



Oregon
School District Collaboration Grant Program

Request for Application

Design Grant

2013-2014

Round One

Grant Application Due Date: September 9, 2013

Oregon Department of Education
Office of Educational Improvement and Innovation
255 Capitol Street NE
Salem, OR 97310-0203



Oregon School District Collaboration Design Grant - 2013-2014
A Network for Quality Teaching and Learning Initiative

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I. Background Information

In 2013, under the leadership of Governor John Kitzhaber, the Oregon Education Investment Board proposed key strategic investments to support Oregon's attainment of 40/40/20. Key to this work is a revitalization of the education profession and the establishment of a Network of Quality Teaching and Learning. Conceptualized and passed by legislature in HB 3233, the Network provides funding for a comprehensive system of support for educators that creates a culture of leadership, professionalism, continuous improvement and excellence for teachers and leaders across the P-20 system.

Paramount to the Network is the Oregon School District Collaboration Grant Program which was originally established by the 2011 State Legislature through passage of SB 252 and amended during the 2013 legislative session. It is designed to improve student achievement through the voluntary collaboration of teachers and administrators to implement new approaches to develop:

- a) Career pathways for teachers and administrators;
- b) Evaluation processes for teachers and administrators;
- c) Compensation models for teachers and administrators; and
- d) Enhanced professional development opportunities for teachers and administrators.

Senate Bill 252: Oregon School District Collaboration Grant Program

Amendments to House Bill 3233 revised the program specifications as outlined below:

(6) The amount of each grant shall be determined as follows:

(a) For grants that are for the design of an approach identified in subsection (1) of this section, the amount determined by the department based on:

(A) The application submitted by the school district to the department;

(B) The portion of the total funds available for grants that are for the design of an approach; and

(C) Any other limitations established by the State Board of Education by rule, which may include a minimum amount or a maximum amount for a grant.

(b) For grants that are for the implementation of an approach identified in subsection (1) of this section, the Grant Amount = School district ADMw x (the total amount available for distribution for an implementation grant in a fiscal year through the School District Collaboration Grant Program / by the total ADMw of the school districts that receive an implementation grant for the fiscal year through the School District Collaboration Grant Program). For the purpose of the calculation made under this paragraph, ADMw shall be calculated as provided by ORS 327.013, 338.155 (1) and 338.165 (3).

(7) The department shall award grants based on:

(a) The application submitted by the school district to the department;

(b) Other funds received by a school district for the purpose identified in subsection (1) of this section; and

(c) Any other criteria established by the State Board of Education by rule.

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karen.garrison@state.or.us

II. General Information

A. DEFINITIONS

- Blueprints: A description of the components of a school district's strategies for implementation and integration of the four areas: career pathways, evaluation processes, compensation models and enhanced professional development for teachers and administrators
- Design grants: Collaboration grants intended for districts or consortia of districts to create blueprints for implementation that integrate the four areas of: career pathways, evaluation processes, compensation models and enhanced professional development.
- Career pathways: descriptions of professional career achievement and advancement (e.g. Novice, Emerging Professional, Master Teacher) or specialized roles (e.g. Mentor Teacher, Master Teacher), and opportunities to increase professional responsibilities.
- Compensation models: Alternative salary advancement systems based on a variety of elements aside from seniority (e.g. weighed systems based on professional involvement, increased expertise).
- Enhanced professional development: Professional learning opportunities that are ongoing, collaborative in nature, and aligned to the needs of educators identified through the evaluation process and student data.
- Evaluation processes: An educator performance evaluation system based on collaboration that includes but is not limited to: standards of professional practice, four-level rubrics, multiple measures of professional practice, professional responsibilities and student learning and growth, an evaluation and growth cycle and professional learning aligned to student and educator performance data.

B. PURPOSE

The School District Collaboration Design Grant Program is intended to support Oregon school districts, or consortia of collaborating school districts, to improve student achievement through voluntary collaboration of teachers and administrators to design new collaborative approaches to:

- a) Career pathways for teachers and administrators;
- b) Evaluation processes for teachers and administrators;
- c) Compensation models for teachers and administrators; and
- d) Enhanced professional development opportunities for teachers and administrators.

