

## Administrative Memo

**Date:** September 13, 2011  
**To:** School Administrators  
**From:** Rusty Rosenkoetter, Coordinator  
**Subject:** QS-11-006 – Missouri Competitive Technology Grant Opportunity  
Grant Application Due: October 15, 2011

Title II.D of the No Child Left Behind Act has remaining funds that are available for competitive technology grants for the 2011-12 school year.

This competitive opportunity:

- allows teachers to begin a catalog of lesson plans and formative assessments based on the common core standards for communication arts and mathematics in two, consecutive grade levels between 4th and 12th grades;
- requires a team of at least four teachers (two in communication arts and two in mathematics) to use a collaborative, technology tool to involve students in class and at home in a blended learning model;
- encourages partnering with educator preparation faculty;
- provides funding for teacher stipends, portable laptops and connection (air-cards) to the Internet; and
- provides information to the state on lessons learned regarding connecting common core standards and formative assessments with the use of technology.

The funds will support seven grants. The application for this competitive opportunity is due on October 15, 2011, with awards made by November 15, 2011. The project must be completed by July 31, 2012. No district matching funds are required; however, the district may choose to provide additional curricular and/or technical support and/or equipment.

Page one of the grant must be signed and returned but the following pages may be recreated on your computer. There is a 20 page limit which includes the cover page with assurances. **An original and two copies must be postmarked by October 15 and mailed/delivered to our office on the 7th floor of the Jefferson Building at 205 Jefferson Street, Jefferson City, Missouri 65102-0480.**

Questions may be directed to me via email at [rusty.rosenkoetter@dese.mo.gov](mailto:rusty.rosenkoetter@dese.mo.gov) or by telephone at 573/522-3651.

Enclosures

Department of Elementary & Secondary Education  
**Missouri Competitive Title II.D (EETT) Grant Program**  
**Collaboration and Common Core Standards - Math and Communication Arts**  
 2011-12 Program Quick Facts

Program Purpose	To improve instructional strategies and student academic achievement (including technology literacy) while using a collaborative model in mathematics and communication arts common core standards
Funding Source	Federal NCLB Title II, Part D
Grant Type	1 year only - Competitive
Applicants	District/LEA - minimum of two, consecutive grades (between 4th and 12th) in mathematics and communication arts - with a minimum of two teachers in each subject
Eligibility	Applicant may submit/participate in only one grant -- AND -- priority will be given to districts ranked in top half of rankings based on percentages of "poverty students" (determined by U.S. Census) Applicant will receive 5 points for meeting this eligibility
Bonus Opportunity	Up to 5 points may be earned by partnering with educator preparation faculty in curriculum/assessment design or use of technology
Appropriation	\$576,000 (one-time funding opportunity)
Fund Distribution	Funds to be distributed across geographic regions (map attached)
Award Amounts	Approximately \$82,570 each district
Expected Number of Grant Awards	7 grants - regional (map enclosed) Grant recipients/teachers will be expected to collaborate with each other via computer supported methods*
Grant Expenditures	Support stipends for participating teachers, portable laptops and supplies (air-cards), and professional development
District Match Requirement	None required - district may choose to provide additional technical support, equipment and professional development
Application Due Date	Postmarked by October 15, 2011
Submission Process	Paper application plus two copies = 3 total
Approval Notification	November 15, 2011
Begin-End Dates	Annual grant period begins: November 15, 2011 Project ends: July 15, 2012 Final Expenditure Report due: July 31, 2012
Payment Revenue Code	State Code -- 5466 Federal Code -- 84.318X Educational Technology State Grant
Payment Schedule	75% available upon grant approval
Reporting Requirements and Due Dates	Annual Reports to DESE: <ul style="list-style-type: none"> <li>• Final Expenditure Report -- July 31, 2012</li> <li>• Local Program Evaluation Narrative -- July 31, 2012</li> </ul>
Resources	DESE Instructional Technology <ul style="list-style-type: none"> <li>• Voice: 573/522-3651 or rusty.rosenkoetter@dese.mo.gov</li> </ul> CollaborizeClassroom.com <ul style="list-style-type: none"> <li>• Voice: 888/993-8683 x703 or wschneider@democrasoft.com</li> </ul> eMINTS and Intel professional development <ul style="list-style-type: none"> <li>• Voice: 573/884-7202 or emints-info@emints.org</li> </ul>

