_\_\_\_\_ Check One (✓): ☐ Rural ☐ Suburban ☐ Urban

Principal: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Magnet Coordinator/Lead Teacher: \_\_\_\_\_ E-Mail: \_\_\_\_\_

District Enrollment: \_\_\_\_\_ Grade Levels: K-12

Whole School Magnet Enrollment: \_\_\_\_\_ Grade Levels: \_\_\_\_\_

Program Within-A-School Enrollment: \_\_\_\_\_ Grade Levels: \_\_\_\_\_

Whole School Enrollment\*\*: \_\_\_\_\_ Grade Levels: \_\_\_\_\_

\*\*Required for Program Within-A-School Applicants

Are students selected by a lottery process (✓)? ☐ Yes ☐ No. If no, describe selection process and any variables that impact on magnet school enrollment/acceptance: \_\_\_\_\_

Does the school use academic criteria for admission (i.e., test scores, GPA, etc.) (✓)? ☐ Yes ☐ No

## cont'd...Checklist:

- ☐ Submit application online
- ☐ Upload proper data tables and letters of support
- ☐ Review application for word/character count AND grammar and spelling.



- ☐ Upload and share via [DropBox](#) with [awards@magnet.edu](mailto:awards@magnet.edu) by December 30, 2016)
  - ☐ Twenty-second video in m-peg format  
*scream your theme*
  - ☐ PowerPoint slide  
*magnet program/school name, district, theme(s), grade(s) and Principal's name*
- ☐ Review Disqualification Guidelines  
*\*Data Tables and Letters of Support are REQUIRED*

# IMPORTANT DATES



- Membership - in good standing for the 2016-2017 year by **Tuesday, November 1, 2016**  
Contact [membership@magnet.edu](mailto:membership@magnet.edu)  
to inquire about membership
- Application Deadline – online submission on or before **Tuesday, November 29, 2016 by 11:59pm Eastern**

☐ Upload and share via [DropBox](#)  
with [awards@magnet.edu](mailto:awards@magnet.edu) by  
December 30, 2016)

- ☐ Twenty-second video in m-peg format  
*scream your theme*
- ☐ PowerPoint slide  
*magnet program/school name, district,  
theme(s), grade(s) and Principal's name*



# WEBINAR RECORDING

- Will be emailed to all registrants
- Posted online at [www.magnet.edu](http://www.magnet.edu)
- FAQs page is available online – check back daily for updates
- Make sure you have the most recent templates and rubrics



# QUESTIONS

email: [awards@magnet.edu](mailto:awards@magnet.edu)

