Oklahoma Teacher Empowerment Program

Application Guidance

Program Introduction, Eligibility, Guidelines, and Contacts

Once you've created the application, you will see the **Program Overview**. If needed, please refer to the **Single Sign-On document** for guidance on creating an application.

Teacher Empowerment Program Project 375

Introduction: Teacher Empowerment Revolving Fund

House Bill 4388 directs net proceeds exceeding $65 million from the Oklahoma Education Lottery Trust Fund to be deposited into the Teacher Empowerment Revolving Fund. This fund will be used as a state match for school districts providing salary increases and reserved instructional leadership time for Oklahomas highest-quality teachers.

Eligibility: All public districts are eligible to apply. Standard-certified teachers are eligible for designation. Funds for this project are based on limited availability.

Guidelines Section 3(I)(3): Authorizes school districts to identify and designate the highest quality teachers for advanced, lead, and master certificates, limited to **no more than ten percent (10%) of a districts teachers designated in a given school year.**

Participating districts must submit designation system plans to OSDE for evaluation and approval. Districts will have local control and flexibility in determining how to evaluate teachers and assign designations, but all designation systems must include the following components:

Teacher observation

Out-of-classroom time, and

Student Performance

Designation systems may incorporate additional factors, including:

Student surveys

Teacher leadership responsibilties

Teacher mentor responsibilities

Family surveys

Demonstration of district core values

Teacher peer surveys

Contributions to the broader school community

Section 3(I)(6): Authorizes school districts to designate teachers for advanced, lead, or master certificates twice per year, once prior to the beginning of the school year, and once prior to the beginning of the second semester.

Section (K) (1-3): Requires the terms of contracts for teachers with advanced, lead, and master designations to include the following:

5 (Advanced), 10 (Lead), or 15 (Master) additional days to be used to strengthen instructional leadership

An annual salary increase of at least $3,000 (Advanced), $5,000 (Lead), or $10,000 (Master), or the district's daily rate of pay, whichever is higher, in addition to the base pay guaranteed by the minimum salary schedule.

The increase, capped at $40,000, must be matched by state lottery fund dollars and paid as a regular annual compensation directly to teachers via districts.
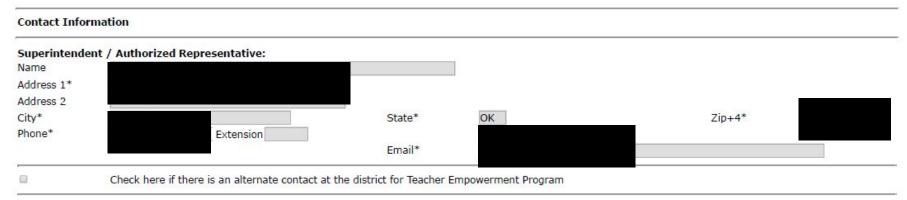
OSDE Program Contacts:

Autumn Kouba, Director of Professional Learning   Email: otep@sde.ok.gov   Phone: 405-522-1137

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District Contact Information

Only a **Superintendent** or **Authorized Representative** should complete the application. The **Contact Information** for the Superintendent will pre-populate from the Central Contacts application. Click the first box to add an alternate contact for the district if needed. Additional district contacts may be added to receive program approval/disapproval emails.

Contact Information

Superintendent / Authorized Representative:

Name

Address 1*

Address 2

City*   State*   OK   Zip+4*

Phone*   Extension

Email*

☐   Check here if there is an alternate contact at the district for Teacher Empowerment Program

Application Approval / Disapproval Copy Email Addresses

☐ Check to add up to five (5) email addresses to receive copies of automated approval/disapproval notices. The Authorized Representative or Superintendent who submits the application does not need to be included in this list. Any other users who should receive notification should be listed.

* Denotes required field

District Designation Information

Enter the number of teachers that will be designated for advanced, lead, and master roles in each **Requested** box. This will automatically calculate the total request based on the minimum salary increase. If you are planning to pay designated teachers more than the minimum, you will include the additional amount in the **Additional Requested** box.

District Information

Staff Designations	Requested	Additional Salary	Calculated Total Request
Advanced Teachers		$3,000	0.00
Lead Teachers		$5,000	0.00
Master Teachers		$10,000	0.00
		Additional Requested	
		Total Requested	0.00

Advanced Teacher Designation Information

Complete a short summary of the district criteria used to identify advanced teachers. List each advanced teacher's:

- legal first and last name
- school code and school name
- current teaching assignment

Advanced Teachers

Advanced Teachers	"possible criteria"
	Minimum of three (3) years experience as a teacher
	Earned a "highly effective" or "superior" rating on the TLE
	Mentoring new teachers
	Team or school committee leader
	School Teacher of the Year

Describe the districts criteria for identifying these teachers: ([count] of 1000 maximum characters used)

List all teachers designated as Advanced Teachers.

Name	Site Code and Name	Current Teaching Assignment

Name	Site Code and Name	Current Teaching Assignment

Add Additional Entries

Save Page

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Lead Teacher Designation Information

Complete a short summary of the district criteria used to identify advanced teachers. List each lead teacher's:

- legal first and last name
- school code and school name
- current teaching assignment

Lead Teachers

Lead Teachers	"possible criteria" Minimum of five (5) years experience as a teacher Earned a "highly effective" or "superior" rating on the TLE Mentoring new teachers School or district committee leader Leading school-wide professional development District Teacher of the Year

Describe the districts criteria for identifying these teachers: ([count] of 1000 maximum characters used)

List all teachers designated as Lead Teachers

Name	Site Code and Name	Current Teaching Assignment

Name	Site Code and Name	Current Teaching Assignment

Add Additional Entries

Save Page

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Master Teacher Designation Information

Complete a short summary of the district criteria used to identify advanced teachers. List each master teacher's:

- legal first and last name
- school code and school name
- current teaching assignment

Master Certification

Master Certification
"possible criteria"
Minimum of seven (7) years experience as a teacher
Earned a "superior" rating on the TLE
Holds a National Board certification
Coaching teachers
District or state committee leader
Leading district-wide or state-wide professional development
School Teacher of the Year or Finalist

Describe the districts criteria for identifying these teachers: ([count] of 1000 maximum characters used)

List all teachers designated as Master Certification

Name	Site Code and Name	Current Teaching Assignment

Name	Site Code and Name	Current Teaching Assignment

Add Additional Entries

Save Page

Supporting Documentation

Districts **must** have district board approval before submitting an application. Artifact submissions will also be needed to justify designations.

Artifacts could include but not limited to:

- Evaluations
- Certificates
- Awards
- Documentation of providing support to students or teachers outside of the workday. (Ex: Tutoring, Mentoring, Instructional Coaching)

Allocations

Once the application is approved, you will see an allocation on this page.

Allocations

	Teacher_Empowerment
Current Year Funds	
Allocation	**$0.00**
ReAllocated (+)	$0.00
Released (-)	$0.00
Total Current Year Funds	$0.00
Prior Year(s) Funds	
Rollover (+)	$0.00
ReAllocated (+)	$0.00
Total Prior Year(s) Funds	$0.00
Sub Total	**$0.00**
Multi-District	
Transfer In (+)	$0.00
Transfer Out (-)	$0.00
Administrative Agent	
Adjusted Sub Total	**$0.00**
Funds not applied for (SEA may reallocate funds to other grantees)	
Current Year Funds	☐
Prior Year Funds	☐
Total Available for Budgeting	**$0.00**
	Teacher_Empowerment

Calculate Totals   Save Page

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Budget Details

- **Function code** 1000 (only option available).
- **Object code** will be budgeted as 100.
- **Expenditure description** - list advanced, lead, and master teacher designations with the total amount budgeted for each designation category.

Budget Detail

Itemize and explain each expenditure amount that appears on the Budget Summary.

	100	200	300	400	500	600	700	800	Indirect Cost
Paid to Date Amounts	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Current Budgeted Amounts by Object Code	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Notes: The District Level Budget page is identified by '000'

Site: 000 - PEAVINE ▼ Go

Total Allocation Available for Budgeting $0.00

To obtain additional detail lines, fill in all blank lines, and click Save Page. Three (3) more blank lines will then be added at the bottom.