\*DESE will host webinars: General information (week of September 20, 2011) and for grant recipients (tentatively scheduled for November 20th)

## Details 2011-12 Competitive Technology Grant

All projects must result in the production of lessons and/or unit plans that incorporate project-based learning, student collaboration and formative assessments with technology to help students achieve Common Core standards (in communication arts and mathematics) for college and career-readiness. The lesson/unit plans will be made available to all Missouri teachers through a shared portal (e-Source for Educators at the University of Missouri) that includes other teacher resources.

Grant recipients will receive funding that may be used for teacher stipends (up to \$2,000 each), professional development, and classroom laptops (and air-cards for students who need connectivity after school hours). It is the intent of this grant to provide equitable resources to all students so that blended learning opportunities are available after normal school hours.

The Department is fortunate to have corporate and higher education support for grant recipient use. They are:

### **Collaborize Classroom**

To allow students to collaborate with teachers and each other, **Collaborize Classroom** will provide free access to grant recipients to their collaborative web space. The product is designed to complement classroom instruction and engage students in online activities, assignments and discussions that allow for deeper participation inside and outside the classroom. It helps students develop higher thinking skills by encouraging them to ask questions. Professional development will also be made available along with a library of already created lessons. Metrics and analytics are available to measure activity and participation on a Collaborize Classroom site. Correlations between the metrics can be used to evaluate engagement, success and growth. For more information: [www.collaborizeclassroom.com](http://www.collaborizeclassroom.com)

### **eMINTS/e-Learning at the University of Missouri and Intel Teach® Program**

The e-Learning for Educators Program, a division of the eMINTS National Center at the University of Missouri, is partnered with the **Intel Teach® Program** to provide facilitated online professional development courses. To ensure that all participating teachers have the same baseline knowledge and use a similar lesson/unit plan format, all project participants are strongly encouraged to include the following activities in their proposals and budgets:

Completion of the three facilitated and one self-paced e-Learning for Educators online professional development courses listed below by July 15, 2012. The recommended sequence of courses is shown below. All three facilitated courses will be available both winter semester and summer semester of 2012. The self-paced Assessment Literacy course is available at all times. Districts may choose a different sequence to fit their particular needs and should explain the sequence in the proposal narrative.

- Self-paced Assessment Literacy course (no cost) – recommend completion during winter/spring semester 2012
- Facilitated Assessment in 21<sup>st</sup> Century Classrooms course (\$125 per teacher) – recommend completion winter/spring semester 2012
- Facilitated Collaboration in the Digital Classroom (\$125 per teacher) – recommend completion summer 2012
- Facilitated Project Based Approaches to Learning course (\$125 per teacher) – recommend completion summer 2012

Completion of **e-Learning for Educators** courses includes verification of participation and completion along with a summary of scores achieved by participants on knowledge quizzes (for the self-paced Assessment Literacy course). Course completion data can be used as part of the project evaluation plan and reporting requirements. Upon receipt of a grant award, participating districts will receive additional information about the suggested online courses. Registration information will be provided. e-Learning for Educators courses are short (7-8 weeks long) and carry 2 hours of graduate credit for the payment of an additional \$100 per hour.

For more information about e-Learning for Educators and the courses see: [www.elearningmo.org](http://www.elearningmo.org)

## **Funding Possibilities Examples**

Each successful grant will be approximately \$82,570 that might be utilized as follows:

Stipends (4 teachers) @ \$2,000	\$ 8,000	Stipends (6 teachers) @\$1,500	\$ 9,000
Professional development	\$ 1,500	Professional development	\$ 2,250
Laptops & aircards (100 students)	\$ 73,070	Laptops & aircards (150 students)	\$ 71,320
Approximately \$731/student		Approximately \$475/student	

## **Format for Writing Measurable Objectives**

Who, will do what, how well, measured with what, by when?

*Example:* Students in 7th, 8th , and 9th grade communication arts will increase collaboration in writing transitional sentence performance by five percent as measured by teacher-made formative assessment by end of May 2012.