These four components linked to educator effectiveness empower teachers, promote leadership, and raise student achievement.

C. TYPE OF GRANT

The Oregon Department of Education will award a design grant to Oregon school districts, or consortia of collaborating school districts, to design blueprints (*or revise designs*) in all four focus

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areas: career pathways, evaluation processes, compensation models, and enhanced professional development opportunities for teachers and administrators. Selected school districts or consortia will be awarded **between \$20,000 and \$50,000**, based on their application, to fund participation in a facilitated collaborative design process. School districts will receive on-sight coaching and technical assistance from experienced consultants.

D. GRANT REQUIREMENTS

a) School Districts will:

- Establish a collaborative leadership team and process. The team must include teachers, administrators, and bargaining representatives. Teachers who teach students with special needs and English Language Learners must be represented.
- Work with an ODE provided consultant to develop a design blueprint, budget and calendar of activities.
- Use grant funds to provide stipends, release time, substitutes, needed materials and cover related travel costs.
- Provide release time for the administrators and teachers (including union representatives if applicable) participating in the leadership team.
- Participate in a community of practice networking with other school districts in the School District Collaboration Grant Program.
- Design blueprints (or revise) that are research-based in the four focus areas: career pathways, evaluation processes, compensation models, and enhanced professional development opportunities for teachers and administrators.
- Use student and school district data to document the impact on student achievement and other identified outcomes.
- Meet the requirements of the Oregon Framework for Teacher and Administrator Evaluation and Support Systems.
- Participate in a pilot for the ESEA waiver to study the Oregon Framework and student learning and growth as a significant factor in teacher and administrator evaluations.
- Participate in scheduled grant meetings and training events. Travel required.
- Share lessons learned and school district models of the four focus areas through posting on the website and presenting at statewide and regional trainings.
- Participate in data collection to examine impact of the Design process.

b) Oregon Department of Education (ODE) will:

- Provide grantees access to expert coaching and/or other onsite assistance to support systems planning and innovative design.
- Facilitate a network of the school districts participating in the School District Collaboration Grant Program.
- Disseminate lessons learned and school district models of design in the four focus areas.

E. ELIGIBILITY

Design Grant: School districts *or a consortium of school districts* may apply for a design grant based on the eligibility criteria listed below. Applications must demonstrate school district support, commitment and readiness to *design (or revise design)* a blueprint for implementation of

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the four focus areas: career pathways, performance evaluation, compensation models, and enhanced professional development for teachers and administrators.

- **School District Support:** School districts must be willing to build and maintain a collaborative leadership team, engage in developing school district consensus, and conduct internal outreach to build common understanding throughout the school district.
- **School District Commitment:** School districts must receive approval from the school district superintendent, exclusive bargaining representative for the teachers of the school district and school board chair to apply for the grant. School districts must demonstrate involvement of these stakeholders in the application and design process.
- **NOT ELIGIBLE:** Districts who have received a federal Teacher Incentive Fund (TIF) grant.
- **NOT ELIGIBLE:** Districts who have received CLASS or District Collaboration Grants for four years or more.
- **NOT ELIGIBLE:** Districts who are receiving CLASS grant dollars during the year their design grant funds would be expended.

School District selection will also take into consideration the following:

- Grant awards will take into consideration geographic location of districts to ensure representation throughout the state.
- Districts with higher populations of students who are economically disadvantaged and demonstrate achievement gaps between African American, Hispanic or Native American students and their peers.

F. USE OF FUNDS

- a) Funds should be used for costs associated with designing blueprints for the four areas with a focus on building school and school district capacity to sustain efforts. Grantees must be able to spend the funds within the grant timeline according to acceptable accounting procedures.

