

*State of North Dakota
Department of Public Instruction*

**Statewide Structure of Support
For
Technology Rich Teaching and Learning**

**North Dakota's Title IID ARRA
and Regular Funds
Competitive Grant Application**

**Applications Due
October 26, 2010
3:00 PM, CDT**



Dr. Wayne G. Sanstead
State Superintendent

Statewide Structure of Support For Technology Rich Teaching and Learning

Purpose and Goal of the Program

The purpose of the Department of Public Instruction's Request for Application is to solicit Title IID subgrant applications from eligible applicants. The goal of the program is to ensure that eligible schools and school districts use the Title IID competitive subgrant funds for projects that are based on a proven school model. One proven model is the implementation of the Curriculum Technology Partners (CTPs) program.

Subgrants will be awarded through a competitive process. A subgrant review committee made up of readers with expertise in technology, curriculum, school administration, and technical applications will evaluate the applications, recommend modifications, and make funding recommendations to DPI on the amount of funds to be awarded to each successful applicant. Subgrant awards will be announced on **November 9, 2010**.

Eligible Applicants

To be eligible to apply for this competitive subgrant, the applicants must include school districts that meet the following criteria:

- Have not received a Title IID subgrant award for the previous three school years (2007-2008; 2008-2009; 2009-2010).
- Meet the definition of **High-Need** local educational agency (defined below).

Additionally, applicants must include at least one school or district that meets one of the following criteria:

1. School or district has been identified for Title I Program Improvement (defined below).
- or**
2. School district must meet the definition of "high technology need" (defined below).

As stated above, each application **MUST** have at least one school district that meets the definition of **High-Need** local educational agency and either #1 or #2 above. Refer to the list of Eligible Schools and School Districts for Title IID Competitive Subgrants (Appendix A).

Partnerships

Eligible districts may partner with other school districts that can demonstrate their teachers are effectively integrating technology into instruction, an institution of higher education, a for-profit or nonprofit organization that has substantial expertise in the application of technology in instruction, educational service agencies, libraries, or other educational entities that are appropriate to provide local programs. Only eligible school districts (Attachment A) may serve as the fiscal agent.

Definitions

Title I Program Improvement – Schools that have been identified for Title I Program Improvement based on Title I regulations, or those that have failed to meet Adequate Yearly Progress (AYP) for two years. In North Dakota there are 34 schools (<http://www.dpi.state.nd.us/title1/progress/schools.pdf>) and 21 school districts (<http://www.dpi.state.nd.us/title1/progress/districts.pdf>) that are identified for Program Improvement at this time. Schools eligible for this grant as a result of being identified for Program Improvement MUST address the reason(s) that they are in Title I Program Improvement as a large part of their proposed subgrant project.

High-Need Local Education Agency – For this competition, **High-Need Local Education Agency** is defined as either having above the median number or above the median percentage of students living in poverty in the school district, according to the 2008 Census Poverty Data.

High Technology Need – For this competition, **High Technology Need** is defined as having a student to computer ratio that is higher than 3.5:1. This is the recommended student to computer ratio in the North Dakota State Education Technology Plan. Ratios are determined using school district submitted numbers for “computers available for student use” on the 2009-10 MIS01 report, and the number of students reported on the MIS02 report for the same year.

Goals of the Title II, Part D (Enhancing Education Through Technology) Program

The primary goal of the Title IID program is to improve student academic achievement through the use of technology in schools. It is also designed to ensure that every student is technologically literate by the end of the eighth grade, and to encourage the effective integration of technology with teacher training and curriculum development to establish successful research-based instructional methods.

Use of Funds

Curriculum Technology Partner - Background

Each application is required to include the hiring of a curriculum technology partner team or an addition to an existing team of curriculum technology partners.

A Curriculum Technology Partner is a specialized instructional coach. This type of coaching is one model of professional development that has shown potential to improve the knowledge, skill, and practice of teachers, thus, enhancing student achievement. In a 2004 study by the University of Kansas Center for Research on Learning, instructional coaching was found to significantly increase the implementation rate of newly learned practices. This study indicated that without support and follow-up, teacher implementation of new instructional methods is about 10%, but with coaching the percentage increases to 85% (Knight, 2004). Coaching as a professional development activity involves a highly skilled professional (the curriculum technology partner) working with other professionals (the teachers) in a collegial manner to raise the level of instructional practice.