*Example:* All 9th and 10th grade mathematics teachers will develop two, lesson plans that align with the common core standards (approved by DESE math consultant) and post them on e-Source for Educators by May 2012.

*Example:* Students in 10th grade English in LMO building will work in teams and collaborate electronically with students in XYZ building to create and publish stories of 25-words or less, juried by a panel of peers, in the local district's newsletter before the end of May 2012.

*Example:* Teachers in 4th, 5th and 6th grade mathematics will create an on "online textbook" or lesson that introduces a concept using fractions and develop increasingly sophisticated problems/assessments for age-appropriate assessment by April 2012.

## **Final Expenditure Report**

The final expenditure report must be submitted via ePeGS by July 31, 2012.

## **Title II.D Competitive Grant Evaluation Model**

Competitive grant recipients are required to submit a final evaluation report, prior to July 31, 2012, that describes the impact of the project in the participating classrooms/schools. Following is detailed information that must be include in the final report, suggested study questions to guide the evaluation, sample format for writing project objectives and sample evaluation plan matrix to help districts identify the data and information to be collected over the course of the project, information on who administers and scores assessments, and who analyzes and reports assessment data, etc.

### **Final Report Format**

1. Summary
  - a. Title and one-two paragraph abstract
  
2. Background Information
  - a. Educational opportunity/need addressed by grant project
  - b. Statistical information (grades, numbers of students, subject area(s), number of teachers and ability levels - number of regular education students/number of special education students, etc.)
  - c. Specific goals and objectives
    - Developed collaborative lessons and on-line evaluations in XYZ courses
    - Student participation rates, attitudes, increase/decrease participation
    - Teacher growth in XYZ areas
  - d. Activities
  - e. Resources used to implement project
  - f. Expected measurable outcomes and unexpected benefits
  - g. Constraints
  
3. Evaluation study questions
  - a. Questions addressed by the study/project
  - b. Questions that could not be addressed by the study
  
4. Evaluation Procedures
  - a. Sample
  - b. Data Collection
    - methods
    - instruments
  - c. Summary
    - evaluation questions
    - variables
    - data gathering
  
5. Findings
  - a. Results of the analyses organized by study questions
    - implementation questions
    - outcome questions
  
6. Conclusions
  - a. Broad-based, summative statements
  - b. Recommendations for future

## Suggested Study Questions

1. How is the district using grant funding?
  - Stipends, Professional development, equipment acquisition, connection, other
2. How are grant-supported initiatives consistent with state/local program goals related to technology access (reduction of equity issues), educator proficiency (effective teaching and technology literacy for teachers) and student proficiency (academic achievement and technology proficiency of students)?

How is the grant supporting:

- closing the gap between high- and low-poverty schools in the **access and use of technology** by teachers and students? For example: what percentage of classrooms in building/district have access to adequate/individual technology (sufficient to support powerful teaching and learning practices)? How is the district addressing and monitoring equitable distribution of resources?
    - Data sources - local census of technology, surveys, inventories
  - initiatives designed to help teachers in **effective integration of technology into curricula and instruction**? For example: what percentages of teachers in the district /building report being prepared to integrate technology into core subject areas? How is the district/building addressing and monitoring technology integration?
    - Data sources - curriculum review, administrator observation, teacher surveys, student artifacts
  - **professional development** in the use of education technology, assessment and collaboration **that influences classroom practice** as reported by teachers? How will adequate and effective professional development be addressed? (provided to teachers and students in and outside of the grant project)
    - Data sources - administrator, teacher, student surveys, interviews, observations
3. How successful is the project implementation in meeting desired goals and objectives? How and to what extent does the project improve teaching and learning by:
    - teachers' **effective instructional strategies** and **technology literacy**? Are teaching practices improving as a result of training and use of technology? Did teachers meet targeted proficiency levels? Were lessons measured with formative assessments? Were common core standards embedded in lesson plans/activities? Were teachers collaborating with other teachers/experts?
      - Data sources - surveys, portfolios, observations and lessons posted on Equella
    - students' showing high **academic achievement** and **tech literacy**? Is student academic achievement improving where technology is used effectively? Can you

measure by grade, content area, technology practices, etc? Are students demonstrating proficiency in technology literacy? Do they use technology more frequently at home and in school? Do students use technology for research, problem-solving, at home and in school?

