

• Office of Curriculum and Instruction •

OKLAHOMA ENGLISH LANGUAGE ARTS STANDARDS CURRICULUM RESOURCES PROJECT WRITERS

APPLICATIONS DUE: Applications must be electronically submitted or postmarked by May 24, 2016, 4:00 PM CST

SUCCESSFUL APPLICANTS WILL BE NOTIFIED THROUGH EMAIL: MAY 27, 2016 BY 4:00 PM CST

OVERVIEW

The Oklahoma State Department of Education is seeking English Language Arts educators to participate in the development of the Oklahoma English Language Arts Standards Curriculum Resources Project. The Oklahoma English Language Arts Standards Curriculum Resources Project will provide educators with information and resources to develop curriculum resources aligned to the Oklahoma Academic Standards for English Language Arts. The Curriculum Resources will not serve as curriculum itself.

Resources may include the following deliverables:

- Classroom instructional suggestions and guidance
- Sample lessons or tasks
- Model classroom assessment suggestions (Formative and Summative)
- Other deliverables as determined necessary

CURRICULUM RESOURCE WRITERS EXPECTATIONS

- Writers will participate in a series of virtual modules using Google Drive which will serve as professional development and training to develop the resources for this project
- Writers will meet virtually using Google Drive with other educators to discuss the virtual modules
- Writers will work with other educators to develop resources for the grade-level or course that they currently teach or have had experience in teaching

ELA CURRICULUM RESOURCE PROJECT WRITERS APPLICATION



- Writers will attend virtual meetings with the Directors of Elementary and Secondary English Language Arts for the Oklahoma State Department of Education
- Writers will attend three in-person meetings in the Oklahoma City, OK area on the following days from **9:00 AM - 5:00 PM**
 - **June 6, 2016** - First Virtual Meeting
 - **June 22-23, 2016** - First in Person Meeting
 - **July 6-7, 2016** - Second in Person Meeting
 - **August 1-2, 2016** - Third in Person Meeting

PAYMENT

All work will be conducted outside of the educator's regularly scheduled school days and teaching contracted hours. Oklahoma educators selected through this application process will be paid \$642.85 per month for work to be completed from June 2016 through September 2016. This fee includes travel costs and other costs related to participating in the project. No other stipends or reimbursements will be made to participating educators for any reason.

INSTRUCTIONS FOR APPLYING

Please complete the application for consideration to be selected to participate in the development of the Oklahoma English Language Arts Standards Curriculum Resources.

FIRST NAME

LAST NAME

MIDDLE INITIAL

SCHOOL DISTRICT

HOME ADDRESS

CITY

STATE

ZIP CODE

PREFERRED EMAIL

SECONDARY EMAIL

PREFERRED PHONE NUMBER

SECONDARY PHONE NUMBER

CURRENT GRADE LEVEL(S) PLEASE CHECK ALL THAT APPLY

- Pre-Kindergarten Kindergarten Early Elementary, 1-3 Upper Elementary, 4-5
 Middle School, 6-8 High School, 9-12 College or University

CURRENT SUBJECT(S) TAUGHT

APPLICATION QUESTIONS

Please complete the following application questions in the spaces provided or attach a separate document if you require more space to respond to the questions.

1. Describe your understanding of the similarities and differences between the *PASS* standards and Oklahoma Academic Standards for English Language Arts.

ELA CURRICULUM RESOURCE PROJECT WRITERS APPLICATION



SCOPE AND SEQUENCE OF WORK

JUNE 7, 2016

- A series of virtual meetings beginning on June 7, 2016 to provide training needed to begin the development of products that will comprise the Oklahoma ELA Curriculum Resources Project.

JUNE 22-23, 2016 (DATES SUBJECT TO CHANGE)

- Curriculum Resource writers will attend the first in-person meeting. The meeting will serve to outline the participant expectations and provide additional training needed to begin developing products that will comprise the OAS for ELA Curriculum Resources Project.

