

Massachusetts Department of Elementary and Secondary Education
STANDARD CONTRACT FORM AND APPLICATION FOR PROGRAM GRANTS



PART I - GENERAL

A. APPLICANT	District Name: Worcester	District Code: 03480000
Contact Name:	Gregory Bares	
Address:	20 Irving Street 0 Worcester 01609	
Contact Telephone #:	508-799-3108	
Contact Email Address:	BaresG@worc.k12.ma.us	

B. APPLICATION FOR PROGRAM FUNDING

Fund Code	Program Name	PROJECT DURATION		TOTAL AMOUNT REQUESTED:
		FROM	TO	
Fund Code 158	FY14 Innovation Schools Enhancement & Sustainability Grant	Upon Approval	6/30/14	\$120,000

C. I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT AND COMPLETE; THAT THE APPLICANT AGENCY HAS AUTHORIZED ME, AS ITS REPRESENTATIVE, TO FILE THIS APPLICATION; AND THAT I UNDERSTAND THAT FOR ANY FUNDS RECEIVED THROUGH THIS APPLICATION THE AGENCY AGREES TO COMPLY WITH ALL APPLICATION STATE AND FEDERAL GRANT REQUIREMENTS COVERING BOTH THE PROGRAMMATIC AND FISCAL ADMINISTRATION OF GRANT FUNDS

AUTHORIZED SIGNATORY: <i>Melinda J. Boone</i>	TITLE: Superintendent
TYPED NAME: Melinda J. Boone, Ed.D.	DATE: 11.27.13
<p>Reminder: Fund Code 158 Letters of Intent are due on Friday November 15, 2013. FULL PROPOSALS with all required documents are due by 5PM on Monday December 2, 2013 by 5PM. Mail (or hand deliver) three (3) sets of all required forms, at least one of which has an original signature page to: Sheika Edmond, Office of Charter Schools and School Redesign Massachusetts Department of Elementary and Secondary Education 75 Pleasant Street Malden, MA 02148-4906 Email all required documents to Sheika Edmond at sedmond@doe.mass.edu</p>	

DO NOT WRITE BELOW THIS LINE

Massachusetts Department of Elementary and Secondary Education ONLY	
GRANTS MANAGEMENT	
For the Department Authorized Signatory: _____	Date: _____

PART II - PROJECT EXPENDITURES - DETAIL INFORMATION			A. Fund Code 158
B. APPLICANT AGENCY Worcester		District Code: 03480000	
		FY 2014	
Contact Person:	<u>Gregory Bares</u>	Address:	<u>20 Irving Street</u> 01609
Telephone:	<u>508-799-3108</u>	Email address:	<u>BaresG@worc.k12.ma.us</u>
		Submission Date:	<u>29-Nov-13</u>

PLEASE PROVIDE ALL OF THE INFORMATION REQUESTED ABOVE AND SUBMIT ALL PAGES OF THE BUDGET DETAIL. Some of the information in the first column may not roll up automatically from the school pages. Please be sure these fields are filled in.

C. ASSIGNMENT THROUGH SCHEDULE A
 Check this box ONLY if this project will be using funds assigned by more than one agency. A completed Schedule A, with signatures and the amount of funds assigned by each participating agency, must be attached to this Budget Detail.

D. STAFFING CATEGORIES	E. # OF STAFF	F. FTE	G. MTRS *	H. AMOUNT	I. TOTAL
1. ADMINISTRATORS:				Do not use decimals	
Supervisor/Director			<input type="checkbox"/>		
Project Coordinator			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
Stipends			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
SUB-TOTAL					
INSTRUCTIONAL/				Do not use decimals	
2. PROFESSIONAL STAFF:					
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
CHANDLER 9 facilitators x \$30 per hour x 40 hours: GSA			<input type="checkbox"/>	\$48,440	
Teachers. 6 teachers x \$30/35 per hour x 15 hours: Lincoln -			<input type="checkbox"/>	\$6,680	
GSA - Teachers. 2 x \$30 per hour x \$30 per hour: Lincoln - F			<input type="checkbox"/>	\$4,200	
WTHS - Administrators: 6 admin x \$35 per hour x 20 hours			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
SUB-TOTAL					\$59,320

PART II - PROJECT EXPENDITURES - DETAIL INFORMATION						A. Fund Code 158
B. APPLICANT AGENCY Worcester			District Code: 03480000		FY 2014	
D. STAFFING CATEGORIES	E. # OF STAFF	F. FTE	G. MTRS*	H. AMOUNT	I. TOTAL	
3. SUPPORT STAFF				Do not use decimals		
Aides/Paraprofessionals			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
Secretary/Bookkeeper			<input type="checkbox"/>			
Other			<input type="checkbox"/>			
			<input type="checkbox"/>			
Stipends			<input type="checkbox"/>			
SUB-TOTAL						
* Check the MTRS box if the identified employee(s) is/are a member of the MA Teachers' Retirement System. This requirement only applies to federally-funded grant programs.						
4. FRINGE BENEFITS:				AMOUNT	LINE ITEM SUB-TOTAL	
4-a MA TEACHERS' RETIREMENT SYSTEM (Federally-funded grants only)						
4-b OTHER FRINGE BENEFITS (Other retirement systems, health insurance, FICA) Medicaid						
SUB-TOTAL						
5. CONTRACTUAL SERVICES: Indicate the services to be provided and the rate to be paid <i>per hour</i> or <i>per day</i> , whichever is applicable.				H. AMOUNT	I. LINE ITEM SUB-TOTAL	
		Rate(\$)	Hour/Day			
CONSULTANTS -						
CHANDLER - Consultant to work with teacher providing PD 6 days x \$1,000 per day; GSA - Consultant to work with GSA staff on Lincoln - Keys to Literacy, 4 sessions x \$2,000 per day					\$24,000	
					\$8,000	
SPECIALISTS -						
INSTRUCTORS -						
SPEAKERS -						
SUBSTITUTES -						
CHANDLER - 4 subs per grade level x 7 grade levels x 6 days x \$70 per day				\$70 to \$80	Day	\$16,250
OTHER -						
SUB-TOTAL						\$48,250

PART II - PROJECT EXPENDITURES - DETAIL INFORMATION				A. Fund Code 158	
B. APPLICANT AGENCY Worcester		District Code: 03480000		FY 2014	
6. SUPPLIES AND MATERIALS: Items costing less than \$5,000 per unit <i>or</i> having a useful life of less than one year		II. AMOUNT		I. LINE ITEM SUB-TOTAL	
TEXTBOOKS AND INSTRUCTIONAL MATERIALS -					
INSTRUCTIONAL TECHNOLOGY INCLUDING SOFTWARE -					
NON-INSTRUCTIONAL SUPPLIES -					
CHANDLER - \$1,140; LINCOLN - \$1,100 and WTHS = \$680			\$2,920		
SUB-TOTAL					\$2,920
7. TRAVEL: Mileage, conference registration, hotel, and meals					
SUPERVISORY STAFF - Best Practices Summit					
INSTRUCTIONAL STAFF -					
GSA - Conference = \$8,010 and WTHS - Mileage for externships = \$300			\$8,310		
OTHER -					
SUB-TOTAL					\$8,310
8. OTHER COSTS: Please indicate the amount requested in each category					
		Do not use decimals			
Transportation of Students -					
Memberships/Subscriptions -					
Advertising-					
Printing/Reproduction -					
Maintenance/Repairs -					
Rental of Space -					
Rental of Equipment -					
Telephone/Utilities -					
SUB-TOTAL					
9. INDIRECT COSTS: First, click on the 'Indirect Cost Calculator' link to access the worksheet to calculate maximum amount that can be used for indirect costs. Then enter approved rate and the amount from the 'Indirect Cost Calculator' worksheet (cell D13 or D22) in the green cell to the right:		Approved Rate:	1.00%	Click here Indirect Cost Calculator	\$1,200
10. EQUIPMENT: Provide a statement of need and cost of each item in the Notes Page. Items costing \$5,000 or more per unit <i>and</i> having a useful life of more than one year.		II. AMOUNT		I. LINE ITEM SUB-TOTAL	
INSTRUCTIONAL EQUIPMENT					
NON-INSTRUCTIONAL EQUIPMENT					
SUB-TOTAL					
TOTAL FUNDS REQUESTED				\$120,000	

FY14 Innovation Schools Enhancement & Sustainability Grant
Worcester Technical High School

Instructions: In the text box below, provide an overview of the budget expenditures that are necessary to support the ongoing implementation of new and conversion innovation schools and innovation academies. In the specific budget categories that follow, provide detailed information for each proposed expenditure. Please be mindful of those items listed in the unallowable expenditures section of the RFP. All expenditures should be broken down as much as possible, i.e. teacher stipends - 10 teachers @ \$x/hr @ x hrs.

Worcester Technical High School is seeking funding for a collaborative professional development opportunity that is modeled on a very successful Senior Capstone initiative funded last year through a grant from Clark University. This model allows teachers to explore expansion of their own skill sets by working on a single project - in this case - the planning and construction of a hydroponic garden that will be used for sustainable agriculture and to supply fresh produce to the culinary arts program. Teachers in trade areas will be able to participate in externships that will allow them to work with their industry partners in real-life settings. Teachers in the core academic areas and the trade areas will work together to ensure the contextualized curriculum meets the new common core standards. Administrators will work to plan for the embedded PD in the fall, which will be based on written reflections of all of the teacher participants. This PD will be held during department meetings that are already a part of our Innovation School calendar.

ALLOCATION OF FUNDS

1 ADMINISTRATORS:	# of staff	FTE	MTRS	FY14 Amount	Expenditure Justification
Supervisor/Director			<input type="checkbox"/>		
Project Coordinator			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
Stipends			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
SUB-TOTAL	0	0.00		\$ -	

2 INSTRUCTIONAL/PROFESSIONAL STAFF:	# of staff	FTE	MTRS	Amount	Expenditure Justification
			<input type="checkbox"/>		Stipends
			<input type="checkbox"/>		For teams of trade area teachers to work with industry partners
			<input type="checkbox"/>		9 teachers x \$30 per hour x 6 hours per week x 10 weeks = \$16,200
			<input type="checkbox"/>		For academic teachers to work with trade area teachers to contextualize the curriculum and to ensure alignment with common core
Stipends			<input type="checkbox"/>	\$ 16,200	6 teachers x \$30 per hour x four hours per week x 6 weeks = \$4,320
Trade area teachers, 9 teachers x \$30 per hr			<input type="checkbox"/>	\$4,320	For administrators to work on planning process to embed the PD in the SY 14 - 15 school year
Core academic teachers, 6 teachers x \$30 pc			<input type="checkbox"/>	\$4,200	
Administrators: 6 admin x \$35 per hour x 20			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
SUB-TOTAL	0	0.00		\$ 24,720	

3 SUPPORT STAFF	# of staff	FTE	MTRS	Amount	Expenditure Justification
Aides/Paraprofessionals			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
Secretary/Bookkeeper			<input type="checkbox"/>		
Other			<input type="checkbox"/>		
			<input type="checkbox"/>		
Stipends			<input type="checkbox"/>		
			<input type="checkbox"/>		
SUB-TOTAL	0	0.00		\$ -	

4 FRINGE BENEFITS:	Amount
4-a MTRS Automatically calculates if MTRS box is checked for any staff listed above.	\$0
4-b OTHER FRINGE BENEFITS (Other retirement system, health insurance, FICA - (Describe below))	
SUB-TOTAL	\$ -

FY14 Innovation Schools Enhancement & Sustainability Grant
 Worcester Technical High School

5 CONTRACTUAL SERVICES		Rate (\$)	Hour/Day	Amount	Expenditure Justification
Consultants					
Specialists					
Instructors					
Speakers					
Substitutes		80	Day	\$4,000	Substitutes To cover classrooms for teacher externships 5 substitutes x 10 days x \$80 per day = \$4,000
5 substitutes x 10 days x \$80 per day					
Other					
SUB-TOTAL				\$ 4,000	
6 SUPPLIES AND MATERIALS				Amount	Expenditure Justification
Textbooks and Instructional Materials					
Instructional Technology including Software					
Non-instructional Supplies				\$680	Non-instructional supplies Supplies needed by trade area and core academic area teachers in their work for the reflection pieces that will be shared in SY 14-15. This includes...
For use by trade area and core academic tea					
SUB-TOTAL				\$ 680	
7 TRAVEL: Mileage, conference registration, hotel and meals				Amount	Expenditure Justification
Supervisory Staff					Mileage Mileage needed for instructional staff as they travel to/from externship sites = \$300
Instructional Staff				\$ 300	
Mileage at 0.565 per mile for use in externs					
Other					
SUB-TOTAL				\$ 300	
8 OTHER COSTS:				Amount	Expenditure Justification
Transportation of Students					
Memberships/Subscriptions					
Advertising					
Printing/Reproduction					
Maintenance/Repairs					
Rental of Space					
Rental of Equipment					
Telephone/Utilities					
SUB-TOTAL				\$ -	
9 INDIRECT COSTS - Must be entered directly on Budget Worksheet				\$500	
10 EQUIPMENT:				Amount	Expenditure Justification
Only list items costing \$5,000 or more per unit and having a useful life of more than one year					
Describe below					
Instructional Equipment					
Non-instructional Equipment					
SUB-TOTAL				\$ -	
TOTAL FY14 FUNDS REQUESTED				\$ 30,000	

FY14 Innovation Schools Enhancement & Sustainability Grant
 Lincoln Street School

Instructions: In the text box below, provide an overview of the budget expenditures that are necessary to support the ongoing implementation of new and conversion innovation schools and innovation academies. In the specific budget categories that follow, provide detailed information for each proposed expenditure. Please be mindful of those items listed in the unallowable expenditures section of the RFP. All expenditures should be broken down as much as possible, i.e. teacher stipends - 10 teachers@ $\$x/hr@xhrs$.

In accordance with our School Accountability Plan for 2013 - 2014 and in concert with the intent of our Innovation School, we intend on utilizing these funds for continuing and advancing the "Keys to Literacy" program that is already in place at the school and which has enjoyed support from staff and students due to its unique approach to targeting improvement for all our students. Since this is a continuation and advancement of this program we intend on maintaining the progress we have experienced thus far using the comprehension routine while at the same time training and implementing the new writing and vocabulary routines of this successful program. In continuation, we seek to ensure our new staff is brought fully up to speed with the techniques and tools of the existing comprehension program. Literacy is an integral part of our Innovation School plan. Any efforts to help us in this regard will only strengthen our implementation as we move forward into our third year of implementation. This opportunity will allow us to continue to work with Keys to Literacy by providing money for KTL staff to hold professional development sessions; money for WPS staff to attend the professional development and funding to purchase KTL training kits for our staff.

ALLOCATION OF FUNDS

1 ADMINISTRATORS:	# of staff	FTE	MTRS	FY14 Amount	Expenditure Justification
Supervisor/Director			<input type="checkbox"/>		
Project Coordinator			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
Stipends			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
SUB-TOTAL	0	0.00		\$ -	
2 INSTRUCTIONAL/PROFESSIONAL STAFF:	# of staff	FTE	MTRS	Amount	Expenditure Justification
			<input type="checkbox"/>		Stipends for extended Professional Development time for teachers
			<input type="checkbox"/>		20 teachers x 31 hours x \$30 per hour = \$18,600
			<input type="checkbox"/>		Stipends for follow-up trainings
			<input type="checkbox"/>		For Focused Instructional Coach
			<input type="checkbox"/>		To ensure fidelity of implementation of the KTL training
Stipends			<input type="checkbox"/>		
Teachers, 20 teachers x \$30 per hour x 31 hr			<input type="checkbox"/>	\$18,600	
Focused Instructional Coach, 4 sessions x \$:			<input type="checkbox"/>	\$2,000	4 sessions x \$500 per session = \$2,000
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
SUB-TOTAL	0	0.00		\$ 20,600	
3 SUPPORT STAFF	# of staff	FTE	MTRS	Amount	Expenditure Justification
Aides/Paraprofessionals			<input type="checkbox"/>		
			<input type="checkbox"/>		
Secretary/Bookkeeper			<input type="checkbox"/>		
Other			<input type="checkbox"/>		
			<input type="checkbox"/>		
Stipends			<input type="checkbox"/>		
SUB-TOTAL	0	0.00		\$ -	
4 FRINGE BENEFITS:					
4-a MTRS				\$0	Automatically calculates if MTRS box is checked for any staff listed above.
4-b OTHER FRINGE BENEFITS (Other retirement systems, health insurance, FICA - Describe below)					
SUB-TOTAL				\$ -	

FY14 Innovation Schools Enhancement & Sustainability Grant
 Lincoln Street School

5 CONTRACTUAL SERVICES	Rate (\$)	Hour/Day	Amount	Expenditure Justification
Consultants				Consultant
Keys to Literacy, 4 sessions	\$2,000	Day	\$8,000	Keys to Literacy consultant who will be providing the staff development training sessions 4 sessions x \$2,000 per session = \$8,000
Specialists				
Instructors				
Speakers				
Substitutes				
Other				
SUB-TOTAL			\$ 8,000	
6 SUPPLIES AND MATERIALS			Amount	Expenditure Justification
Textbooks and Instructional Materials				
Instructional Technology including Software				
Non-instructional Supplies				Non instructional supplies
KTL Vocabulary Workbook for teachers 20			\$1,100	KTL vocabulary workbook that is needed for the professional development sessions and as a resource for teachers 20 workbooks @ \$55 per workbook = \$1,100
SUB-TOTAL			\$ 1,100	
7 TRAVEL: Mileage, conference registration, hotel and meals			Amount	Expenditure Justification
Supervisory Staff				
Instructional Staff				
Other				
SUB-TOTAL			\$ -	
8 OTHER COSTS:			Amount	Expenditure Justification
Transportation of Students				
Memberships/Subscriptions				
Advertising				
Printing/Reproduction				
Maintenance/Repairs				
Rental of Space				
Rental of Equipment				
Telephone/Utilities				
SUB-TOTAL			\$ -	
9 INDIRECT COSTS - Must be entered directly on Budget Worksheet			\$ 3,000	
10 EQUIPMENT:			Amount	Expenditure Justification
Only list items costing \$5,000 or more per unit and having a useful life of more than one year. Describe below.				
Instructional Equipment				
Non-instructional Equipment				
SUB-TOTAL			\$ -	
TOTAL FY14 FUNDS REQUESTED			\$ 30,000	

FY14 Innovation Schools Enhancement & Sustainability Grant
Goddard Scholars Academy

5 CONTRACTUAL SERVICES		Rate (\$)	Hour/Day	Amount	Expenditure Justification
Consultants					Consultant
Consultant to work with GSA staff on Gifted		\$3,000	Day	\$18,000	Consultant to work with GSA staff on helping us to build on our Innovation School Plan towards a program that is responsive to Gifted and Talented students. 6 days x \$3,000 per day = \$18,000
Specialists					
Instructors					
Speakers					
Substitutes					Substitutes:
7 substitutes x \$70 per day		\$70	Day	\$490	Substitutes needed for coverage of classrooms during professional development planning sessions. 7 substitutes x 1 day x \$70 per day = \$490
Other					
SUB-TOTAL				\$ 18,490	
6 SUPPLIES AND MATERIALS				Amount	Expenditure Justification
Textbooks and Instructional Materials					
Instructional Technology including Software					
Non-instructional Supplies					
SUB-TOTAL				\$ -	
7 TRAVEL: Mileage, conference registration, hotel and meals				Amount	Expenditure Justification
Supervisory Staff					
Instructional Staff					
Conference registration				\$ 8,010	registration for conference 6 staff x \$1,335 per staff = \$8,010
Other					
SUB-TOTAL				\$ 8,010	
8 OTHER COSTS:				Amount	Expenditure Justification
Transportation of Students					
Memberships/Subscriptions					
Advertising					
Printing/Reproduction					
Maintenance/Repairs					
Rental of Space					
Rental of Equipment					
Telephone/Utilities					
SUB-TOTAL				\$ -	
9 INDIRECT COSTS - Must be entered directly on Budget Worksheet					
10 EQUIPMENT: Only list items costing \$5,000 or more per unit and having a useful life of more than one year Describe below				Amount	Expenditure Justification
Instructional Equipment					
Non-instructional Equipment					
SUB-TOTAL				\$ -	
TOTAL FY14 FUNDS REQUESTED				\$ 30,000	

FY14 Innovation Schools Enhancement & Sustainability Grant
Goddard Scholars Academy

Instructions: In the text box below, provide an overview of the budget expenditures that are necessary to support the ongoing implementation of new and conversion innovation schools and innovation academies. In the specific budget categories that follow, provide detailed information for each proposed expenditure. Please be mindful of those items listed in the unallowable expenditures section of the RFP. All expenditures should be broken down as much as possible, i.e. teacher stipends - 10 teachers@ $\$x/hr@xhrs$.

Goddard Scholars Academy seeks to continue to grow the implementation of its Innovation School plan by focusing on shoring up a Gifted and Talented component to our program. Funds will be used for a consultant to help assist us as we move forward with this key component of our program. We are seeking funding for all of our GSA members to attend an institute that focuses on this topic. Lastly, we will use the funding to help plan out the series of professional development sessions that will be held in SY 14 - 15 that will help to reinforce these concepts.

ALLOCATION OF FUNDS

1 ADMINISTRATORS:	# of staff	FTE	MTRS	FY14 Amount	Expenditure Justification
Supervisor/Director			<input type="checkbox"/>		
Project Coordinator			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
Stipends			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
SUB-TOTAL	0	0.00		\$ -	

2 INSTRUCTIONAL/PROFESSIONAL STAFF:	# of staff	FTE	Amount	Expenditure Justification
Stipends				
Teachers, 6 teachers x \$30/35 per hour x 15			\$2,840	Stipends for teachers who will be attending the conference. 6 teachers x 15 hours X \$30-35 per hour = \$2,840
Teachers, 2 x \$30 per hour x \$30 per hour			\$360	Stipends for teachers who will be working on the planning sessions To ensure the embedded PD will be successfully implemented in SY 14 - 15 2 teachers x 6 hours each x \$30 per hour = \$360
SUB-TOTAL	0	0.00	\$ 3,200	

3 SUPPORT STAFF	# of staff	FTE	Amount	Expenditure Justification
Aides/Paraprofessionals				
Secretary/Bookkeeper				
Other				
Stipends				
SUB-TOTAL	0	0.00	\$ -	

4 FRINGE BENEFITS:	Amount
4-a MTRS Automatically calculates if MTRS box is checked for any staff listed above	\$0
4-b OTHER FRINGE BENEFITS (other retirement systems, health insurance, FICA - Describe below)	

SUB-TOTAL	\$ -
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FY14 Innovation Schools Enhancement & Sustainability Grant
 Chandler Magnet

Instructions: In the text box below, provide an overview of the budget expenditures that are necessary to support the ongoing implementation of new and conversion innovation schools and innovation academies. In the specific budget categories that follow, provide detailed information for each proposed expenditure. Please be mindful of those items listed in the unallowable expenditures section of the RFP. All expenditures should be broken down as much as possible, i.e. teacher stipends - 10 teachers @ \$x/hr @ x hrs

Funds from this grant opportunity will be used to continue to advance our work on the literacy and language program at the core of our Innovation School Plan. Funding will be used for an intensive professional development activity that will help to ensure the dual language school program from kindergarten through Grade 6. We will be guided in our work through the use of a consultant. Our goal is to strengthen our students' literacy and language while at the same time producing bilingual, bi-cultural and bi-literate students who will be well prepared for the increasing demands of a multi-lingual, multicultural and global society.

ALLOCATION OF FUNDS

1 ADMINISTRATORS:

	# of staff	FTE	MTRS	FY14 Amount	Expenditure Justification
Supervisor/Director			<input type="checkbox"/>		
Project Coordinator			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
Stipends			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
SUB-TOTAL	0	0.00		\$ -	

2 INSTRUCTIONAL/PROFESSIONAL STAFF:

	# of staff	FTE	MTRS	Amount	Expenditure Justification
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
Stipends			<input type="checkbox"/>		
9 facilitators x \$30 per hour x 40 hours			<input type="checkbox"/>	\$ 10,800	Stipends for Facilitators Facilitators who will be working on the projects - embedded professional development - for the Professional Learning Communities. These projects will take place during SY 14 - 15 9 facilitators x \$30 per hour x 40 hours = \$10,800
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
SUB-TOTAL	0	0.00		\$ 10,800	

3 SUPPORT STAFF

	# of staff	FTE	MTRS	Amount	Expenditure Justification
Aides/Paraprofessionals			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
Secretary/Bookkeeper			<input type="checkbox"/>		
Other			<input type="checkbox"/>		
			<input type="checkbox"/>		
Stipends			<input type="checkbox"/>		
			<input type="checkbox"/>		
SUB-TOTAL	0	0.00		\$ -	

4 FRINGE BENEFITS:

4-a MTRS				\$0	Automatically calculates if MTRS box is checked for any staff listed above.
4-b OTHER FRINGE BENEFITS (Other retirement systems, health insurance, FICA - Describe below)					
SUB-TOTAL				\$ -	

FY14 Innovation Schools Enhancement & Sustainability Grant
Chandler Magnet

5 CONTRACTUAL SERVICES		Rate (\$)	Hour/Day	Amount	Expenditure Justification
Consultants					
Consultant to work with teacher providing P	\$1,000	Day		\$6,000	Consultant to work with teachers providing professional development 6 days x \$1,000 per day
Specialists					
Instructors					
Speakers					
Substitutes					
Substitutes, 28 subs x \$70 days x 6 days	\$70	Day		\$11,760	Substitutes needed for coverage of classrooms during training sessions that will be held in the Spring of 2014. These training sessions will provide for vertical teaming for our school, which is an important part of our Innovation School Plan 4 substitutes per grade level x 7 grade levels x 1 day per month x 6 months x \$70 per day = \$11,760
Other					
SUB-TOTAL				\$	17,760
6 SUPPLIES AND MATERIALS		Amount			Expenditure Justification
Textbooks and Instructional Materials					
Instructional Technology including Software					
Non-instructional Supplies		\$1,140			Supplies Non Instructional supplies in support of the professional development sessions and the facilitation process to embed professional development into SY 14-15
SUB-TOTAL				\$	1,140
7 TRAVEL: Mileage, conference registration, hotel and meals		Amount			Expenditure Justification
Supervisory Staff					
Instructional Staff					
Other					
SUB-TOTAL				\$	-
8 OTHER COSTS:		Amount			Expenditure Justification
Transportation of Students					
Memberships/Subscriptions					
Advertising					
Printing/Reproduction					
Maintenance/Repairs					
Rental of Space					
Rental of Equipment					
Telephone/Utilities					
SUB-TOTAL				\$	-
9 INDIRECT COSTS - Must be entered directly on Budget Worksheet					\$ 3,000
10 EQUIPMENT:		Amount			Expenditure Justification
Only list items costing \$5,000 or more per unit and having a useful life of more than one year Describe below					
Instructional Equipment					
Non-instructional Equipment					
SUB-TOTAL				\$	-
TOTAL FY14 FUNDS REQUESTED				\$	30,000

**GRANTS REPORT
2013-2014**

Fund	Grant	Purpose/Priorities	Amount
158	Innovation Schools Enhancement & Sustainability	During FY14 districts and schools will provide targeted professional development activities to faculty and staff and facilitate thoughtful planning sessions which will result in embedded professional development time in the school's schedule and calendar to be implemented in the fall of 2014.	\$120,000.00

Use of Funds

- Stipends for educators for planning purposes
- Stipends for educators participation in professional development activities
- Substitutes
- Consultants

Funds may not be used for:

- Capital expenses
- Purchase of computer hardware
- Stipends or costs related to direct services to students
- Out-of-state travel expenses
- Purchase of food or beverages

These funds have been awarded to Chandler Magnet, Goddard Scholars Academy, Lincoln Street and Worcester Technical High School



State Government - State Services

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- Nutrition Programs
- Regional Districts
- School Building Issues
- School Choice
- School Finance Regulations
- Statistical Comparisons
- Transportation
- Chapter 74 Nonresident Tuition
- School Finance Contacts
- Links

Grants and Other Financial Assistance Programs: FY2014

Innovation Schools Enhancement & Sustainability Grant Fund Code: 158

Purpose: The purpose of this one-time state-funded Innovation Schools Enhancement and Sustainability Grant is to provide district and school support for both the enhanced implementation of the autonomies and flexibilities identified in approved Innovation School Plans and the development of embedded professional development time in the school's schedule and calendar.

During FY14 districts and schools will provide targeted professional development activities to faculty and staff and facilitate thoughtful planning sessions which will result in embedded professional development time in the school's schedule and calendar to be implemented in the fall of 2014.

Priorities: Priorities for this completeive grant will be given to applicants that:

1. Operate an approved innovation school in a Level 3 or 4 district.
2. Operate an approved innovation school designated as Level 3 or 4.
3. Support the ongoing implementation of the conversion of an existing school in a way that thoughtfully and significantly transforms the school through a distinctly innovative educational model.
4. Support the ongoing implementation of a new innovation school or innovation academy that thoughtfully implements a distinctly innovative educational model.

For information about accountability and assistance levels of districts and schools, please see: [2013 Statewide Accountability Report](#).

Eligibility: In order to apply for an Innovation Schools Enhancement and Sustainability Grant, an applicant must be a district with an approved innovation school or innovation academy that has previously received an Innovation Schools Implementation Grant through previous Request for Proposals (RFPs). Previous implementation grant awards were awarded from fund codes 155 (Next Generation Learning Models) and 203 (Race to the Top).

A district may submit a grant application for multiple innovation schools within the district.

Funding: Award amounts will be up to \$30,000 per approved innovation school or innovation academy.

Fund Use: Funds must be used solely to provide: 1) targeted professional development activities to faculty and staff that support an area of autonomy as identified in the innovation school plan during FY14, and 2) participate in thoughtful planning sessions that will result in embedded professional development time in the school's schedule or calendar during FY14.

Examples of allowable expenditures include, but are not limited to: 1) stipends for educators for planning purposes, 2) stipends for educator participation in professional development activities, 3) reimbursements for substitutes, and 4) services provided by consultants.

Examples of unallowable expenditures include, but are not limited to: 1) capital expenses, 2) the purchase of computer hardware, 3) stipends or costs related to direct service provision to students, 4) out-of-state travel expenses, and 5) purchase of food or beverages.

Project Duration: Upon approval- 06/30/2014

Program Unit: Office Charter Schools and School Redesign

Contact: Sheika Edmond sedmond@doe.mass.edu


Required Prior to Grant Submission Interested applicants must submit an email to sedmond@doe.mass.edu indicating their intent to apply. The non-binding intent to apply email must include: 1) the name(s) of the approved innovation school(s) or innovation academy for which the applicant seeks enhancement and sustainability grant funding; and 2) the contact information (name, title, email address, and phone number) for the applicant and district personnel who should be include on any communications regarding this grant program prior to the submission of a full application. A technical assistance webinar is scheduled for **Monday, November 18, 2013 from 3:30-4:30 PM**, and will provide participants with an overview of the Request for Proposal and opportunity to have questions answered.

Intent to Apply Email - Due Friday, November 15, 2013 by 5:00PM.

Date Due: Full Grant applications are due: **Monday, December 2, 2013** (see *Required Forms* section below). Proposals must be postmarked by the due date and received at the Department by 5:00PM on the above date.

Required Forms:

1. **Budget Workbook - Includes- Part I-General Program Signature Page (Cover Sheet)- and Part II- Project Expenditures-Detail Information**
2. **Part III - Required Program Information**

3.  Part IV - Innovation Schools Assurances Form
4. Part V - Copy of final approved innovation school plan.

**Submission
Instructions:**

Email all required documents, in their original Word or Excel formats (e.g., not converted to a PDF), to sedmond@doe.mass.edu NOTE: Signatures are not required on the emailed versions.

AND Mail three (3) sets of all required documents which includes original signatures to:

Sheika Edmond
Office of Charter Schools and School Redesign
Massachusetts Department of
Elementary and Secondary Education
75 Pleasant Street
Malden, MA 02148-4906

All mailed documents must be postmarked or hand-delivered to the Department by 5:00PM on Monday December 2, 2013.

last updated: November 4, 2013

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