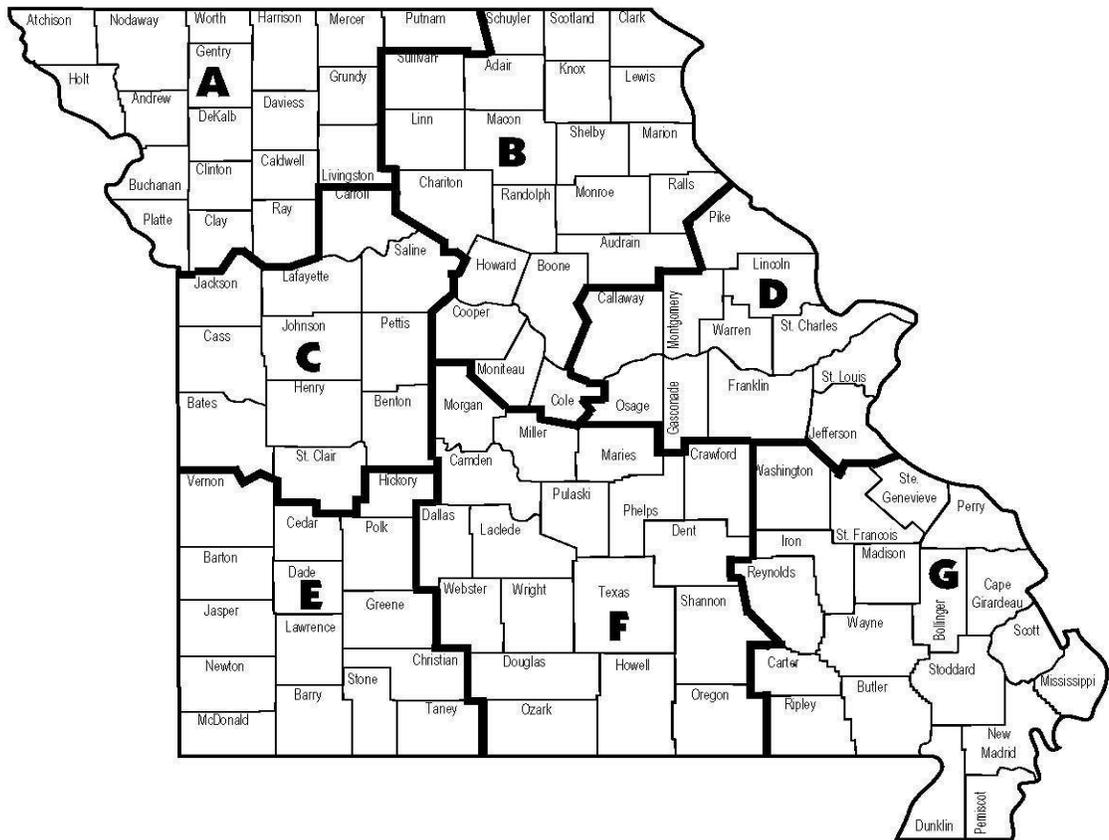
- Data sources - student surveys, local (formative) and state assessments

4. How did project **change district/school technology planning** for future? How and to what extent does the project reveal changes by:

- Does the changes in teacher and student usage prompt the upgrading of equipment, connection speed, parental involvement? Does the project reveal security or usage policies that need revision? Does the school/district need additional technology support staff? Did collaboration and out-of-school time usage cause technical issues:

- Data sources - surveys of teachers, technology staff, students; measurement of after-hours instructional usage

## Seven regions for Competitive Technology Grant -- 2011-12





MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
 OFFICE OF QUALITY SCHOOLS, Instructional Technology Section  
 Competitive Technology Title II.D (EETT) Grant Application