CTPs provide a multi-tiered structure of support by providing formal and informal professional learning opportunities carried out through just-in-time, on-the-job training, in-class modeling and collaboration on designing rigorous, relevant and student-centered instructional activities that employ a variety of technologies, all with the goal of helping all students enhance their learning.

Research indicates the most effective professional development is:

- Offered for a long duration and greater frequency.
- Involves teachers directly for more hours in active, engaged learning activities and environment.
- Focused on a particular content area, such as geometry and astrophysics, and allows teachers to gain knowledge on how to teach the content to their students.
- Coherent to teachers' needs and circumstances.
- Involves teacher learning from their peer through collective participation.

The Curriculum Technology Partner program meets each of the above indicators. The use of CTPs will help maximize the investments made in hardware and software. Typical work for the CTP team would include mentoring teachers, learning new technologies and strategies to integrate them, leading PLC sessions, delivering impromptu professional development to individuals or small groups and many other opportunities to strengthen the skills of teachers. The CTPs are not technicians and do not provide technical support of hardware and software. Their focus is solely on working with teachers to improve instruction. For more information about Curriculum Technology Partners see <http://blogs.edutech.nodak.edu/grants>.

Mandatory Activities

As a school or district prepares its Title II-D competitive subgrant application; the following activities must be included:

- An additional assignment to three existing teachers' contract (minimum 3 years of classroom experience) to serve as in-school team of CTPs. Each CTP's additional assignment should be extended by a minimum of one hour per day. Since the grant extends over two school semesters this assignment will be extended during two school terms.
- In the event that a school already has one or more CTPs in place, they will need to expand their CTP team by at least three hours per day where the work is focused on the goals of this subgrant.
- Schools that are extending teachers' contracts to serve at CTPs must make arrangements for those teachers to participate in
 - A two-day CTP Boot Camp.
 - One-on-one INSTEP training provided by EduTech.
 - Bi-monthly mentoring with an EduTech regional information technology specialist.
 - On-going mentoring and collaboration with other CTP's assigned through this grant program.
- The CTPs and building principal must attend a three hour kick-off workshop on **November 18, 2010** or **November 19, 2010** to prepare for grant implementation activities and schedule assessment dates.
- Subgrants with CTPs currently on staff must attend the kick-off meetings.
- The CTPs must document their work using the tools provided by their EduTech mentor.

CTP logistics

To ensure the CTP is ready to begin work with teachers at the beginning of the January 2011 term, the following must be included in the applicants' plans.

- Each new CTP will participate in a two day CTP Boot Camp provided by EduTech. The boot camp will offer each CTP a core set of skills and prepare them to use the communication tools required during the grant period. CTP Boot Camp will be held on **January 4, 2011** in Devils Lake and on **January 6, 2011** in Bismarck. EduTech staff will train curriculum technology partners in each grant school using a model developed by EduTech based on their INSTEP program that is specifically targeted toward CTPs. The approach will also include best practices learned from working with CTPs from Minot and Grand Forks Public Schools.
- Professional development for CTPs will prepare them to support individual teachers and collaborative groups of teachers participating in the grant activities.
- EduTech staff will meet with each curriculum technology partner on a bi-monthly basis via video or face to face. Training for CTPs may occur during the school day or after hours.
- The CTPs will work with teachers in their schools one-on-one, on a regular basis. To accomplish this, an identified core of roving substitute teachers should be included in the application budget.
- Grant-funded schools will focus on up to three target areas where student achievement gains are needed based on the school's status in program improvement.
- CTPs will engage all teachers involved in grant funded activities in collaborative groups (such as Professional Learning Communities) that meet at least monthly in addition to the time they spend one-on-one.
- All curriculum technology partners funded by Title II-D competitive funds will meet bi-monthly via online collaboration tools.

