



**MISSOURI MODEL DISTRICTS (MMD) INVOICE #2**

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.) Invoices are to be submitted annually. Building Activities Documentation forms **must be included with each submission**.

Submit this form electronically to DESE.GrantInvoices@dese.mo.gov.

Questions: 573-751-0625

**DEFINITIONS**

<p><b>BUILDING SIZE:</b> To be used to calculate allowable amount.</p> <ul style="list-style-type: none"> <li>• Small: Enrollment of 0-350</li> <li>• Medium: Enrollment of 351-700</li> <li>• Large: Enrollment above 701</li> </ul>	<p><b>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:</b></p> <ul style="list-style-type: none"> <li>• Small: \$600</li> <li>• Medium: \$900</li> <li>• Large: \$1,300</li> </ul>
<p><b>District activities will be funded at 4.6 percent of the aggregated total of district invoice (indirect cost).</b></p>	

**ACTIVITIES**

**A. DISTRICT ACTIVITIES: Check each activity completed.**

<input type="checkbox"/>	Meet regularly with the MMD implementation facilitator to discuss progress on MMD invoice activities.
<input type="checkbox"/>	Access services through assigned Coaching Support Team (CST) to implement MMD invoice activities.
<input type="checkbox"/>	Participate in MMD onsite visits with DESE staff.

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

Work with district's MMD implementation facilitator and CST to assess and address building needs based on the Self-Assessment Practice Profile (SAPP) tool. Use the building assessments to help the district select activities and practices to address needs across the district.	# of small building(s)	X \$600 =
	# of medium building(s)	X \$900 =
	# of large building(s)	X \$1,300 =
Based on results of the SAPP, develop a multi-year district implementation plan that is inclusive of all buildings and includes: <ul style="list-style-type: none"> <li>• General timeline</li> <li>• Plan for completion of activities using DESE-approved materials/resources on the Virtual Learning Platform (VLP) or MoEdu-Sail.org</li> <li>• How progress will be monitored</li> </ul>	# of small building(s)	X \$600 =
	# of medium building(s)	X \$900 =
	# of large building(s)	X \$1,300 =

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<b>ACTIVITIES</b>		
<b>B. BUILDING BASE ACTIVITIES: All buildings participating in MMD will have completed the following activities.</b>		
All <b>new</b> staff trained using DESE-approved VLP professional learning modules. Trainings may vary across buildings depending on previous trainings received. Once each building has completed training all new staff using professional learning modules on the VLP, this item may be marked as completed on this invoice.	# of small building(s)	X \$600 =
	# of medium building(s)	X \$900 =
	# of large building(s)	X \$1,300 =
Building Leadership Teams (BLT) meets regularly (at least monthly). Agenda and meeting notes provided to District Leadership Team (DLT), who will review and analyze, as evidenced by BLT and DLT meeting notes.	# of small building(s)	X \$600 =
	# of medium building(s)	X \$900 =
	# of large building(s)	X \$1,300 =
Classroom implementation evidence regarding Developing Assessment Capable Learners (DACL), use of Common Formative Assessments (CFA), and Data-Based Decision Making (DCDM) is evidenced through walk-through tool, rubrics, data collection forms, data wall, data collection digital tools, observation, video, etc.	# of small building(s)	X \$600 =
	# of medium building(s)	X \$900 =
	# of large building(s)	X \$1,300 =
Building administrator(s) and/or designee(s) use Professional Learning Module Practice Profiles (PLMPP) to regularly monitor (minimum two times a year) at least one-half of instructional staff's implementation of foundational effective educational practices as determined by district's multi-year plan. (Collaborative Teams (CT), CFA, DCDM)	# of small building(s)	X \$600 =
	# of medium building(s)	X \$900 =
	# of large building(s)	X \$1,300 =
Building administrator(s) and/or designee(s) uses PLMPP to regularly monitor (minimum two times a year) at least one-half of instructional staff's DACL.	# of small building(s)	X \$600 =
	# of medium building(s)	X \$900 =
	# of large building(s)	X \$1,300 =
CFA results are used by all collaborative teams to inform instruction, and evidence is provided through team meeting notes, instructional plans, discussion with implementation facilitator, etc.	# of small building(s)	X \$600 =
	# of medium building(s)	X \$900 =
	# of large building(s)	X \$1,300 =
All building instructional staff participate in the administration (fall, spring or both) of the Collaborative Work Implementation Survey (CWIS) with evidence of district-level analysis provided through district leadership team meeting notes.	# of small building(s)	X \$600 =
	# of medium building(s)	X \$900 =
	# of large building(s)	X \$1,300 =
School-Based Implementation Coaching (SBIC): At least one-half of each building's instructional staff support one another by completing two or more peer observations with feedback using information obtained from training as documented on the practice profile.	# of small building(s)	X \$600 =
	# of medium building(s)	X \$900 =
	# of large building(s)	X \$1,300 =

**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

**DESE USE ONLY**

Total from Section B (District and Base Activities)

Subtotal X 4.6 percent (indirect cost)

Invoice Total