MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION (DESE)
DIVISION OF LEARNING SERVICES – OFFICE OF SPECIAL EDUCATION

MISSOURI MODEL DISTRICTS (MMD) INVOICE #1

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

INSTRUCTIONS

Check each activity below that has been completed. (Note: There are activities for both district and building levels.) All Building Activities Documentation forms must be included with the district invoice submission. Please submit this invoice annually by May 20.

Once completed, save and rename the form for your records. Open a new email attaching the newly named form and submit to DESE.GrantInvoices@dese.mo.gov.

Questions: 573-751-0625

DEFINITIONS

BUILDING SIZE: To be used to calculate allowable amount. • Small: Enrollment of 0-350 • Medium: Enrollment of 351-700 • Large: Enrollment above 701	**Total annual amount for district and building base activities is based on building size (not including value-added activities) and awarded per building per activity:** • Small: $556 • Medium: $834 • Large: $1,112
	District activities will be funded at 4.6 percent of the aggregated total of district invoice (indirect cost).

ACTIVITIES

A. DISTRICT ACTIVITIES: Check each activity completed.

☐	Regularly address implementation of building level MMD practices at District Leadership Team (DLT) meetings and share results with Coaching Support Team (CST) facilitator.
☐	Work with the CST to assess and address district/building needs based on the Self-Assessment Practice Profile (SAPP) tool. Activities and practices selected to address needs should be included in the district's Comprehensive School Improvement Plan (CSIP).
☐	Evaluate the status of training and implementation of MMD work in each building using the SAPP tool.
☐	Participate in MMD evaluation activities.

B. BUILDING BASE ACTIVITIES: All buildings participating in MMD will have completed the following activities:

Coaching Support Team (CST) Activities Work with district's MMD implementation facilitator/CST to assess and address building needs based on the SAPP tool. Use the building assessments to help the district select activities and practices to address needs across the district.	# of small building(s) # of medium building(s) # of large building(s)	X $556 = X $834 = X $1,112 =
Collaborative Teams (CT) Instructional staff will complete DESE-approved CT training and participate in at least one building level collaboration 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.	# of small building(s) # of medium building(s) # of large building(s)	X $556 = X $834 = X $1,112 =

ACTIVITIES

B. BUILDING BASE ACTIVITIES: All buildings participating in MMD will have completed the following activities.

School-Based Implementation Coaching (SBIC) Instructional staff will complete DESE-approved SBIC coaching training.	# of small building(s)	X $556 =
	# of medium building(s)	X $834 =
	# of large building(s)	X $1,112 =
Effective Teaching/Learning Practices (ET/LP) Instructional staff will complete training and implement Assessment Capable Learners (ACL) as the initial practice. Buildings that have already implemented ACL may choose a different ET/LP according to district directive.	# of small building(s)	X $556 =
	# of medium building(s)	X $834 =
	# of large building(s)	X $1,112 =
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 team 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 (work with CST facilitator to customize per building). 3. Analyze CFA data results and use results to guide future instruction.	# of small building(s) # of medium building(s) # of large building(s)	X $556 = X $834 = X $1,112 =
Data-Based Decision Making (DBDM) Instructional staff will complete DESE-approved DBDM training according to district/building's identified needs as determined by district leadership team, building leadership team and CST facilitator.	# of small building(s)	X $556 =
	# of medium building(s)	X $834 =
	# of large building(s)	X $1,112 =
Evaluate instructional staff on the selected effective teaching/learning practice and at least one additional element using the practice profiles entered into the automated system. 1. Inclusion on a collaborative team. 2. Administration and use of CFAs to guide future instruction.	# of small building(s)	X $556 =
	# of medium building(s)	X $834 =
	# of large building(s)	X $1,112 =
Collaborative Work Implementation Survey (CWIS) All building instructional staff participate in the administration (fall, spring or both) of the CWIS.	# of small building(s)	X $556 =
	# of medium building(s)	X $834 =
	# of large building(s)	X $1,112 =
Virtual Learning Package (VLP) Usage Select and use at least one VLP and provide feedback regarding usability to DESE.	# of small building(s)	X $556 =
	# of medium building(s)	X $834 =
	# of large building(s)	X $1,112 =

Subtotals for Section B	Small building(s) subtotal =
	Medium building(s) subtotal =
	Large building(s) subtotal =
Total for Section B	Total Amount =

ACTIVITIES

C. BUILDING VALUE-ADDED ACTIVITIES: All instructional staff within a building must complete the value-added activities. Each building will be awarded additional dollars, per building size, for each value-added activity completed.		
Collaborative Teams (CT) Collaborative teams demonstrate mastery of the practice as evidenced by documentation on the practice profile. Eighty percent of instructional staff performing at the proficiency level demonstrate mastery.	# of small building(s)	X $200 =
	# of medium building(s)	X $300 =
	# of large building(s)	X $400 =
School-Based Implementation Coaching (SBIC) Instructional staff support one another by completing peer observation(s) with feedback using information obtained from training as documented on the practice profile. Note number of observations and dollar amounts.	**One Observation**	
	# of small building(s)	X $300 =
	# of medium building(s)	X $400 =
	# of large building(s)	X $500 =
	Two Observations	
	# of small building(s)	X $600 =
	# of medium building(s)	X $800 =
	# of large building(s)	X $1,000 =
Effective Teaching/Learning Practices (ET/LP) Instructional staff demonstrate mastery of at least one ET/LP as documented on the practice profile. Eighty percent of instructional staff performing at the proficiency level demonstrate mastery.	# of small building(s)	X $200 =
	# of medium building(s)	X $300 =
	# of large building(s)	X $400 =
Common Formative Assessment (CFA) 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 one time quarterly. Eighty percent of instructional staff performing at the proficiency level demonstrate mastery.	# of small building(s)	X $300 =
	# of medium building(s)	X $400 =
	# of large building(s)	X $500 =
Data-Based Decision Making (DBDM) At least one half of the building's collaborative teams self-evaluate the team's performance by completing the DBDM practice profile and participate in a discussion about the results.	# of small building(s)	X $200 =
	# of medium building(s)	X $300 =
	# of 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 certify that the amount requested above is accurate, and documents are available at the building to substantiate that the required activities have been completed.

SUPERINTENDENT SIGNATURE	DATE