

**Arkansas Department of Education
Office of Educator Preparation**

Grant Proposal for 2016-2017

Arkansas Professional Pathway for Educator Licensure (APPEL) Program Delivery Model

Purpose and Background

This Grant Proposal is being issued to solicit applications to host one or more Instructional Module delivery sites for the Arkansas Department of Education (ADE) Arkansas Professional Pathway for Educator Licensure (APPEL) Program. The program is an intensive, two-year training program for college graduates seeking Arkansas teacher licensure. The APPEL Program, sponsored by the ADE, provides specialized instruction, and a trained mentor who assists with guidance and professional growth of the novice teacher for the first two years of teaching employment in an Arkansas school.

Eligibility

All Arkansas Educational Services Cooperatives, two- and four-year colleges and universities, and local school districts, within the state of Arkansas, are eligible to apply for funding. All site facilitators and instructors must have successfully completed training in the Novice Teacher Induction Mentoring Model and the Teacher Excellence and Support System (TESS) by June 1, 2016.

Submission

Applicants must submit three hard copies of the Grant Proposal application. Faxed copies **will not** be accepted. Applications must include the Grant Proposal Narrative, the official, signed Statement of Assurances and Institutional Endorsement, and the Grant Proposal Request no later than the close of business on, Friday, March 4, 2016. Mail to:

ADE APPEL Grant Proposal 2016
Office of Educator Preparation
#4 Capitol Mall, Room 102-B
Little Rock, AR 72201

For additional information, contact Ms. Ann Crosser, APPEL Program Advisor, or Ms. Joan Luneau, ADE Office of Educator Preparation, at ann.crosser@arkansas.gov or joan.luneau@arkansas.gov.

Funding Criteria

Each submission must include a narrative as described in the next section (Proposal Narrative). Funding will be awarded based primarily upon a point system (See Appendix A); however, geographic location will be a consideration when necessary. Points will be awarded in the categories of a) teacher preparation, b) monitoring and evaluation, and c) administration and fiscal oversight. A Statement of Assurances and Endorsement is required. A maximum of 100 points is available and a minimum score of 75 is required for a proposal to be considered for funding.

Proposal Narrative

The proposal narrative must be double spaced, using 12-point Times New Roman font. Major headings must be bold. The narrative must not exceed ten pages in length. Schedules, timelines, and diagrams of facilities must be included as attachments and are not counted in the ten-page limit.

The proposal must explain how the following components will be addressed in program delivery, includes completing the attached Grant Proposal Application:

- A. **Teacher Preparation and Instructional Delivery** (maximum 50 pts) to address the following topics:
 - a. Demonstrated need for a delivery site at the proposed location;
 - b. Description of procedures for implementing the following program components:
 - i. How the site will assure modules are presented according to program guidelines
 - ii. Instructor qualifications
 1. **All instructors in the APPEL program must meet the following minimum requirements:**
 - a. Novice-Teacher Induction Mentor training by June 1, 2016
 - b. TESS training by June 1, 2016
 - c. Master's degree in education or associated field or National Board Certified Teacher (NBCT) is preferred
 - d. Documented expertise in the content of the specific module assigned
 - e. Agreement to accept the current established presenter fee, (\$400 per day) plus travel expenses in alignment with State rate.
 - f. Names of all proposed instructors must also be included (see attached application). It is not necessary to hire an instructor for the online modules (see Appendix B). Instructors will be required to submit a resume and the facilitator will indicate on the matrix which module(s) they will instruct. The site facilitator will be responsible for approving the instructor for each module based on resume and documented expertise.
 - iii. Process for hiring highly qualified, motivated instructors, clearly communicating high expectations,
 - iv. Process for meeting the needs of Middle Childhood (4-8), and Secondary (7-12) participants for appropriate modules (separate speakers, break-out sessions, etc.),
 - v. Process for meeting the needs of participants for content specific instruction (content expert speakers, break out sessions, etc.) The site is allowed to hire up to ten (10) total content presenters for this week.
 - vi. Plan for providing ongoing Internet-accessibility for participants throughout the year,
 - vii. Online teaching experience, provide any certifications as attachments, or state willingness to attend ADE provided training for certification,
 - viii. Process for communicating daily assignments and providing participant and facilitator on-line feedback,
 - ix. Plan for assisting participants in searching for appropriate teaching positions,

- c. All modules must be delivered as written. Delivery at all sites must include fifteen days (15 days) of face to face summer instruction at regional sites with five days to be completed in content specific groups. Delivery at all sites must also include eight (8) monthly modules during the school year with four days to be completed as face to face modules at the site and held on a Saturday in the months of September, November, February, and April and four modules to be completed as online modules in the months of October, December, January, and March.

B. Monitoring and Evaluation of Modules & Site (maximum 25 pts.) This section should include details for monitoring instructional effectiveness.

- a. What is the plan for site facilitators and participants to provide on-line feedback on module presentations? Participants are required to complete an online survey in Moodle following each module. This is to provide feedback on module presentations and module presenters. The Proposal applicant must provide a plan for adjusting instruction based on survey feedback data.
- b. Other topics to be addressed in the narrative include:
 - i. Identification of site facilitators (include resumes and credentials) and experience with APPEL.
 - ii. Since grades and attendance are kept within Moodle the Grant applicant will describe the back up plan for keeping grades and attendance outside the Moodle online classroom. This could include periodically extracting files from Moodle to an external storage device.
 - iii. Location of facilities and configuration of meeting areas. As an appendix, include a diagram of the working space, specifying the areas designated for whole group and small group instruction.
 - iv. Daily schedule, specifying beginning and ending times, planned break, and lunch period.

C. Capacity to Provide Fiscal & Administrative Oversight (maximum 25 pts.)

- a. The budget form (Table 1, below) allows the applicant to plan a program based on at least 30 participants. A sample budget is provided in Appendix C. The following applies:
 - i. Delivery sites will submit an End of Year Budget report from the previous fiscal year on or before May 15th. This report should include, as an attachment, the most recent APSCN report for this account and the APSCN detailed expenditure report. Once these reports are received and verified, any funds issued for the new fiscal year will be less any carryover funds from the previous year (if applicable). Delivery sites will submit a proposed budget on or before June 10th. Once the proposed budget is received and verified the grant will be paid by June 30th. No additional funds will be issued after the June 30th date. Delivery sites are expected to work within and should not exceed the amount submitted on the proposed budget form.
 - ii. All presenters hired to instruct the APPEL modules must be provided with the standard APPEL invoice and must submit the original, signed completed invoice (including properly completed W-9 form) to the APPEL Site Facilitator for payment.
 - iii. Any presenters with travel expenses must submit the appropriate documents required by the Fiscal and Administrative designee to the site facilitator to be processed for reimbursement. Travel will be calculated based on the current State rate see here (<http://www.gsa.gov/portal/category/100000>). These expenses are in addition to the presenter fee.

- iv. The budget is based upon one presenter for each face-to-face module (14 modules) based on the site servicing Year 1 and/or Year 2 participants.
- v. The site is allowed to hire up to ten (10) content presenters for this week. These presenters will be paid \$400 per day for five days.
- vi. There can be two site facilitators. If there are two, one will be designated for Year 1 and one designated for Year 2. Each facilitator is paid a standard salary of \$10, 800.00 for up to 30 participants in their designated group. A single facilitator may not exceed responsibility for more than 60 participants.
- vii. Depending on enrollment for the site, an individual facilitator may be paid more based on a sliding scale. This scale is provided in Appendix D.
- viii. If a site facilitator chooses to present, instead of hiring a presenter for the day, then the facilitator will be paid as a presenter only. The site facilitator can only be paid as either a presenter or a site facilitator and never in duplicate roles.
- ix. The Site Facilitator or the site's Fiscal and Administrative designee must submit the End of Year Budget report no later than May 15th of the year the site is operated.

Table 1. Proposed Budget

Year 1 Site Facilitator Name: Year 2 Site Facilitator Name:	Which facilitator is designated as Lead for contact and oversight purposes?	
Maximum number of candidates site can accommodate	80	
TOTAL number of candidates enrolled	Year 1:	Year 2:
# Site Facilitators x \$10,800.00 (Standard Salary)		
Additional Facilitator Salary based on Appendix D Year ONE		
Additional Facilitator Salary based on Appendix D Year TWO		
Presenters: Whole Day: # of presenters can be up to 38 Presenters (28 Summer and Monthly 1 st and 2 nd Year Presenters @ \$400 per day + up to 10 Content Specific Week Presenters for 5 days x \$400 per day)		
Support Staff- 19 days (one person)		
Travel and Mileage for presenters and facilitators		
Supplies– Expendable items that are consumed, or deteriorate through use. Equipment purchases are not allowed.		
Facilities: Co-Op & School District or University Building charges		
Total Operating Budget		
Administrative Charges: Charge for fiscal agent to administer the grant funds. Not to exceed 5% of the total Site Grant amount.		
FINAL SITE GRANT TOTAL		

Any new site funds that are issued will be minus the carryover amount designated on the EOYB from the previous year (due May 15th). The actual Site Proposed Budget is due on June 10th. Once the proposed budget is received and verified the grant funds will be issued to the site by

June 30th. Any funds left at the end of the fiscal year will carry over to the next year or if the site closes any carryover funds will revert back to ADE.

Program Delivery

Site facilitators must ensure that the APPEL Teacher Training Modules are thoroughly addressed. A syllabus, with an accompanying PowerPoint presentation outlining essential learning goals, definition of terms, resource materials for the instructor, activities and assessments, and an online, Moodle classroom are provided to the sites by ADE. Presenters are encouraged to supplement the provided materials. All topics must include, at a minimum, the instructional material provided by ADE. Modules must follow the established sequential order (See Appendix B).

All instructional delivery must model best practice in use of teaching strategies, groupings, technology, and assessment.

APPEL participants and presenters must use the textbooks and instructional materials provided by ADE. Presenters must have access to the textbooks and instructional materials provided by ADE prior to the date of the presentation.

Assurances and Endorsement (required)

Statement of Assurances

1. The applicant assures possession of the necessary legal authority to apply for and receive said grant.
2. The applicant assures the proposed APPEL site will be available for the specified dates and of sufficient duration size, scope, and quality to ensure the purpose of the project as outlined in this Grant Proposal.
3. The applicant assures provision for proper fiscal control and accounting procedures as may be required by fiscal audit.
4. The applicant assures that they will operate within the budget provided.
5. The applicant assures the project site will implement an accountability system for monitoring instructional effectiveness.

Institution

Site Facilitator Name (please print clearly)

Site Facilitator Signature

Date

Site Facilitator Name (please print clearly)

Site Facilitator Signature

Date

Appendix A

Sample Score Sheet for Rating Grant Proposal

This is the form used to score your proposal. Please make note of the number of points attached to each category and plan your responses accordingly. Assume the person scoring has no experience with the APPEL Program.

Proposed Site Location_____		
Scored by_____		
Total Points Awarded /100 _____		
Criteria	Points Possible	Points Awarded
Teacher Preparation and Instructional Delivery	50 Total	
Demonstrate need for delivery site at the proposed location	5 points	
Presenter Qualifications		
* Novice Teacher Induction Mentoring and TESS training confirmed or arranged before presentation date	5 points	
* Masters degree in education or associated field or NBCT	5 points	
* Expertise in the content of the specific module assigned	5 points	
* Names of all proposed presenters included and modules to be taught verified by the site facilitator	5 points	
Process for hiring highly qualified, motivated presenters clearly communicating high expectations	5 points	
Process for meeting the needs of MCH and Secondary participants for appropriate modules	5 points	
Plan for providing Internet access and evidence of online teaching experience(s) or willingness to attend training	5 points	
Process for communicating daily assignments and completing facilitator and participant on-line feedback	5 points	
Plan for assisting participants in searching for appropriate teaching positions	5 points	
Monitoring and Evaluation of Modules & Sites	25 Total	
Describe the internal methods used for program evaluation	5 points	
Identification of site facilitators (include resume) and experience with APPEL/NTL (include Pathwise experience) and confirmation of Novice Teacher Induction Mentoring and TESS training or arrangements made for training by June 1, 2016	5 points	
Procedure for record keeping (attendance, assignments, assessment)	5 points	
Location of facilities and configuration of meeting areas (diagram in appendix)	5 points	
Daily schedule, specifying beginning and ending times, planned break, lunch period	5 points	
Capacity to Provide Fiscal and Administrative Oversight	25 Total	
Overall budget	8 points	
* Facilitators (cost of)	5 points	
* Number of Presenters (break out sessions)	8 points	
* Designated Fiscal Administrator for grant funds contact information included	4 points	

Teacher Preparation Instructional Modules

Year 1

<i>Summer (June)</i>		
	Days 1-10 Summer Regional Sites (All face to face instruction at the regional site)	
Day 1	Overview of Program & A Framework for Teaching	7 hours
Day 2	Framework Domains 1 & 2	7 hours
Day 3	Framework Domains 3 & 4	7 hours
Day 4	Engaging Students/Reflecting Upon Teaching	7 hours
Day 5	Human Growth & Development	7 hours
Day 6	Arkansas Standards	7 hours
Day 7	Lesson Planning	7 hours
Day 8	Special Education (Teaching Students with Disabilities)	7 hours
Day 9	Classroom Climate/Safety/Bullying	7 hours
Day 10	Teaching with Poverty in Mind	7 hours
	Days 11-15: Content Specific Week (All face to face instruction at the regional site)	
Day 11	Student-Centered Classroom: Classroom Management	7 hours
Day 12	Student-Centered Classroom: Assessment	7 hours
Day 13	Student-Centered Classroom: Disciplinary Literacy	7 hours
Day 14	Student-Centered Classroom: Differentiated Instruction	7 hours
Day 15	Student-Centered Classroom: Excellent Professional Practice and Professional Planning for School	7 hours
	Eight (8) Monthly Modules of Additional Instruction (4 face to face modules delivered at regional sites and 4 online modules)	
Day 16 (September)	Classroom Management and Parent Communication	7 hours
Day 17 (October)	Online – Special Education in Practice	7 hours
Day 18 (November)	High Yield Strategies	7 hours
Day 19 (December)	Online – Inviting Students to Learn	7 hours
Day 20 (January)	Online – Extend: Inviting Students to Learn	7 hours
Day 21 (February)	Classroom Management by Engaging Students in Learning and Assessment	7 hours
Day 22 (March)	Online – Classroom Management: Domain 2C: “Managing Classroom Procedures” Video	7 hours
Day 23 (April)	Classroom Management: Domain 2C: “Managing Classroom Procedures” Video Evaluation	7 hours

Appendix B

Teacher Preparation Instructional Modules

Year 2 (Tentative)

<i>Summer (June)</i>		
	Days 1-10 Summer Regional Sites (All face to face instruction at the regional site)	
Day 1	Framework Connections	7 hours
Day 2	Inspiring the Best in Students	7 hours
Day 3	Brain Power- Teaching with the Brain in Mind	7 hours
Day 4	The Differentiated Classroom	7 hours
Day 5	Formative Assessment	7 hours
Day 6	Extended Thinking	7 hours
Day 7	Data Driven Decision Making	7 hours
Day 8	Closing the Achievement Gap	7 hours
Day 9	Questioning and Vocabulary Building	7 hours
Day 10	The Engaging Classroom/Parent Communication	7 hours
	Days 11-15: Content Specific Week (All face to face instruction at a regional sites)	
Day 11	edTPA Bootcamp: Basic Training	7 hours
Day 12	edTPA Bootcamp: Academic Language	7 hours
Day 13	edTPA Bootcamp: Task One: Planning for Instruction and Assessment	7 hours
Day 14	edTPA Bootcamp: Task Two: Instructing and Engaging Students in Learning	7 hours
Day 15	edTPA Bootcamp: Task Three: Assessing Student Learning	7 hours
	Eight (8) Monthly Modules of Additional Instruction (4 face to face modules delivered at regional sites and 4 online modules)	
Day 16 (September)	Task One: Planning for Instruction and Assessment	7 hours
Day 17 (October)	Online- Task Two: Instructing and Engaging Students in Learning	7 hours
Day 18 (November)	edTPA Checkup: Timeline and Checklists and Self-Assessment	7 hours
Day 19 (December)	Online – Task Three: Assessing Student Learning	7 hours
Day 20 (January)	Online – Putting it all Together: Tasks One, Two and Three	7 hours
Day 21 (February)	edTPA Roundup: Am I Ready for Submission to edTPA? Peer and Facilitator Review	7 hours
Day 22 (March)	Online- Submission to edTPA	7 hours
Day 23 (April)	Graduation Day	7 hours

Appendix C

Sample Budget

(This site has 20 Year 1 participants and 40 Year 2 participants.)

Year 1 Site Facilitator Name: Suzy Q Year 2 Site Facilitator Name: Betsy B	Which facilitator is designated as Lead for contact and oversight purposes? Suzy Q	
Maximum number of candidates site can accommodate	80	
TOTAL number of candidates enrolled	Year 1: 20	Year 2: 40
2 Site Facilitators x \$10,800.00 (Standard Salary)	\$21,600.00	
Additional Facilitator Salary based on Appendix D Year ONE	\$0.00	
Additional Facilitator Salary based on Appendix D Year TWO	\$1,620.00	
Presenters: Whole Day: # of presenters can be up to 38 Presenters (28 Summer and Monthly 1 st and 2 nd Year Presenters @ \$400 per day + up to 10 Content Specific Week Presenters for 5 days x \$400 per day)	\$31,200.00	
Support Staff- 19 days not to exceed \$60.00 per day (one person)	\$1,140.00	
Travel and Mileage	\$1,200.00	
Supplies– Expendable items that are consumed, or deteriorate through use. Equipment purchases are not allowed.	\$318.00	
Facilities: Co-Op & School District or University Building charges	\$750.00	
Total Operating Budget	\$57, 828.00	
Administrative Charges: Charge for fiscal agent to administer the grant funds. Not to exceed 5% of the total Site Grant amount.	\$2,892.00	
FINAL SITE GRANT TOTAL	\$60, 720.00	
Carryover Funds From Previous Year (EOYB May 15 Report)	\$10,000.00	

In this example, the Year 2 facilitator will be paid an additional (\$1,620.00) based on total enrollment as of June 10th. The total grant is for \$60,720.00. The previous year EOYB indicates a \$10,000.00 carryover that is subtracted from the total grant. The site will be issued a grant in the amount of \$50,720.00 by June 30th.

Appendix D:

Site Facilitator Sliding Scale Based on Enrollment

Number of Participants	Percent Increase from Base Salary based on up to 30 participants	Dollar Amount of Increase	Total Salary
31-34	5%	+ \$540.00	\$11,340.00
35-40	15%	+\$1620.00	\$12,240.00
41-45	25%	+\$2700.00	\$13,500.00
46-50	35%	+\$3780.00	\$14,580.00
51-55	45%	+\$4860.00	\$15,660.00
56-60	55%	+\$5940.00	\$16,740.00

Number of participants per site facilitator is capped at 60. Any additional participants can be given to the second site facilitator. If both facilitators are maxed out at 60 each, then a third facilitator must be hired.