

2014 Math and Science Partnership PLTW Teacher Scholarship Mini Grant

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Submission

Applicants should e-mail Completed Proposal materials to Jeff Downs at Jeff.Downs@sde.ok.gov.

Deadline for ALL Completed Proposals should be received no later than 5PM on August 20, 2014

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I. Introduction to the Mathematics and Science Partnership

In January 2002, the *No Child Left Behind Act of 2001 (NCLB)* became law. Title II, Part B (<http://www2.ed.gov/policy/elsec/leg/esea02/pg26.html>) of this legislation authorizes a Mathematics and Science Partnerships (MSP) competitive grant program. The intent of this program is to

1. improve and upgrade the status and stature of mathematics and science teaching;
2. focus on the education of mathematics and science teachers as a career-long process;
3. bring mathematics and science teachers in elementary and secondary schools together with scientists, mathematicians, and engineers;
4. develop more rigorous mathematics and science curricula; and
5. improve and expand training of mathematics and science teachers, including training in effective integration of technology.

To reach these objectives, the MSP funds have identified 10 Authorized Activities listed in Section VI.

Core partners in these grants must include mathematics, science, and/or engineering departments from higher education institutions, including community colleges. Partnerships of higher education, K-12 districts, and other stakeholders will draw upon the strong disciplinary expertise of the mathematicians, scientists, and engineering faculty from higher education institutions to enact selected activities that will impact improvements in student outcomes by addressing the intent of the MSP competitive grant program described in paragraph one of this subsection. A detailed description of the Eligible Applicants is provided in Section IV.

The Oklahoma State Department of Education (OSDE) is responsible for the administration of this program. Funds available for the Oklahoma Mathematics and Science Partnerships (OMSP) competitive grant program will be awarded by the OSDE to support successful proposals submitted by high-need school districts in partnership with departments of mathematics, science, and/or engineering at Oklahoma institutions of higher education.

II. Introduction to the MSP Mini Grant- PLTW PD

The MSP Mini Grant is a unique opportunity resulting from carryover funds from the 2013-2014

total funding allotment, which are in jeopardy of expiring and being returned to the federal government. Through the partnership of the Oklahoma State Department of Education (OSDE), Oklahoma Department of Career and Technology Education (ODCTE), and Project Lead The Way (PLTW) an incredible opportunity to Oklahoma schools is being given in the form of a **tuition based** Mini Grant for teachers to attend a PLTW Regional Fall Professional Development Session for the following programs:

- Elementary Launch - 2 ½ Day Workshop held during the months of September thru November
 - Professional Development Workshops will be held outside of school hours at a Regional Career Technology center beginning on a Friday evening and concluding on a Sunday afternoon
 - \$20,000 maximum allowed on application for Elementary Launch
- Gateway Specialization- 2 ½ Day Workshop held during the months of September thru November
 - Workshops will be held at Oklahoma State University during the months of September thru November beginning on a Friday evening and concluding on a Sunday afternoon
 - \$10,000 maximum allowed on application for Middle School Gateway Specialization

IMPORTANT NOTICE:

THE FOLLOWING MAY NOT APPLY AS AN LEA:

- 1. 2013 MSP Grant Awarded LEAs**
- 2. First Round Awardees of the 2014 MSP MINI grants (awarded in May 2014)**

Due to the extremely important time limitations associated with the expenditure of this carryover funding, our primary interest is creating a simple grant structure that allows for the expeditious awarding of funds so that they might be **encumbered no later than September 30, 2014 and spent by December 31, 2014** (see Important Dates in Section IV).

The 2014 MSP PLTW Scholarship Mini-Grant will be focused on meeting the 3 Goals and 8 Strategies outlined the STEM Strategic Report¹.

Table 1: Goals and Strategies Defined in the 2013 STEM Strategic Report

<ol style="list-style-type: none"> 1. Access to STEM Education <ol style="list-style-type: none"> A. Innovative Instruction B. Learning Environment 2. Highly Effective STEM Education <ol style="list-style-type: none"> A. Teacher Recruitment

¹ OSDE, 2013 - http://www.ok.gov/sde/sites/ok.gov.sde/files/documents/files/STEM_Strategic_Report2013.pdf

- B. Teacher Expertise
- C. Professional Development
- D. Recognition
- 3. Leverage Stakeholder Support
 - A. Community Partnerships
 - B. STEM Awareness

In addition, the 2014 MSP Mini-Grant is targeted toward two Focus Areas, which are listed below and further detailed in Section V.

Table 2: Focus Areas

Focus Area A	Elementary Science and Math Integration <i>-Project Launch</i>
Focus Area B	Middle School Science and Math Initiative <i>-Gateway Specialization</i>

Table 3: PLTW PD and Tuition Costs

<i>Elementary Launch</i>	\$650.00 general tuition per K-5 teacher
<i>Gateway Specialization</i> <ul style="list-style-type: none"> ● Magic of Electrons ● Green Architecture ● Science of Technology ● Energy and the Environment ● Flight and Space 	\$650.00 per specialization course <ul style="list-style-type: none"> ● 6-8 grade math and science teachers eligible

III. Definitions

A high-need local educational agency (LEA) who serves as the Lead LEA which carries the fiscal responsibilities for the grant. At least one high-need school district must participate and be the Lead LEA in the partnership, although other LEAs may participate as additional partners whether or not they qualify as “high-need.” The term “high-need school district” is defined for this project as the following.

Only one of the following criteria must be met to be the Lead LEA for this grant.

- a. A district in which **40 percent** of the children are from families with incomes below the poverty line based on the LEA’s Free and Reduced Lunch Count; **or**
- b. A district that is at **20 percent** poverty determined by the census; **or**
- c. *A district with a site(s) designated as priority and/or focus status for the 2013

school year; **or**

- d. *A district with mathematics and/or science classes not taught by highly qualified teachers. (All teachers providing direct instruction in mathematics or science, including special education teachers, need to meet the highly qualified requirements of the *No Child Left Behind Act*.)

** If a district qualifies because of school improvement status or because of a percentage of mathematics and/or science classes not taught by highly qualified teachers, the application **must target the area that is the qualifying factor**. (Example, if a district qualified because of a site in school improvement status, that site must be involved with the project.)*

IV. Eligible Applicants and Timeline

Current MSP Grant Awardees (2013 Cycle) and current awarded MSP Mini Grant awardees are not eligible to apply as a Lead LEA on this round of MSP Mini Grants, but may participate as a Partner. This limit does not apply to potential future MSP Grant Awardees (2015 Cycle).

Eligible applicants² are required to consist of a high-need local educational agency (LEA) and an engineering, mathematics, or science department of an institution of higher education. Multiple higher education institutions and LEA partners are allowed, including public charter schools, public or private elementary or secondary schools, or a consortium of such schools. Further, a non-profit/for-profit organization who has a demonstrated effectiveness in improving the quality of mathematics and science teachers and businesses may be included in the partnership.

The limitations of the MSP Mini Grant are unique and requires careful attention on the part of the applicant. The following dates are critical and each applicant must assure that they are capable of meeting each deadline.

July 30-August 20	Application Window for Submission
August 25	Grant Awards Announced
Sept 30	Award Funds Must Be Encumbered
Dec 5	Award Funds Must Be Spent and Reported (remaining funds will be submitted to the USDE.

² See Section 2202.b.1 for exact definitions - <http://www2.ed.gov/policy/elsec/leg/esea02/pg26.html#sec2202>

V. Focus Areas

Table 3: Focus Areas and Descriptions

Focus Area	Proposal Descriptions
<i>All Focus Areas</i>	<p><i>All Proposals Shall:</i></p> <ul style="list-style-type: none"> ● <i>engage in authorized activities defined in Section VI, except for activities relating to Key Goal 3, “Establish and operate science/math summer workshops or institutes,” as this Goal is met through the current Oklahoma MSP Grant</i> ● <i>outline a strategic approach for reaching out to regional teachers³</i> ● <i>outline a strategic approach for sharing all program products and resources with all Oklahoma teachers</i>
A. Elementary Science and Math Integration-Project Launch	<p>Proposals shall:</p> <ul style="list-style-type: none"> ● support the content and pedagogical expertise of K-5 grade math and science teachers ● emphasize non-superficial math and science integration ● incorporate the Oklahoma Academic Standards for Mathematics (PASS)⁴ ● incorporate the Oklahoma Academic Standards for Science⁵ ● emphasize Authorized Activities related to Key Goals 1, 2, and 5
B. Middle School Math and Science Initiative-Gateway to Technology	<p>Proposals shall:</p> <ul style="list-style-type: none"> ● support the content and pedagogical expertise of Middle School Math and Science teachers (emphasis in grades 6-8) ● incorporate the Oklahoma Academic Standards for Mathematics (PASS)⁶ ● emphasize Authorized Activities related to Key Goals 1, 2, and 5

VI. Authorized Activities

³ As defined by the Oklahoma REAC3H Regional Network -

<http://okmathteachers.com/oklahoma-reac3h-regions>

⁴ As approved by the Oklahoma State Department of Education in 2010 -

<http://www.ok.gov/sde/mathematics#Standards and Assessments>

⁵ As approved by the Oklahoma State Department of Education on March 25, 2014 -

<http://www.ok.gov/sde/sites/ok.gov.sde/files/Oklahoma%20Academic%20Standards%20for%20Science.pdf>

⁶ As approved by the Oklahoma State Department of Education in 2010 -

<http://www.ok.gov/sde/mathematics#Standards and Assessments>

The highlighted areas of the table below have been identified as the Key Goals and Activities being covered through this Mini Grant. They are to be included in your submitted application.