JUNE 2016

- Curriculum Resource writers will:
 - Begin to develop products outlined in the June virtual and in-person meetings.
 - Meet virtually with their grade-level or course team members to develop products
 - Meet virtually with the Directors of Elementary and Secondary English Language Arts for the OSDE as needed
 - Make adjustments to the products based on feedback received by the Directors of Elementary and Secondary English Language Arts Education for the OSDE
 - Meet project deadlines outlined by the Directors of Elementary and Secondary English Language Arts Education for the OSDE

JULY 6-7, 2016 (DATES SUBJECT TO CHANGE)

- Curriculum Resources writers will attend the second in-person meeting to collaborate on resource development for the Oklahoma ELA Curriculum Resources Project.

ELA CURRICULUM RESOURCE PROJECT WRITERS APPLICATION



JULY 2016

- Curriculum Resources writers will:
 - Continue developing products that will comprise the Oklahoma ELA Curriculum Resources Project.
 - Meet virtually with grade-level or course team members to develop products.
 - Meet virtually with the Directors of Elementary and Secondary English Language Arts Education for the OSDE as needed.
 - Make adjustments to the products based on feedback received by the Directors of Elementary and Secondary English Language Arts Education for the OSDE.
 - Submit required changes products to the Directors of Elementary and Secondary English Language Arts Education for the OSDE.

AUGUST 1-2, 2016 (DATES SUBJECT TO CHANGE)

- Curriculum Resource writers will attend third in-person meeting to collaborate on resource development for the Oklahoma ELA Curriculum Resources Project.

AUGUST 3 - SEPTEMBER 30, 2016

- Ongoing Virtual Refinement of Curriculum Frameworks

RESUME

Please submit a copy of your resume with the application.

VENDOR/PAYEE FORM. Since selected applicants will receive payment for their work with the Oklahoma English Language Arts Standards Curriculum Resources Project, applicants will need to complete a **VENDOR/PAYEE FORM. THE FORM SHOULD BE SENT WITH OR ATTACHED TO THE APPLICATION TO EXPEDITE THE CONTRACTING PROCESS.**

ELA CURRICULUM RESOURCE PROJECT WRITERS APPLICATION



SUBMIT PROOF OF AUTO INSURANCE

Since selected applicants will be traveling to and from in-person meetings and receive payment for their work with the Oklahoma English Language Arts Standards Curriculum Resources Project, applicants will need to **submit proof of auto insurance with completed application.** (Photocopies are acceptable)

APPLICATION SUBMISSION

Applications must be electronically submitted or postmarked by May 24, 2016, 4:00 PM CST to the following addresses:

Michele Sprague Director, Elementary English Language Arts Oklahoma State Department of Education 2500 N. Lincoln Boulevard Oklahoma City, OK 73105 Michele.Sprague@sde.ok.gov	Josh Flores Director, Secondary English Language Arts Oklahoma State Department of Education 2500 N. Lincoln Boulevard Oklahoma City, OK 73105 Josh.Flores@sde.ok.gov
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QUESTIONS

For questions regarding the project or the application contact:

Michele Sprague: (405) 522-5819, Michele.Sprague@sde.ok.gov

Josh Flores: (405) 522-3628, Josh.Flores@sde.ok.gov

ACKNOWLEDGEMENT

I understand that completing this application does not guarantee my selection to participate in this project. I further acknowledge that if selected I will abide by any non-disclosure agreement and rules of procedure by which the project would operate.

SIGNATURE

DATE



Vendor/Payee Form

Agency: OMES Vendor Management requires the following information for all new non-registered vendors (payees) before payments may be processed. Information is used to establish the payee in the State's PeopleSoft vendor file for payment and procurement activities.

DO NOT use this form for:

- > **Garnishment Payees:** Use OMES Form OSF_GARNVEND located at: http://www.ok.gov/OSF/documents/osf_garnvend.pdf.
- > **State Employees:** Use OMES FORM ADD/CHANGES FOR EMPLOYEES/BOARD MEMBERS located at: http://www.ok.gov/OSF/documents/ap_emp_vend.pdf.
- > **Vendors pending contract award** to a solicitation released by the division of Central Purchasing or another Oklahoma state agency **MUST** first register online with the state unless exempt per statute. For additional information, please refer to Central Purchasing Vendor Registration located at: http://www.ok.gov/DCS/Central_Purchasing/Vendor_Registration/index.html.

AGENCY SECTION (To be completed by state agency representative):

State agency should email completed and signed form to vendor.form@omes.ok.gov or fax to 405-522-3663.

Agency Name		Contact Name	
Phone #		Fax #	
Agency Request To – Please select all applicable request types			
<input type="checkbox"/> Add New Vendor	<input type="checkbox"/> Update Existing Vendor	PeopleSoft 10-digit Vendor ID	_____
<input type="checkbox"/> Add New Address	<input type="checkbox"/> Change Address/Location	PeopleSoft Address #	_____ PeopleSoft Location # _____
<input type="checkbox"/> Change Vendor Tax ID	<input type="checkbox"/> Change Vendor Name	<input type="checkbox"/> Add Alternate Payee Name	PeopleSoft Location # _____
<input type="checkbox"/> Other	Explain _____		
Vendor 1099 Reportable Status	Attention Paying Agency: Please check the Add box on the left if payments to this vendor/payee are represented by Account Codes listed on page 3 of this form. If the vendor is incorrectly showing as 1099 Reportable, check the Remove box. The PeopleSoft system requires specific details regarding the type of transaction. Please check the box that applies to this vendor:		
<input type="checkbox"/> Add:	<input type="checkbox"/> 1 - Rents	<input type="checkbox"/> 2 - Royalties	<input type="checkbox"/> 3 - Prizes & Awards
<input type="checkbox"/> Remove:	<input type="checkbox"/> 6 - Medical & Health Care	<input type="checkbox"/> 7 - Non-Employee Compensation	<input type="checkbox"/> 10 - Crop Insurance Proceeds
	<input type="checkbox"/> 14 - Gross Proceeds to an Attorney		

VENDOR/PAYEE SECTION (To be completed by vendor/payee)

Please print legibly or type this information. Form must be completed and signed by authorized individual. Email or fax to requesting state agency.

Payee Information: Please provide the requested information for the payee receiving funds from the Oklahoma state agency. All information should match U.S. Internal Revenue Service filing records for the business, individual or government entity receiving payment.					
Name		Contact Name			
<i>Payee Legal Name for Business, Individual or Government Entity as filed with IRS</i>		Contact Title			
DBA Name		Phone #			
<i>Doing Business As "DBA", or Disregarded Entity Name if different than Legal Name</i>		Fax #			
Tax Identification Number (TIN) and Type:		<input type="checkbox"/> Federal Employer ID (FEIN) <input type="checkbox"/> Social Security Number (SSN)			
Business Address -- Please provide primary business address as filed with the U.S. Internal Revenue Service					
Address			City		
State	Zip+4	Remittance Email			
Optional Addresses – Please select address type as applicable					
Type:	<input type="checkbox"/> Remitting	<input type="checkbox"/> Ordering	<input type="checkbox"/> Pricing		
	<input type="checkbox"/> Returning	<input type="checkbox"/> Mailing	<input type="checkbox"/> Other:		
Address 1			City		
State	Zip+4	Remittance Email			
Financial Registration: Please provide contact information for the Authorized Individual who can provide financial information used for ACH Electronic Funds Transfer payment processes. An email will be sent providing instructions for accessing the State of Oklahoma online registration system.					
Name			Email		
	Title				

W-9 SUPPLEMENTAL INFORMATION – ALL VENDORS OR PAYEES

The information below is requested under U.S. Tax Laws. Failure to provide this information may prevent you from being able to do business with the state, or may result in the state having to deduct backup withholding amounts from future payments.

U.S. Taxpayer Identification Number (TIN)

Federal Employer Identification Number (FEIN) _____ If none, but applied for, date applied _____

U.S. Social Security Number (SSN) _____ If none, but applied for, date applied _____

Entity Filing Classification:

Domestic (U.S.) Sole Proprietor Domestic (U.S.) Partnership Domestic (U.S.) Corporation Type: _____

Limited Liability Company Type: _____ Disregarded Entity: YES NO

Domestic (U.S.) Other Explain: _____

Foreign (Non-U.S.) Sole Proprietor* Foreign (Non-U.S.) Partnership* Foreign (Non-U.S.) Corporation* Type: _____

Foreign (Non-U.S.) Other* Explain: _____

FOREIGN VENDOR INSTRUCTIONS: * ADDITIONAL DOCUMENTATION IS REQUIRED.

Please submit the proper U.S. Internal Revenue Service (IRS) Form W-8, Certificate of Foreign Status. Select form below matching the payee's entity or individual description. Please refer to IRS for additional instructions (<http://www.irs.gov/pub/irs-pdf/fw8.pdf>).

- **Form W-8BEN:** Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals). <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>
- **Form W-BEN-E:** Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities). <http://www.irs.gov/pub/irs-pdf/fw8bene.pdf>
- **Form W-8ECI:** Certificate of Foreign Person's Claim That Income is Effectively Connected With the Conduct of a Trade or Business in the United States. <http://www.irs.gov/pub/irs-pdf/fw8eci.pdf>
- **Form W-8EXP:** Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding and Reporting. <http://www.irs.gov/pub/irs-pdf/fw8exp.pdf>
- **Form W-8IMY:** Certificate of Foreign Intermediary, Foreign Flow-Through Entity, or Certain U.S. Branches for United States Tax Withholding and Reporting. <http://www.irs.gov/pub/irs-pdf/fw8imy.pdf>

This may exempt you from backup withholding. Form W-8 does not exempt you from the 30% (or lower percentage by treaty) non-resident withholding taxes. To claim this exemption, you must file IRS Form 8233 with us. For more information, refer to IRS Publication 519.

SIGNATURE - AND SUBSTITUTE IRS FORM W-9 CERTIFICATION

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement account (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

Signature of Vendor Representative or Individual Payee	Date
Title of individual signing form for company	
Vendor/Payee (Must be the same as Payee Name from page 1)	

Account Codes for 1099 Reporting - By Category (TO BE COMPLETED BY AGENCY REPRESENTATIVE)

<input type="checkbox"/> 1 - RENTS 532110 Rent of Office Space 532120 Rent of Land 532130 Rent of Other Building Space 532140 Rent of Equipment and Machinery 532150 Rent of Telecommunications Equip 532160 Rent of Electronic Data Processing Equipment 532170 Rent of Electronic Data Processing Software 532190 Other Rents	<input type="checkbox"/> 1 – RENTS (cont.) 532141 Rent of Motor Vehicles 532142 Lease of Motor Vehicles <input type="checkbox"/> 2 – ROYALTIES 533170 Royalties	<input type="checkbox"/> 3 - PRIZES AND AWARDS 552140 Incentive Awards – Monetary & Material 552160 Incentive Payments – Oklahoma Horse Breeders & Owners 552170 Incentive Payments – Oklahoma Film Enhancement Rebate 553220 Indemnities, Restitution & Settlements
<input type="checkbox"/> 6 - MEDICAL & HEALTH CARE PAYMENTS 515530 Veterinary Services 515700 Offices of Physicians (except Mental Health Specialists) 515710 Offices of Physicians, Mental Health Specialists 515720 Offices of Dentists 515730 Offices of Chiropractors 515740 Offices of Optometrists 515750 Offices of Mental Health Practitioners (except Physicians) 515760 Offices of Physical, Occupational & Speech Therapists, & Audiologists 515770 Offices of Podiatrists 515780 Offices of all other Miscellaneous Health Practitioners 515790 Family Planning Centers 515800 Outpatient Mental Health & Substance Abuse Centers 515810 Other Outpatient Care Centers 515820 Medical and Diagnostic Laboratories	515830 Home Health Care Services 515840 Ambulance Services 515850 All other Ambulatory Health Care Services 515860 General Medical & Surgical Hospitals 515870 Psychiatric & Substance Abuse Hospitals 515880 Specialty Hospitals (except Psychiatric & Substance Abuse) 515890 Nursing Care Facilities 515900 Residential Services for People with Developmental Disabilities 515910 Residential Mental Health & Substance Abuse Facilities 515920 Community Care Facilities for the Elderly 515930 Other Residential Care Facilities 537210 Laboratory Services & Supplies 551230 Medical Services to Indigents (from agencies other than DHS) 551240 Hospital Services to Indigents (from agencies other than DHS) 551250 Other Health Services to Indigents (from agencies other than DHS)	
<input type="checkbox"/> 7 - NON-EMPLOYEE COMPENSATION 515010 Office of Lawyers 515020 Offices of Notaries 515030 Other Legal Services 515060 Accounting, Tax Preparation, Bookkeeping & Payroll Services 515210 Payments for Contract Mentor Services 515220 Architectural Services 515230 Landscape Architectural Services 515240 Engineering Services 515250 Drafting Services 515260 Building Inspection Services 515270 Geophysical Surveying & Mapping Services 515280 Surveying and Mapping (except geophysical) Services 515290 Testing Laboratories 515300 Interior Design Services 515310 Industrial Design Services 515320 Graphic Design Services 515330 Other Specialized Design Services 515350 Custom Computer Programming Services 515360 Computer Systems Design Services 515370 Computer Facilities Management Services 515380 Other Computer Related Services 515400 Administrative Management & General Management Consulting Services 515410 Human Resources & Executive Search Consulting Services 515420 Marketing Consulting Services 515430 Process, Physical Distribution, & Logistics Consulting Services 515440 Other Management Consulting Services 515450 Environmental Consulting Services 515460 Other Scientific & Technical Consulting Services 515470 Research & Development in the Physical, Engineering, & Life Sciences 515480 Research & Development in the Social Sciences & Humanities 515490 Advertising and Related Services 515500 Marketing Research & Public Opinion Polling 515510 Photographic Services 515520 Translation & Interpretation Services 515540 All other Professional, Scientific and Technical Services 515550 Management of Companies & Enterprises 515560 Office Administrative Services 515570 Employment Placement Services 515580 Business Support Services 515590 Document Preparation Services	515600 Telephone Call Centers 515610 Business Service Centers 515620 Collection Agencies 515630 Credit Bureaus 515640 Other Business Support Services 515650 Investigation & Security Services 515660 Educational Services 515940 Individual & Family Services 515950 Community Food, Housing & Emergency & Other Relief Services 515960 Vocational Rehabilitation Services 515970 Child Day Care Services 515980 Arts, Entertainment and Recreation 515990 Other Services (except Public Administration) 517110 Moving Expense – Employee Transfer 531150 Printing and Binding Contract 531160 Advertising 531170 Informational Services 531190 Exhibitions, Shows and Special Events 531220 Burial Charges 531330 Jury and Witness Fees 531500 Moving Expenses – General 533100 Maintenance & Repair – Other Items 533110 Maintenance & Repair of Buildings & Grounds (outside vendors) 533120 Maintenance & Repair – Equipment (outside vendors) 533130 Maintenance & Repair of Telephone Equipment (outside vendors) 533140 Maintenance & Repair of Data Processing Equipment (outside vendors) 533150 Maintenance & Repair of Data Processing Software (outside vendors) 533190 Maintenance & Repair – Employee Uniforms 545110 Land Improvements 546210 Buildings and Other Structures – Construction and Renovation 546220 Major Maintenance and Repair of Equipment 547110 Highway and Bridge Construction Expense – Contractual 547120 Maintenance and Repairs to Highways and Bridges 547210 Major Maintenance and Renovation – Bridges 552100 Stipends – Other 552120 Teacher Stipends (“Incentive” payments) 552130 Oklahoma Police Corps Stipends 553160 Legal Settlements Reportable to the IRS 554190 Voter Registration Services 561140 Pollution Remediation	
<input type="checkbox"/> 14 - GROSS PROCEEDS TO AN ATTORNEY 553180 Settlements – Paid To/Thru Attorney		