Funds may be used for the following:

- Release time during the school year for activities aligned to project goals
 - Substitute pay for teachers
 - Stipends/compensation for certified and classified staff aligned to project goals
 - Project Director expenses to coordinate project activities
 - Professional development aligned to project goals
 - Consultation services aligned to project goals
 - Materials and supplies for the project
 - Project evaluation expenses
 - Travel reimbursements for individuals attending meetings, conferences, or other professional development activities aligned to the project goals
 - Administrative costs not to exceed 5% of the total proposed budget
- b) Funds will be available upon receipt of the grant award and must be expended by September 30, 2014.

G. REPORTING AND DELIVERABLES

- The Oregon Department of Education will provide a template for an interim and final grant report. Grantees are required to submit a final report prior to receiving their final request for funds and to participate in any state requested data collection for the purposes of documenting investment impacts.
- Districts shall meet timelines, performance measures and other requirements related to the accumulation and evaluation of data collected as required by the Oregon Investment Board and the Oregon Department of Education.
- Districts shall share lessons learned and school district models on the design and implementation of the four blueprint areas.

III. Application Process

A. APPLICATION REVIEW AND SCORING

Applications will be reviewed and scored by a team of ODE staff and external stakeholders. Review will be based on specific criteria listed in this RFA and scored using the scoring rubric provided in Appendix D.

Final recommendations by the review committee will be based on the reviewer scores. The review committee may request further clarification on uses of funds and specific activities related to the application.

B. TIMELINE AND IMPORTANT DATES

Completion Dates	Activities
August 16, 2013	Release of Request for Application (RFA)
September 9, 2013	Applications due to ODE by 5:00 PM PDT
September 11-13, 2013	Applications reviewed and scored
September 16, 2013	Applicants notified of award
January 31, 2014	Interim Progress Report due
September 30, 2014	Last date to expend funds on grant activities
October 15, 2014	End of grant report due
November 15, 2014	Last date to draw funds

C. INSTRUCTIONS FOR SUBMISSION

Format:

- 11-point font, New Times Roman
- Double spaced
- 1-inch margins on the sides, top, and bottom of 8½" by 11" paper
- 10 page narrative maximum, including A and B (excluding cover page, assurances and school district profile)
- No faxed or electronically submitted applications
- Numbered pages

Organization:

- Page 1: Cover Page (Appendix A)
- Page 2: Assurances (Appendix B)
- Page 3: School District Profile (Appendix C)
- Application Narrative A and B (not to exceed 10 pages)

Mail an **original copy** of the completed grant application **plus three (3) copies** to the Oregon Department of Education postmarked or delivered by September 9, 2013.
Address your application packet to:

Oregon Department of Education
Office of Educational Improvement and Innovation
255 Capitol Street NE
Salem, Oregon 97310-0203
Attention: Karen Garrison

Karen.garrison@ode.state.or.us 503-947-5613

Envelopes must be plainly marked *Request for Application-District Collaboration Design Grant*

***The original, plus three (3) copies* of the Grant Application,
must be received or postmarked by
5:00 PM on September 9, 2013**

SECTION B. SCHOOL DISTRICT COMMITMENT/SUPPORT

Instructions: Answer the following questions using specific examples whenever possible.

1. Why did you apply for the Oregon School District Collaboration Design Grant? What are your objectives and expected outcomes in creating a district wide system? What other grants/programs have you been a part of to support this work?
2. Explain how your district currently addresses the four components:
 - a. Career Pathways
 - b. Compensation Models
 - c. Enhanced Professional Development
 - d. Evaluation Processes

(Refer to definition section)

3. Does your school district have sufficient commitment from key stakeholders to support these reforms? Is there a willingness to support a collaborative design process? Describe evidence of commitment from each group.
 - a. Teacher's bargaining representative
 - b. Teachers
 - c. School board
 - d. Cabinet/leadership team (If applicable)
 - e. Community/parents
 - f. Administrator(s)
4. How would your school district leverage/support/reallocate the resources (e.g. fiscal, personnel, technology, training, coaching) to assist planning and design this year and future implementation of the blueprint?
5. What do you anticipate as possible barriers for the design team? How will the school district address those barriers? What are the unique characteristics of your district/consortia that need to be considered?