Table 4: Key Goals and Authorized Activities

Key Goals	NCLB Title 2, Part B (Section 2202.c) Authorized Activities
(1) Increasing science / math teacher content knowledge	Creating opportunities for enhanced and ongoing professional development of mathematics and science teachers that improves the subject matter knowledge of such teachers.
(2) Promoting teaching skills	Promoting strong teaching skills for mathematics and science teachers and teacher educators, including integrating scientifically-based and technology-based teaching methods.
(3) Establish and operate science/math summer workshops or institutes.	<i>Not available for the MSP Mini Grant.</i>
(4) Recruiting math, engineering, science majors into teaching	Recruiting mathematics, engineering, and science majors into teaching through the use of: (A) signing and performance incentives; (B) stipends for certification through alternative routes; (C) scholarships to pursue advanced course work in STEM; and (D) other programs that the State educational agency determines to be effective in recruiting and retaining individuals.
(5) Developing curricula or aligning to state standards	Developing or redesigning more rigorous mathematics and science curricula that are aligned with challenging State and local academic content standards and with the standards expected for postsecondary study in mathematics and science.
(6) Establishing distance learning	Establishing distance learning programs for math and science teachers using curricula that are innovative, content-based, and grounded in current scientifically-based research.
(7) Peer mentoring by teachers	Designing programs to prepare a mathematics or science teacher at a school to provide professional development to other teachers at the school and to assist beginning and other teachers at the school, including mechanisms to integrate the teacher's experiences from a summer workshop or institute into the provision of professional development and assistance.
(8) Exposure to STEM professionals	Establishing and operating programs to bring mathematics and science teachers into contact with working scientists, mathematicians, and engineers, to expand such teachers' subject matter knowledge of and research experience in science and mathematics.
(9) K–8 science/math expertise-building	Designing programs to identify and develop exemplary mathematics and science teachers in the kindergarten through grade 8 classrooms.
(10) Encouraging underrepresented individuals into STEM	Training mathematics and science teachers and developing programs to encourage young women and other underrepresented individuals in mathematics and science careers (including engineering and technology) to pursue postsecondary degrees in majors leading to such careers.

VII. Application Components and Requirements

A. Completed Proposal (Due August 20, 2014):

Each Proposal will go through an evaluation screening process by a committee of reviewers comprised by members of the partnership to determine awarded status.

Content Proposal/Application Shall Include:

- Proposal Cover Sheet ([Appendix A](#))
 - Provide an abstract of the proposal that concisely describes the reason why the proposed professional development through Project Lead The Way will aid your educators and summarize the expectations of the program. The abstract may not exceed 500 words.(Use a Word document)
 - Complete Partner List ([Appendix B](#))
 - Higher Ed Partnership to be utilized with Oklahoma State University or Oklahoma University
 - Any district outside of the applying LEA must fill this form out and have superintendent sign
 - Budget and Draft Budget Justification ([Appendix C and D](#))
 - Based on guidance from the United States Department of Education, the OSDE will closely examine budget justifications in the areas of teacher tuition, teacher stipends, and Higher Education Partners.
 - Project Director and Teacher stipends cannot exceed \$1000
 - If you are an applying district, it is required that your district have a Fund 12 established. The Fund 12 must be approved by your local Board of Education.
- a. **Action Plan** - An overview of the *Action Plan*, which includes timeline of events necessary for project success. (See [Appendix E](#) for an example of an Action Plan.)
- b. **Summary of Needs** - A summary of the needs with respect to the teaching and learning of mathematics and science of all school districts or schools that comprise the eligible partnerships.
- i. See [Appendix E](#) for sample Needs Assessment Survey.
 - ii. Each eligible partnership may choose to compose their own statement of need relying on any combination of the following items:
 - District Test Scores;
 - Teacher Feedback;
 - Administrator Feedback;
 - Student Feedback;
 - Parent/Community Feedback; or
 - Any Current Evaluation of the School (such as the A-F Report

Card).

- c. **Partner Identification Form** - Required for each eligible partner ([Appendix G](#)).
- d. **District Affirmation of Partnership Consultation (for Public Schools)** - Required for each eligible partner. ([Appendix H](#))
- e. **Declaration of Intent and Statement of Assurances (for Private Schools)** - Required for each eligible partner. ([Appendix I](#))
- f. **District Affirmation of Partnership Consultation (for Private Schools)**⁷ - Required for each eligible partner. ([Appendix J](#))
- g. **Assessment of Participant Growth** - Provide actual survey that will be used to determine the growth of the participants' content knowledge. PLTW will utilize the Readiness Training Modules as the model for growth survey given to all those who attend any given session. The survey must be completed both before and after the selected activity. A summary of the results will be requested at the completion of the grant cycle as defined in Section IX.C. Partnerships may use the provided example in [Appendix K](#), but are encouraged to develop their own instrument that is specific to the proposed activities.
- h. **Budget** - The Lead high-need LEA is the fiscal agent for this grant. The Lead LEA's IDC rate will be used for this grant. By law, this grant **cannot** purchase food or any items that will be used in a classroom setting for K-12 students.
- i. **ALL budget items entered must be for teacher professional development tuition through PLTW. No equipment or other material items will be eligible for this grant.**
 - i. Include Final Budget Narrative/Justification ([Appendix I](#))
 - The budget narrative/justification must give an explanation for the need of each item on the budget as well as how the amount was determined for each item on the budget. The budget narrative may be single-spaced. Both the project budget and the narrative description should be aligned with the activities described in the proposal narrative and should reflect any coordinated uses of resources from other sources.
 - ii. It is required that the Program Director and Lead LEA Chief Financial Officer maintain a budget accountability report for MSP expenditures. Claims must be submitted to the OSDE in a timely fashion and payable according to the parameters of the awarded grant.
 - iii. **Note: Example of unallowable expenses: classroom kits, food items (unless needed for science/math inquiry activities), stipends or travel expenses for staff members who are not participants of the MSP Project, computers and smart boards for classroom(s), technology for teacher(s)**

⁷ See Section X, Paragraph E of this document for further details regarding the notification of Private Schools.

*classroom, printers and camcorders for teacher classrooms, capital improvements, facility rentals, full salaries of administrative or clerical personnel, tuition charges and/or university fees, travel expenses for out-of-state conferences/presentations other than **one** MSP Regional Conference.*

- iv. Note: **Example** of modifications to the original award amount will be subject for review based on the official number of participants that the grant was awarded and/or any major factor impacting the operating cost of the project.

VIII. OSDE and USDE Evaluation

Each awarded project director will be required to complete three (3) brief Benchmark Performance Reports and submit them to the Oklahoma State Department of Education (OSDE). The intention of these reports are to keep a record of the awarded programs throughout the entire grant cycle and allow OSDE staff to better evaluate the programs.

IX. Proposal Submission and Review

A. Submission

Applicants must e-mail Completed Proposal materials to Jeff Downs at Jeff.Downs@sde.ok.gov.

1. Deadline:

- a. **Completed Proposals** should be received no later than 5PM on August 20, 2014

B. Review Process

1. As presentations are delivered, staff from OSDE and ODCTE will review for completeness and compliance with the requirements set forth in this application to determine applicant eligibility.
2. Any questions about significant omissions from a proposal or about applicant eligibility will be referred to the program director of the proposing organization.
 - a. If, in the judgment of the OSDE, a proposal is late, significantly incomplete, or an applicant cannot establish its eligibility, the proposal will be omitted from the competition. Such decisions made by the OSDE are final.
 - b. Applicants submitting proposals that are withdrawn due to incompleteness or ineligibility will be notified.
3. Grant reviewers will evaluate eligible applications based on the required application components and the established criteria. The grant evaluators will review each eligible application and make recommendations to the OSDE in the areas of program, budget, and efficacy.
4. Following the review, eligible Program Directors will be contacted by the OSDE staff to discuss any modifications of the project plan that may be required. The OSDE will seek to fund those proposals that show the most promise and justifiable need for successful

professional development.

5. In order to maximize the effects of limited funds, applicants whose grants are recommended at less than the amount requested may be asked to revise the project budget and/or scope of work.

X. Award Administration

A. Notification of the Award

After completion of the review process, the Program Director will be notified of the status of their proposal via email which is scheduled for August 25 , 2014.