Pre-Subgrant Writing Planning Session

DPI, ETC and EduTech will host two seminars via video to help schools write their subgrant applications. Resources and best practices will be presented along with time for questions and answers. Subgrant writers will be encouraged to write subgrants that address a need and use a researched model as an intervention. STEM and 21st Century Skills themes will be introduced with examples of a potential intervention given. For example the use of:

- Video communication (21st Century Skills) equipment to engage students and teachers in global exchanges, instruction and professional development.
- Mobile computer labs (21st Century Skills) such as ipads, iPodtouches, netbooks, Personal Response Systems, etc. to use as instructional tools in the teaching and learning process.
- Equipment (STEM focus) such as probes and GPS units to offer real life scenarios as part of the instructional process.

Other themes are allowed but should focus on 21st Century Skills or STEM.

The pre-subgrant writing sessions will be offered two times via video. Participants will need to register with EduTech to get their video equipment scheduled for one of the meetings.

Thursday, September 30, 2010 at 3:30 p.m., CDT

Wednesday, October 6, 2010 at 3:30 p.m., CDT

Information used in the pre-subgrant writing video sessions and the recorded session can be accessed at <http://blogs.edutech.nodak.edu/grants/>

Title II-D Grant Resources

EduTech has developed an online site to provide resources, guidance and communication to principals and CTPs (<http://blogs.edutech.nodak.edu/grants>). The site will be updated during the subgrant period to best serve participants. Participants will be required to use communication tools available through the online resource site for communication purposes.

Assumptions

- The size of individual award will be based on reasonable, well-planned projection of expenditures with clear academic focus.
- Grant applications will be limited to \$100,000 per eligible building for a one-year project. Eligible districts may submit separate grant applications for up to \$100,000 each for each eligible building in the district.
- The Department of Public Instruction will award approximately \$2 million in Title IID ARRA and regular competitive subgrants.
- The project/budget period will be **November 9, 2010** through **September 30, 2011**.
- Any funds not obligated by the school district by **June 30, 2011** will be reallocated.

Project Implementation Costs from local subgrant awards (see sample budget attachment)

- CTP salary, benefits, related expenses including boot camp, INSTEP and mentoring meetings.
- Ongoing, roving substitutes as needed for CTP's to attend boot camp, INSTEP and mentoring meetings.
- Assessment package delivered by EduTech (\$5500).
- Flat-rate for EduTech staff to support each CTP-Boot Camp, INSTEP, Bi-monthly Mentoring (\$3500).
- External professional development for locally selected curriculum applications, attending conferences, or use of other EduTech training (\$45/participant/4 hour block).
- Stipends for staff who participate in professional development after hours.

Deadline for electronic transmittal of applications: **Tuesday, October 26, 2010 -- 3 p.m., CDT.**

Subgrants will be announced on **Tuesday, November 9, 2010.**

Grant Conditions

- Federal regulations require that nonpublic school students have access to federal funding in this program but prohibit funds from flowing directly to the nonpublic schools. Therefore, the public school administrator must meet with the nonpublic schools in the respective districts to determine if the nonpublic schools wish to access these funds. If they do, the nonpublic schools' plans must be included in the public school district's application. Nonpublic schools may not apply for funds to pay for: 1) wiring or other fixed hardware in buildings; 2) training administrative or other staff not engaged in instruction; and 3) any non-secular purpose. This also applies to Colony schools.
- Acceptance of this grant includes allowing EduTech to conduct an assessment of the grant project. Information gathered from this evaluation may be used in the ND DPI's report to the Department of Education on the progress that schools have made as a result of these awards. The school technology assessment tool used by EduTech for this evaluation is designed to determine how education technology is being used at schools across North Dakota. Most schools across the nation are not yet at the point where budgets, funding requirements, technology resources, etc. allow teachers, students, and administrators to use technology to its full potential. This tool helps identify specific areas of need and will help track changes in these issues over time.
- Subgrant funds awarded to successful applicants will be paid to the district on a reimbursement basis upon submission of a Request for Funds (SFN 14660) form (<http://www.dpi.state.nd.us/forms/sfn14660.pdf>).