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Appendix A

**Oregon School District Collaboration Grant Program
2013-2014 Design Grant**

Application Cover Page

Please type or print

School District

Name: _____

Superintendent: _____

E-mail: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ FAX: _____

Project Director: _____

E-mail: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ FAX: _____

Grant Fiscal Agent (Name & Title): _____

E-mail: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ FAX: _____

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Appendix B

School District Assurances

School District Name _____

The school district assures:

1. Adherence to the expectations stated in the school district application.
2. Participating teachers, administrators, and the project director will be released to participate in planning and design activities.
3. None of the moneys received through this grant will be used to replace expenditures for required programs that are the responsibility of the school district or sponsoring agency.
4. The school district will participate fully in all agreed program evaluations and continuous improvement processes with the Oregon Department of Education.
5. The sponsoring agency agrees to abide by all terms of its grant application. The Oregon Department of Education must approve any modifications to the application in writing.
6. The following fiscal and program reports will be submitted to the Oregon Department of Education by their respective due dates: Interim Progress Report due January 31, 2014; Final Report due July 15, 2014.
7. Grant recipients must commit to providing all of the requested reports and deliverables in order to receive the funds.
8. The school district will be required to share strategies, models, evaluation information, and lessons learned with other Oregon educators.
9. The undersigned have read the application packet, understand the requirements of the school district's participation and commit their support.

Superintendent Signature

Date

Local Board Chair Signature

Date

Teachers' Exclusive Bargaining Representative Signature

Date

Project Director Signature

Date

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Appendix C

School District Profile

Complete the following table as applicable. Add rows as needed.

School District/Consortia Name _____

Number of Certified Teachers

High Schools _____

Middle Schools _____

Elementary Schools _____

Other (specify type--e.g. Teachers on Special Assignment, ESOL specialists) _____

Number of Licensed Administrators

High Schools _____

Middle Schools _____

Elementary Schools _____

Other (specify type--e.g. School District Office) _____

Focus Schools	Priority Schools	Model Schools

High Schools

School	Student Count	% ELL Students	% Free & Reduced Lunch	Ave. Class Size	No. of Certified Teachers
TOTAL					

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Middle Schools

School	Student Count	% ELL Students	% Free & Reduced Lunch	Ave. Class Size	No. of Certified Teachers
TOTAL					

Elementary Schools

School	Student Count	% ELL Students	% Free & Reduced Lunch	Ave. Class Size	No. of Certified Teachers
TOTAL					

Other Schools (Please Specify)

School	Student Count	% ELL Students	% Free & Reduced Lunch	Ave. Class Size	No. of Certified Teachers
TOTAL					

Appendix D

School District Collaboration Design Grant Rubric

Grant Checklist (2 points each)

Required Components	Yes	No
Completed Cover Page		
Assurances signed by Superintendent, School Chair, and Teacher Representative		
School District Profile		
Proper Format and Organization		
Complete Design Team (Section A of School District Application)		

Total: _____/10

Section C: School District Commitment and Support

Does Not Meet: 0 Score:	Emerging: 1-10 Score:	Satisfactory Progress: 11-20 Score:	Readiness Clearly Established: 21-30 Score:
The school district's commitment is stated in vague and general terms	The school district's level of commitment is somewhat evident through its expected outcomes and objectives, its allocation of resources and an explanation of potential barriers and strategies to address them	The school district's level of commitment is evident through its expected outcomes and objectives, its allocation of resources and an explanation of potential barriers and strategies to address them. The process addresses the unique nature of the district	The school district's level of commitment is clearly evident through its expected outcomes and objectives, its thoughtful allocation of resources and a realistic explanation of potential barriers and strategies to address them. The process addresses the unique nature of the district that outlines the need for participation in the grant

Total _____/30

Total Points: _____/40