B. Award Conditions

After the OSDE notifies Program Directors of their award, they should be aware of the following requirements:

1. *All awarded grants are to be used for tuition and teacher stipends that are to cover all travel expenses if needed*
2. *Program Director salaries and Teacher stipends cannot exceed \$1000.00*
3. *Supplement Not Supplant* - Funds received shall be used to supplement and not supplant funds that would otherwise be used for proposed activities.
4. *Subgranting* - The Lead LEA must be aware that subgranting this award is not allowable.

C. Duration of Grants

Activities for the Mini Grant award will be effective from August 25, 2014 through December 5, 2014. All funds during the award year must be encumbered by September 30, 2014. All funds must be spent and reported by December 5, 2014.

Each grant year is considered a new grant; therefore, unexpended funds are not considered carryover funds.

D. Modifications Notification

The Lead LEA responsibilities include *notifying* the OSDE when modifications are made within the parameters of the awarded grant, such as personnel, summer institute locations and dates, summary budget, budget justification, subcontracts, and other relevant information based on the Lead LEA's awarded proposal. **This must be in writing and requires receiving official approval from the OSDE.**

E. Private School Requirements

The MSP program is subject to the requirements of Sections 9501-9504 of the No Child Left Behind Act of 2001 regarding the equitable participation of private school teachers in this grant program.

1. **Eligibility:** Private school eligibility is based on the location of the private school(s), the

design of the grant program, and the needs of the private school(s). The private school must be located within the communities or geographic boundaries of the Lead LEA's school district. The Lead LEA is only responsible to consult with the State-approved private school list.

2. **Consultation:** The Lead LEA is responsible to identify all the appropriate private schools and to contact the appropriate private school officials to begin the consultation process. The private school(s) must be given a genuine opportunity to participate in the MSP program. The NCLB legislation requires all applicants to conduct timely and meaningful consultation with the appropriate private school officials prior to the development of the Lead LEA's grant application and prior to any decision made regarding the design of the Lead LEA's MSP project that could affect the ability of private school students, teachers, and other education personnel to receive benefits. Consultation must continue throughout the implementation and assessment of project activities.
3. **Services:** The project grant related services and benefits must be comparable to those provided to public school teachers participating in the MSP grant. All services must be secular, neutral, and nonideological.
4. **Documentation:** The Lead LEA must submit the signed Declaration of Intent to Participate in the MSP Grant, Statement of Assurances for Private Schools, and District Affirmation of Consultation with Private Schools (Appendices I and J). These three forms must accompany the application and be signed and dated by both the Lead LEA's superintendent and the private school official. A grant application may be disqualified if it fails to include these forms in its grant application.

XI. Checklist

<p>Eligibility (Section IV and related Definitions in Section III)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The Lead LEA is High Needs (III) <input type="checkbox"/> The Lead LEA is the Fiscal Agent and has Fund 12 (VII.A.5) <input type="checkbox"/> Activities align to: <ul style="list-style-type: none"> <input type="checkbox"/> Key Goals and Allowable Activities (IV) <input type="checkbox"/> One Focus Area (V)
<p>Timeline (Section IV and related Duration of Grants provided in Section X.C)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Aug 20 Completed Proposal Submitted <input type="checkbox"/> Aug 25 Grant Awards Announced (tentative) <input type="checkbox"/> Aug 25 Grant Awards Available for Encumbrment <input type="checkbox"/> Sep 30 Award Funds Must Be Encumbered <input type="checkbox"/> Dec 5 Award Funds Must Be Spent and Reported (remaining funds will be submitted to the USDE)
<p>Completed Proposal (Section VII.A)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Complete Proposal Shall Include (VII.B.2): <ul style="list-style-type: none"> <input type="checkbox"/> Cover Sheet <input type="checkbox"/> 500 word Abstract <input type="checkbox"/> Action Plan <input type="checkbox"/> Summary of Needs <input type="checkbox"/> Complete Partner List

	<ul style="list-style-type: none"> <input type="checkbox"/> Assessment of Participant Growth <input type="checkbox"/> Budget and Justification <input type="checkbox"/> Fund 12 <input type="checkbox"/> All materials must be received at the Oklahoma State Department of Education <u>no later than 5PM on Friday, August 20, 2014.</u> (IX.A.1.a)
<p>Award Administration (Section X)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All Awarded Projects Shall (X.B): <ul style="list-style-type: none"> <input type="checkbox"/> Ensure funds shall be used to <i>supplement</i> and not supplant funds that would otherwise be used for proposed activities <input type="checkbox"/> Ensure that <i>subgranting</i> will not occur <input type="checkbox"/> All Awarded Projects must notify the OSDE, in writing, regarding any modifications within the parameters of the grant, which shall be reviewed by the OSDE to determine if the modifications are approved (X.D)