Technical Assistance

Contact Patricia A. Laubach at 701-328-4525 or plaubach@nd.gov for technical assistance. Keep in mind that this is a competition and the technical assistance may be limited in order to preserve the integrity of the competition.

Reporting Requirements

Budget reporting may be requested at any time during the duration of the grant. Participation in the evaluation of the project by EduTech will be a condition of receiving funds.

Sharing of Project

Subgrant recipients may be invited to present at either NDATL Face2Face meetings or the TNT Conference during the time they are receiving funds for their project. The projects funded through this grant are expected to offer school districts the opportunity to try new and innovative approaches to using technology in education. Therefore the projects should be shared with other educators at statewide venues.

Application Procedures

- Applicants must develop a plan to implement the CTP program.
- Applicants must comply with all of the provisions listed in the Statement of Assurances (Appendix B).
- Applicants should review the Scoring Rubric (Appendix C). This is the Scoring Rubric against which all applications will be judged for the purpose of selecting the winners.
- Applications should be written by a committee of people from the district(s) involved in the proposed project. Involvement of a committee assists in creating “buy-in” among staff members and helps to ensure that the plan is one that classroom teachers will support.
- Applicants should describe the current technology that exists in the applying district(s).
 - What hardware and software are already in use?
 - Will this project use the existing hardware and software or replace it? If replacing it, why? If using it, how?
- Describe how this project fits in your Education Improvement Plan. While “technology” is not a generally acceptable goal, the use of technology as a tool to facilitate a student-focused goal is acceptable.
- Applicants should address 21st Century Skills and/or STEM goals in their project proposals.
- Applicants should describe steps that will be taken to ensure sustainability of their project.
- Complete the DPI Budget Application form (SFN 52929) <http://www.dpi.state.nd.us/forms/sfn52929.pdf> for submitting your budget. The budget should be accompanied by a budget narrative that should not exceed five pages. This narrative should provide the justification for all expenses. The budget and budget narrative are not included in the 10 page limit placed on the application narrative.
- Budget Revision. Completion and submission of the Budget Revision form is required for prior approval when a revision is made to the scope or objectives of your project, (even if it does not require a budget change) and/or if transfer among your budget categories exceeds 10% of your total grant award. After completion of the Budget Revision form <http://www.dpi.state.nd.us/forms/sfn9035.pdf> for your project, submit it to Patricia A. Laubach at the Department of Public Instruction for approval.
- Applications **must** be submitted **electronically** no later than **Tuesday, October 26, 2010 – 3 p.m., CDT** via e-mail as a Microsoft Word or PDF file to Patricia A. Laubach at plaubach@nd.gov .

Sample Budget for CTP Team of 3 teachers and 15 building teachers

Item	Code	Quantity	Unit	Price	Additional Information/Justification
Staff					
Team of Curriculum Technology Partners	110	3	\$6,300.00	\$18,900.00	Three teachers with additional assignments at \$35/day for 180 days
Benefits for CTP Additional Assignment	200	3	\$945.00	\$2,835.00	15% for TFFR and other benefits
Summer Stipend	110	48	\$200.00	\$9,600.00	3 days at \$200/day for staff for PD with CTP team including CTP team
Substitute Teachers	110	54	\$50.00	\$2,700.00	For CTP team and teachers to attend outsourced PD
Substitute Teachers	110	10	\$100.00	\$1,000.00	For CTP team to attend Boot Camp, INSTEP & classrooms
EduTech Services					
EduTech CTP Team Support Package	300	1	\$3,500.00	\$3,500.00	Boot Camp, INSTEP and monthly mentoring for CTP
EduTech Project Assessment	300	1	\$5,500.00	\$5,500.00	Metiri tools and EduTech Staff costs
Outsourced Professional Development					
EduTech Workshops	800	54	\$180.00	\$9,720.00	CTP team and teachers attending PD sessions
TIE Conference in Mpls.	800	3	\$500.00	\$1,500.00	CTP team attending TIE conference
TNT Conference in ND	800	6	\$300.00	\$1,800.00	CTP team attending TNT conference
Equipment					
Mobile Lab	730	30	\$750.00	\$22,500.00	Laptop computers for classroom use
Software	730	30	\$300.00	\$5,445.00	MS Office and instructional software
Related Equipment	730	n/a	\$3,000.00	\$3,000.00	Cart, power strips, etc.
Instructional Supplies					
	600	n/a	\$2,000.00	\$2,000.00	Books for discussions & mentoring
Travel					
	580	n/a	n/a	\$10,000.00	Travel for CTP to attend Boot Camp & TIE Conference and all to attend PD
Total				\$100,000.00	

