

August 22, 2014

Dear Superintendent:

The Missouri Department of Elementary and Secondary Education Office of Special Education, recently offered school districts participating in statewide collaborative work to improve student outcomes the opportunity to include additional buildings within the district. Districts will receive a small grant award based on participating school building population to help offset costs of implementing statewide collaborative work activities. This letter is to inform you that the Office of Special Education has awarded Statewide Collaborative Work Initiative Grants for the 2014-15 school year. The list of approved schools is enclosed and also posted on our website at:

<http://dese.mo.gov/special-education/effective-practices/collaborative-work>

The participating building(s) in your district should expect to receive these funds for three years assuming the funds continue to be available. However, each year's grant is awarded for that year only and unexpended funds will not carryover to the next year. Award funds for the 2014-15 school year may be obligated and expended from July 1, 2014 to June 30, 2015 and used for the following (see the enclosed *Expense Categories 2014-2015* document for more detailed descriptions):

- Substitute Costs
- Professional Development Costs
- Extended Teacher Contracts
- Stipends for out of Contract Work
- Other Pre-approved Costs (see enclosed *Expense Categories 2014-2015* for more detail)

These funds will be designated on the monthly DESE-Payment Transmittal with Revenue Code "5437" and Revenue Name "Statewide Collaborative Work Initiative". When recording grant expenditures in the district's general ledger, the district should use function and object codes found in the Missouri Accounting Manual that best describe the expenditure. It is recommended that a project code to identify these expenditures as federal grant (non-Part B Entitlement) expenditures is also used. The district may use the project codes found in the Missouri Accounting Manual or may use its own code.

The district will need to invoice the Department for all expenditures by using the attached invoice form. The school will be reimbursed upon approval of the invoice. Please submit invoices no later than the first day of the month in order to allow time for approval and processing for payment in that month's school payment. Invoices must be submitted at least two (2) time a year, but no more than quarterly. Please use the submit button on the invoice form or send invoices to:

Division of Financial and Administrative Services  
Special Education Finance  
Attn: Gary Sanders  
PO Box 480,  
Jefferson City, MO 65102, or  
Email to [collaborativework@dese.mo.gov](mailto:collaborativework@dese.mo.gov).

Final invoices are due July 15, 2015. Any award funds not obligated and expended by June 30, 2015 will not carryover to the next year.

Please contact Ginger Henry at [Ginger.Henry@dese.mo.gov](mailto:Ginger.Henry@dese.mo.gov) or 573-751-0625 with any questions regarding the grant award. Please contact Gary Sanders at [Gary.Sanders@dese.mo.gov](mailto:Gary.Sanders@dese.mo.gov) or 573-526-5283 with invoice submission questions.

Sincerely,

A handwritten signature in blue ink that reads "Angie Nickell". The signature is written in a cursive, flowing style.

Angie Nickell, Director, Special Education Finance

c: Principal  
Attachments

# Expense Categories 2014-2015

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**Substitute Costs** – Payment, including salary and benefits, for a substitute teacher to allow a classroom teacher (including special subject teachers) to be released to participate in professional development activities related to the collaborative work.

**Professional Development** –

The following will be reimbursed as professional development costs:

- Cost for a professional development provider to come on site (fee and travel costs). The provider must be presenting information that relates to and is consistent with the four areas of the Missouri Collaborative Work. **NOTE: No out of state professional development providers**
- No out of state providers will be reimbursed. Instate providers other than those employed by an RPDC must be pre-approved by a DESE Collaborative Work contact person. Failure to seek and obtain prior approval will result in denial for reimbursement of the cost.
- Resources to support a PD activity related to the four areas of the Collaborative Work:
  - Collaborative Data Teams
  - Common Formative Assessments
  - Data Based Decision Making
  - Effective Teaching/Learning Practices based on effect research (ex: Hattie’s Visible Learning) Examples include:
    - Reciprocal Teaching
    - Feedback
    - Assessment Capable Learners
    - Spaced verses Massed
- Examples of resources include:
  - Staff book study on related PD area
  - Resource books to support implementation of an area in which staff have received PD. (ex. *Hattie’s Visible Learning for Teachers*, *Common Formative Assessment*, *Data-based Decision-making*.)
- Mileage and registration fees for out-of-district professional development at a RPDC or other approved provider location

The following will **NOT** be reimbursed as professional development costs:

1. Attendance at State/National Conferences
2. Fees/dues for professional organizations
3. SW-PBS/PLC/RTI program costs/fees
4. Student/staff incentives/awards
5. Food
6. Technology (laptops, tablet computers, eReaders, Smart Boards, projectors, etc.)

7. Curriculum work or training
8. Books which do not meet the above guidelines
9. Out of state PD providers
10. Teacher and/or student materials/supplies

**Extended Teacher Contracts** – Payment, including salary and benefits, to extend the contract of a professional staff member to attend PD &/or work on a collaborative project activity, formative assessment development, data team work, data organization, preparation for data team meetings.

**Stipends for Out of Contract Work** – Payment, including salary and benefits, to reimburse a professional staff member for work out of contract time on activities related to the collaborative work, development of formative assessments, data team participation, etc).

**Other** – Costs other than those described above for which the district seeks reimbursement must be submitted to the Office of Special Education program contact for approval **PRIOR** to the expense being obligated. Failure to seek and obtain prior approval will result in denial for reimbursement of the cost.