SCHOOL DISTRICT NAME:	COUNTY-DISTRICT CODE:
DISTRICT CONTACT:	FORM DUE DATE: <b>October 15, 2011</b>

**Directions**

**GENERAL DIRECTIONS:** The purpose of this competitive grant will allow teachers to create catalogs of lessons and formative assessments in implementing the common core standards in communication arts and mathematics. Each district will be expected to implement blended learning (in school and at home) by utilizing the common core standards and collaborative learning. A minimum of four teachers (two in communication arts and two in mathematics, at two grades/levels between grades 4-12) may use a tool that allows teachers and students to work on projects in an electronic format, in a blended model. The grant allows educator stipends, funds for portable computers, Internet connection (air-cards) and other reasonable items. Information will be provided to the grant recipients on identifying the grade-specific standards' identification system to be used to identify lessons and assessments when creating the lesson catalog. The competitive grant will:

- provide individual districts the capacity to use technology to enhance collaborative learning,
- utilize teacher-made formative, online assessments, and
- all districts will benefit from the catalog of projects and assessments created through the grant.

Up to five bonus points will be given to districts ranked in the top half of district rankings based on percentages of "poverty students" determined by the U.S. Census. Up to five bonus points will be awarded for the involvement of a college of education in the design, implementation and evaluation of the grant. There is a 20 page limit which includes the cover page with assurances. Colleges may also participate in the blended learning model with student teachers. Grant funds must be expended by July 31, 2012.

More information about Collaborize Classroom; Intel and eMINTS are provided on our website: [dese.mo.gov](http://dese.mo.gov) .

**MAIL:** an original and two copies of completed cover page and additional pages (must be postmarked) by **October 15, 2011** to: Instructional Technology Section, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102-0480.

**QUESTIONS:** Contact: Rusty Rosenkoetter, Coordinator @ 573/522-3651 or [rusty.rosenkoetter@dese.mo.gov](mailto:rusty.rosenkoetter@dese.mo.gov)

**Assurances**

The authorized representative assures the Department of Elementary and Secondary Education that the district shall:

1. Receive and expend state/federal funds in a manner consistent with the intent of the approved application.
2. Keep such records for a period of three years and provide such information as may be necessary for the fiscal program auditing and for program evaluation; provide the Department of Elementary and Secondary Education any information it may need to carry out its responsibilities under the programs.
3. Adhere to the requirements of the applicable state statutes and regulations, the state/federal rules governing the programs, and all other applicable statutes.
4. Allow teachers and students engaged in this grant to publish/share material for use by other educators in and outside the State of Missouri.

The board-authorized representative understands the assurances and the responsibility for compliance placed upon the applicant. The applicant will refund directly to the Department of Elementary and Secondary Education the amount of any funds made available to the applicant that may be determined by the Department, or an Auditor representing the Department, to have been misspent or otherwise misapplied.

SIGNATURE OF SUPERINTENDENT OR AUTHORIZED REPRESENTATIVE	DATE
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The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or Relay Missouri 800-735-2966.

**Evidence of Opportunity/Need and Local Commitment - 20 points**

Opportunity/need and local commitment for blended learning, common core standards lesson design, formative assessments, and collaboration (between students and between teachers) and sharing information with other grant recipients must be addressed. The statewide average of poverty students is 22% according to the U.S. Census. A site to post lesson plans and assessments will be shared with grant recipients.

### Measurable Goals and Objectives - 20 points

Each (minimum of four) objectives should include specific learning outcomes for teachers and students: who will do what, how well, when, and how/which measurement instrument will be used. You must address mathematics and communication arts (with at least two grade levels between grades 4-12) in conjunction with the common core standards and formative assessments. Ensure that the objectives fit the time constraints.

**Major Activities, Implementation Strategies and Evaluation Plan - 50 points (plus 5 bonus points for college of education involvement)**

Include timeline, grades involved, and the specific standards to be addressed. The evaluation plan must address: 1) lessons learned by participating teachers in each content area in connecting common core standards to formative assessments; 2) whether teacher and student collaboration enhanced student learning (amount of time collaborating; +/- increase of subject knowledge; 3) measurement of college participation in ongoing constructive feedback; and 4) specific pros/cons of using blended learning. (5 page limit)

**Detailed Budget Explanation - 10 points**

Include stipends, equipment and other necessary expenses. Federal funds may supplement but not supplant local funds. Grant recipients will submit their negotiated budget application on the ePeGS system.