Appendix A

Eligible Schools and School Districts for Title IID Competitive Subgrants	
School Plant	School District
Cannon Ball Elementary School	Belcourt Public School District 7
Central Middle School – Devils Lake	Devils Lake Public School District 1
Divide County Elementary School	Fort Totten Public School District 30
Edwin Loe Elementary School – New Town	Fort Yates Public School District 4
Fort Yates Elementary School	Grand Forks Public School District 1
Fort Yates Middle School	Kidder County Public School District 1
Fort Yates High School	Killdeer Public School District 16
Four Winds Community High School – Fort Totten	Langdon Public School District 23
Kenmare Elementary School	Mandaree Public School District 36
Killdeer Elementary School	McKenzie County Public School District 1
Lakota Elementary School	New Town Public School District 1
Mandaree Elementary School	Oberon Public School District 16
Mandaree High School	Parshall Public School District 3
Nathan Twining Elementary-Middle School – Grand Forks	Sawyer Public School District 16
Oberon Elementary School	Selfridge Public School District 8
Parshall Elementary School	Solen Public School District 3
Prairie View Elementary School – New Salem-Almont	South Prairie Public School District 70
Sawyer Elementary School	St. John Public School District 3
Selfridge Elementary School	St. Thomas Public School District 43
Selfridge High School	Warwick Public School District 29
Solen High School	White Shield Public School District 85
South Prairie Elementary School	
St. John Elementary School	
St. John High School	
Turtle Mountain Elementary School – Belcourt	
Turtle Mountain Community Middle School – Belcourt	
Turtle Mountain Community High School – Belcourt	
Valley Middle School – Grand Forks	
Warwick Elementary School	
Warwick High School	
White Shield Elementary School	
White Shield High School	
Wilton Elementary School	
Winship Elementary School – Grand Forks	

Appendix B

Statement of Assurances

We, as an eligible recipient(s) for funds under the No Child Left Behind Act of 2001, hereby grant the following assurances:

- The school district assures and certifies compliance with the regulations, policies and requirements as they relate to the acceptance and use of federal funds for programs included in this application.
- The school district assures and certifies to having an approved Technology Plan currently on file.
- The school district assures and certifies compliance with the Children's Internet Protection Act (CIPA) regulations, policies and requirements.
- The school district assures that timely and meaningful consultation with appropriate private school officials during the design and development of programs has occurred and that continued consultation throughout the implementation of these programs will occur.
- The school district agrees to carry out the project as proposed in the application.
- The school district assures that the key project personnel will be provided.
- None of the monies received through Enhancing Education Through Technology (EETT) Grants shall be used to replace funds for existing programs that are a responsibility of the school district.
- The school district assures that the required days of professional development will be conducted at the local level as outlined in the grant requirements.
- The school district assures that the project team will attend all required meetings as published in the application.
- The school district assures that the project team will partner with EduTech and NDDPI to participate in all required evaluation activities according to state and/or federal deadlines.
- The school district assures that prior approval from the NDDPI Title IID Coordinator will be sought prior to implementing any programmatic changes with respect to the purpose for which the grant was awarded.
- Implements accountability measures to ensure that activities are effective in integrating technology into curricula and instruction, increase the ability of teachers to teach, and enable students to meet challenging state standards.
- Complies with the requirements outlined in the publication "General Requirements for Federal Programs" compiled by the Department of Public Instruction: (available on the DPI website at <http://www.dpi.state.nd.us/grants/require.pdf>).
- Complies with the Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99) (see <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).
- Will control the funds and administer the funds and any property purchased with the funds to the extent required by the authorizing statutes.
- Will keep such records and provide such information to DPI as may be reasonably required for fiscal audit and individual or consolidated program evaluation consistent with the responsibilities of DPI.
- Will cooperate in carrying out any evaluation of the programs conducted by or for DPI, the U.S. Department of Education, or other federal officials.
- Will submit reports to DPI and the U.S. Department of Education to enable them to perform their duties under each program and maintain records, provide information, and afford access to the records to enable them to carry out their duties.