Function Code	Object Code	Expenditure Description and Itemization	Funds	Delete Row
▼	▼		0.00	☐
▼	▼		0.00	☐
▼	▼		0.00	☐

Total Displayed: $0.00

The maximum amount of Indirect Costs that may be taken and no Property is budgeted will be $0.00

Determining Maximum Indirect Cost allowed

(A) Total Allocation Available for Budgeting	$0.00	(F) Total budgeted	$0.00
(B) Property Costs	$0.00	(G) Budgeted Indirect Cost	0.00
(C) Allowable Direct Costs (A-B)	$0.00	(H) Total Budget (F+G)	$0.00
(D) Indirect Cost Rate %	0.0000		
(E) Maximum Indirect Cost (C*(D/1+D))	$0.00	Remaining (A-H)	$0.00

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Budget Summary

Pre-populates from the budget.

Budget Summary (Read Only)

Code	Activity Description	100 – Salaries	200 – Benefits	300 – Professional Services	400 – Property Services	500 – Other Services	600 – Supplemental Instruction Materials	700 – Property	800 – Other Objects	TOTAL
1000	Instruction									
Subtotal										
Total Budget										

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Personnel

- First name, last name, teacher number (**do not use last four of socia**l).
- **Function** 1000 and **Object** 100.
- **Areas of certification code** ex:1501 (elementary education).
- **Position** is job class ex: 210 regular ed or 213 special education
- Under **teacher empowerment salary**, enter in the amount you are requesting for each teacher. **The amount on the budget paid and personnel page must match.**

Personnel

Notes: For certified staff, enter the Teacher Number. If the teacher number is less than six digits, add zeros at the beginning of the number.

The job codes for certified personnel in the program are 210 and 213

Filter: [▾] Go

Sort by: Site then Last Name [▾]

Status legend: U-Unverified, I-Inconsistent, A-Accreditation Check, V-Validated

Status	First Name	Last Name	Teacher Number OR Last 4 SSN	OCAS Function	OCAS Object	Areas of Cert / Teacher Registry	Position	Teacher_Empowerment Salary (Without Benefits)	Delete Row
				▾	▾				☐
				▾	▾				☐
				▾	▾				☐
				▾	▾				☐
				▾	▾				☐

Button Selection	Certified (207, 210, 211)	Non-Certified Other Certified	Results
1. Save	U (Unverified)	U (Unverified)	"U"-Personnel has not been verified yet with SPR or Accreditation system.
2. Accredit	A/I (Accredited/Inconsistent)	U (Unverified)	"A" -Personnel is verified with the Accreditation system. All Personnel listed as 207, 210, and 211 must receive the "A" status. "I" -Personnel is not consistent with data within the Accreditation system and the data must be corrected or personnel must be removed. Before the SPR System goes live, the application will pass the Consistency Check with "A" and "U" status, and then allowed to be submitted to OSDE.
3. Validate	V/I (Verified/Inconsistent)	V/I (Verified/Inconsistent)	After the SPR system goes live, all personnel must receive a "V" to be accepted.

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Application Submission

Run consistency check. If there are problems, you will get a list of problems to resolve in the top left hand side. If there are no problems, there will be a submit button for the Superintendent. **Only the Superintendent can submit the application.**

Submit

The Consistency Check must be successfully processed before you can submit your application.

Assurances have been agreed to on the Assurance application   4/20/2023
LEA Data Entry
LEA Administrator
Program Review

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Print Request

You may submit a request to print the application.

Selectable Application Print

Requested Prints will be processed on the hour, from 8:00AM to 8:00PM, Monday Friday. Once completed, a link to a PDF will display on the Right Side of the page under Completed Printed Jobs. Applicants may save this PDF to their local computer, and print as desired.

Completed Print Request links will remain on this page for 7 days. After that time, the document will be removed. If you would like to retain a copy beyond 7 days, please save the PDF to your local computer.

Request Print Job

☐ Teacher Empowerment Program Proj 375

Request Print

Requested Print Jobs

Requested by SEA Carole Tomlin on 5/3/2023 10:05:45 AM

Completed Print Jobs

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