



MISSOURI MODEL DISTRICTS (MMD) INVOICE 2017-18 SCHOOL YEAR

DISTRICT NAME	COUNTY/DISTRICT CODE	DATE
CONTACT PERSON	EMAIL	
PHONE	FAX	

INSTRUCTIONS

Check each activity below that has been completed. (Note: activities listed for district and building levels as well as value-add.) Invoices may be submitted at the end of each semester or annually. District activities must be completed to receive the final annual payment.

Submit this form electronically to: **Thea Scott:** Thea.Scott@dese.mo.gov Phone: 573-751-0285

DEFINITIONS

<p>Building Size: use to calculate allowable amount. Small: enrollment of 0-350 students Medium: enrollment of 351-700 students Large: enrollment of > 700 students</p>	<p>Total annual amount for district and building “base” activities is based on building size (not including value added activities) and awarded per building:</p> <ul style="list-style-type: none"> • Small: \$5,000 • Medium: \$7,500 • Large: \$10,000 <p>District activities will be funded at 4.6% of the annual total of district invoices submitted (indirect cost).</p>
--	--

INVOICE REQUEST

A. DISTRICT ACTIVITIES: Check each activity completed.

<input type="checkbox"/>	Regularly address implementation of building level MMD practices at district leadership team meetings and share results with CST Facilitator.
<input type="checkbox"/>	Work with the CST to assess and address district/building needs based on the Self-Assessment Practice Profile tool. Activities and practices selected to address needs should be included in the district’s CSIP.
<input type="checkbox"/>	Evaluate the status of training and implementation of MMD work in each building using the Self-Assessment Practice Profile tool.
<input type="checkbox"/>	Participate in MMD evaluation activities.

B. BUILDING BASE ACTIVITIES: List the total number of buildings participating in MMD in the first blank. For each item, list the number of participating buildings that have completed each activity. Base activities may only be invoiced once.

Total number of buildings participating in MMD.	Total # Building(s)
Total number of buildings that have completed all base activities below.	# Small building(s)
	# Medium building(s)
	# Large building(s)

Work with the CST to assess and address building needs based on the Self-Assessment Practice Profile tool. Use the building assessments to help the district select activities and practices to address needs across the district.

Collaborative Teams
 Instructional staff will:
 1) Complete DESE approved Collaborative Team training.

2) Participate on at least one building level collaborative team. Teams should be integrated with a mix of staff to include general education teachers, special education teachers, and special subject teachers within and across teams.

School-Based Implementation Coaching

Instructional staff will complete DESE approved School-Based Implementation Coaching training.

Effective Teaching/Learning Practices

Instructional staff will complete training and implement Assessment Capable Learners (ACL) as the initial effective teaching/learning practice. Buildings that have already implemented ACL may choose a different effective teaching/learning practice according to district directive.

Common Formative Assessment (CFA)

Instructional staff will:

- 1) Complete DESE approved CFA training according to district/building's identified needs as determined by district leadership team, building leadership, and CST Facilitator.
- 2) Conduct CFAs in a variety of subject areas with sufficient frequency to enable decision-making about instructional effectiveness and student mastery of content (CST Facilitator may assist to customize content per building).
- 3) Analyze CFA data results and use results to guide future instruction.

Data-Based Decision Making:

Instructional staff will complete DESE approved Data-Based Decision Making training according to district/building's identified needs as determined by district leadership team, building leadership, and CST Facilitator.

Monitor instructional staff on the selected effective teaching/learning practice and at least one additional element using the practice profiles which are entered into the automated online system.

- Inclusion on a collaborative team
- Administration and use of CFAs to guide future instruction.

Collaborative Work Implementation Survey (CWIS)

All building instructional staff participate in the administration of the CWIS.

Select and use at least one virtual learning package and provide feedback regarding usability to DESE.

Subtotals for Section B.	# Small building(s)	x \$5,000 =
	# Medium building(s)	x \$7,000 =
	# Large building(s)	x \$10,000 =
Total for Section B.	# of Buildings	Total Amount

C. BUILDING VALUE-ADDED ACTIVITIES: Each building will be awarded additional dollars, per building size, for each value-add activity completed. All instructional staff within a building must accomplish the value added activity to mark as completed. Value-add activities may only be invoiced once. Indicate # of buildings per size category.

Collaborative Teams Collaborative teams demonstrate mastery of the practice as documented on the Collaborative Teams Practice Profile. 80% of instructional staff perform at the proficient level on the practice profile demonstrating mastery.	# Small building(s)	x \$200 =
	# Medium building(s)	x \$300 =
	# Large building(s)	x \$400 =
School-Based Implementation Coaching 80% of instructional staff support one another by completing peer observation(s) with feedback using information obtained from training as documented on the School-Based Implementation Coaching Practice Profile.	<u>One Observation</u>	
	# Small building(s)	x \$300 =
	# Medium building(s)	x \$400 =
	# Large building(s)	x \$500 =

	<u>Two Observations</u>	
	# Small building(s)	x \$600 =
	# Medium building(s)	x \$800 =
	# Large building(s)	x \$1,000 =
Effective Teaching/Learning Practices Instructional staff demonstrate mastery of at least one effective teaching/learning practice as documented on the selected Effective Teaching/Learning Practice Profile. 80% of instructional staff perform at the proficient level on the practice profile demonstrating mastery.	# Small building(s)	x \$200 =
	# Medium building(s)	x \$300 =
	# Large building(s)	x \$400 =
Common Formative Assessment Instructional staff demonstrate mastery of CFA administration and use the data to inform instructional effectiveness and future instruction. This test/reteach/retest cycle using CFAs is completed at least 1x quarterly. 80% of instructional staff performing on the Common Formative Assessment Practice Profile at the proficient level demonstrates mastery.	# Small building(s)	x \$300 =
	# Medium building(s)	x \$400 =
	# Large building(s)	x \$500 =
Data-Based Decision Making At least one half of the building's collaborative teams self-evaluate the team's performance by completing the Data-Based Decision Making Practice Profile and participate in a discussion about the results.	# Small building(s)	x \$200 =
	# Medium building(s)	x \$300 =
	# Large building(s)	x \$400 =
Subtotals for Section C.	Small building(s) subtotal	
	Medium building(s) subtotal	
	Large building(s) subtotal	
Total for Section C.	Total Amount	

CERTIFICATIONS

I avow that the amount requested above is accurate and documents are available at the buildings to substantiate that the required activities have been completed.

SUPERINTENDENT SIGNATURE	DATE

DESE USE ONLY

Total from Section B. (District and Base Activities)	
Total from Section C. (Value-Added Activities)	
Total of all sections x 4.6% (indirect cost)	
Invoice Total	

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability 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, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-522-4883; email civilrights@dese.mo.gov.