- The school district will comply with all reporting requirements of NDDPI, Enhancing Education Through Technology (Title IID), and the American Recovery and Reinvestment Act (ARRA).
- All requested information related to grant activities will be provided to NDDPI in a timely manner.
- Sanctions may include but are not limited to reduction or revocation of subgrant award (NDAC Article 67-22).

To the best of my knowledge, information in this application is correct. The governing body of the applicant has authorized this application and the applicant agrees to administer its project and to expend the funds awarded to the applicant in accordance with its approved project budget and all applicable statutes and regulation governing the program.

Statement of Assurances (cont.)

Public School District

Print Name of Superintendent	Date
Signature of Superintendent	
Mailing Address Street City State Zip Code	
Telephone No.	E-Mail.

Partner (If Applicable)

Print Name of Partner	Date
Signature of Partner	

Return by October 26, 2010 to:

North Dakota Department of Public Instruction
Attn: Patricia A. Laubach
Title II D Coordinator
600 East Boulevard Avenue
Bismarck, ND 58505-0440

Appendix C

Scoring Rubric - Title II, Part D

Rate this application based on how well the three goals of the program were addressed.				
Goals of Title II, Part D Enhancing Education Through Technology	4 points Exceeds Requirement	3 points Meets Requirement	2 points Near Requirement	1 point Below Requirement
To improve student academic achievement through the use of technology in schools.				
To ensure that every student is technologically literate by the end of the eighth grade.				
To encourage the effective integration of technology with teacher training and curriculum development to establish successful research-based instructional methods.				
			TOTAL	
Comments:				

Rate this section on the specific content of the application.

Title II, Part D Enhancing Education Through Technology	4 points Exceeds Requirement	3 points Meets Requirement	2 points Near Requirement	1 point Below Requirement
The applicant describes the process used to determine their NEEDS as they relate to this grant program and has described how this project fits with its Education Improvement Plan and Goals. (Needs assessments, analysis of applicant's data—State Assessment, NWEA scores, etc.)				
There is a thorough explanation of who will be impacted by the grant.				
The applicant offers a description of the existing technology in the school(s)/district(s) and how it will fit into the proposed plan. The applicant describes what technology is already in use and how or why this use will be supplemented or replaced by the software/hardware in the application.				
			TOTAL	

Comments:

Rate this section on the specific content of the application.

Title II, Part D Enhancing Education Through Technology	4 points Exceeds Requirement	3 points Meets Requirement	2 points Near Requirement	1 point Below Requirement
The proposal describes the process the applicant used to choose the specific technology solution(s) they are proposing to acquire for this project and how specific 21 st Century Skills and/or STEM goals will be achieved.				
The applicant provides a thorough explanation of the specific roles curriculum technology partners, teachers, students and administrators will play.				
There is a clear timeline that explains when the activities (equipment purchase, professional development, etc.) of the project will take place.				
There is a clear explanation of the expected outcomes of the professional development.				
There is a clear explanation of how achievement of the grant goals will be measured.				
			TOTAL	

Comments:

Rate this section on the specific content of the application.

Title II, Part D Enhancing Education Through Technology	4 points Exceeds Requirement	3 points Meets Requirement	2 points Near Requirement	1 point Below Requirement
The applicant describes the steps that will be taken to ensure sustainability of the project.				
Amounts for training, licenses, salaries, stipends, maintenance, equipment, travel, supplies and dues are reasonable and explained well enough in the budget narrative to understand how they will fit into the project.				
The budget form is complete with all amounts listed in the proper budget categories. All equipment items in the budget are part of the project and support the main idea outlined in the proposal. There are no items that appear to be “addons” that are not associated with the proposed project.				
			TOTAL	
			GRAND TOTAL	

Comments: