Utah State Board of Education

Digital Teaching and Learning

Planning Grant Application and Rubric

FY 2019

### **Review One (Draft) Due: August 10, 2018**

### **Review Two (Final) Due: September 14, 2018**

### **Send completed application to Sarah Young,** [**sarah.young@schools.utah.gov**](mailto:sarah.young@schools.utah.gov)

### All **Local Education Agencies (LEA) are highly encouraged to submit for review one.**

### NOTE: ***To be considered, the Utah State Board of Education (USBE) must receive your electronic copy by the dates specified above. All email submissions will be confirmed with a receipt email from USBE within 24 hours.  It is the responsibility of the LEA to follow up with USBE to confirm the receipt of the application by the articulated due date. The narrative sections of the proposal must be double-spaced and no smaller than 11-point.***

### **Please direct all questions to:**

|  |  |
| --- | --- |
| **Sarah Young**  Coordinator Digital Teaching and Learning  Utah State Board of Education  Phone:  (801) 538-7959  [sarah.young@schools.utah.gov](mailto:sarah.young@schools.utah.gov)  **Todd Call**  Implementation Specialist  Utah State Board of Education  Phone:  (801) 538-7785  [todd.call@schools.utah.gov](mailto:todd.call@schools.utah.gov) | **Rick Gaisford**  Education Technology Specialist  Utah State Board of Education  Phone: (801) 538-7798  [rick.gaisford@schools.utah.gov](mailto:rick.gaisford@schools.utah.gov)  **Nathan Auck**  Evaluation Specialist  Utah State Board of Education  Phone:  (801) 538-7719  [nathan.auck@schools.utah.gov](mailto:nathan.auck@schools.utah.gov) |

Copies of this application and rubric and support materials are on the Utah State Board of Education website at: [www.schools.utah.gov/curr/digital](http://www.schools.utah.gov/curr/digital) and through UEN at [www.uen.org/digital-learning](http://www.uen.org/digital-learning)

# Vision and Guiding Principles

*You can access a full copy of the vision and guiding principles for digital and personalized learning for all students in the* [*Utah’s Master Plan: Essential Elements for Technology Powered Learning*](http://www.uen.org/digital-learning/downloads/Utah_Essential_Elements_Technology_Powered_Learning.pdf)*.*

## Vision

* Change and improve the culture of public education, classroom instruction, student and parent engagement, teaching and learning processes.
* Support the Utah Core and provide systemic support for student engagement and classroom innovation.
* Provide access (teacher, student and home) to quality digital curriculum, learning management support structures, collaboration systems, formative assessment systems, ongoing access to proven software, instructional practices research.
* Prepare students for college and careers including an emphasis on higher-order problem solving across the curriculum.
* Broaden STEM career path options for students.
* Support the drive toward on-demand, 24/7 learning and the flipped classroom.
* Drive economic development by providing students the skills and experiences they need to give Utah companies the quality workforce that they need.
* Move towards 66% by 2020 P.A.C.E. Goals.

## Guiding Principles

* Recognize the complexity and significance of the change management process required for success.
* Technology supports, not supplants, excellent teaching. The key to quality instruction is the teacher.
* Public schools are managed by elected local boards with their own policies, priorities and constituents who prefer local control of the education system for their students.
* Changes to processes require thoughtful planning and preparation to maximize success.
* Sustained ongoing funding and negotiating multiple state contracts provides economies of scale in support of local purchasing control.
* Build on the infrastructure investments and planning teams (including administrators, teachers, parents and students) LEAs have in their schools.
* Provide flexible implementation frameworks for LEAs to craft their technology vision for teaching and learning that includes meeting their needs for equipment, software/curriculum, professional development, infrastructure upgrades, technical support and refresh.
* Leverage LEA expertise in crafting technology processes and digital curriculum for evolving local needs.

For the past five years, the state of Utah, including the local school systems, the USBE, UEN, and the Legislature have been working to best leverage the power of technology for learning. The Legislature created and charged the Utah Digital Teaching and Learning Task Force to combine these efforts to create the Master Plan for Utah.

## DTL Grant Program Pre-Approval Requirements

*Before submitting an application to the advisory committee for approval by the Board, an LEA shall:*

* Visit <http://www.uen.org/digital-learning/>, and read **Utah’s Master Plan: Essential Elements for Technology Powered Learning.**

In cooperation with your LEA leadership team and a representative group of all LEA stakeholders including school administrators, educators, paraeducators, school board members, and parents:

* Complete the readiness assessment required in Section 53A-1-1405 (*Please note that this assessment takes 4-8 weeks to complete)*
  + Readiness Assessment Option #1 - Future Ready  <https://dashboard.futurereadyschools.org/framework>
  + Readiness Assessment Option #2 - North Carolina Digital Learning Progress Rubric  <https://ncdli.fi.ncsu.edu/rubric/>
* Complete the full application.
* Send an LEA Team to a pre-grant submission Bootcamp with the following individuals required to participate:
  + The school district superintendent or charter school executive director; and
  + The LEA’s curriculum director; and
  + The LEA’s technology director
  + A representative group of school leadership from schools participating in the program; and
  + A member of an LEA’s local school board or charter school governing board
  + Optional: Other staff identified by the LEA may participate as selected by the required team members.

## DTL Grant Program Post-Approval Requirements

*An approved and participating LEA, shall engage in all of the following program required events to maintain funding for future fiscal years:*

* **DTL** **Summit**

This event happens once a year in the fall. The event focuses on sharing of best practices, workshops around current research, and review of evaluation requirements. This event also requires each DTL Awardee to create a poster using the template from USBE. (September 20, 2018)

* **DTL** **Site** **Visits**

Site visits are hosted in the winter and spring and allow awarded LEAs an opportunity to visit other DTL programs to leverage community expertise. Site visit locations and dates will be provided at the DTL Summit. A DTL team (can include administrators, teachers, and school board members) from each LEA is required to attend two visits each year. (Fall Winter 2019)

* **Evaluation (Metiri Group)**
  + Optional: workshops, webinars and other opportunities for additional support (Fall and Spring 2019)

## Program Timeline

*FY2018 Grant Application Period*

|  |  |
| --- | --- |
| **Date** | **Action** |
| **March 30, 2018** | USBE release of final application form, budget guidelines, and evaluation rubric |
| **June 18-19, 2018** | Digital Teaching and Learning Bootcamps for LEA Leadership Teams |
| **August 10, 2018** | All LEA Round One Draft applications received |
| **August 13, 2018** | Grants reviewed and given preliminary recommendations by Digital Teaching and Learning Advisory Board. |
| **September 6-7, 2018** | Round One applications reviewed by the Utah State Board of Education with action outcomes for approval or declination. |
| **September 14, 2018** | Resubmission Round Two applications received |
| **September 17, 2018** | Grants reviewed and given preliminary recommendations by Digital Teaching and Learning Advisory Board. |
| **October 4-5, 2018** | Round Two applications reviewed by the Utah State Board of Education with action outcomes for approval or declination. |
| **December 2018** | Award Letters Issued to LEAs |
| **December 31, 2019** | Conclusion of FY2019 award |

# Digital Teaching and Learning Planning Grant Application Requirements for FY 2019

### Send an LEA Team to a pre-grant submission Bootcamp with the following individuals required to participate:

* + The school district superintendent or charter school executive director; and
  + The LEA’s curriculum director; and
  + The LEA’s technology director
  + A representative group of school leadership from schools participating in the program; and
  + A member of an LEA’s local school board or charter school governing board
  + Optional: Other staff identified by the LEA may participate as selected by the required team members.

|  |
| --- |
| **Steps to Register on MIDAS for 2018 Digital Teaching and Learning Boot Camp**  MIDAS Link: <https://usbe.midaseducation.com/site.php?page_id=1210&subpage=1275>  You will need to Log into your MIDAS Account.  If you need help accessing your MIDAS Login information – contact [MIDAS@schools.utah.gov](mailto:MIDAS@schools.utah.gov)  **Search By MIDAS Course No.**  (this box is found by the filter button)  **40851** (enter this #) click on filter  **Click on the Green Registration Button**  Confirm your email and phone number – these items are required for registration  In Section 1: Click on the small box beneath Meeting Times  **Click on the Add to Cart**  **Click on the Check Out (twice)**  **Close** |

### Submit the completed planning grant application to the Utah State Board of Education by one of the two articulated due date(s).

### Meet E-Rate Requirements for FY 2019 Digital Teaching and Learning (DTL) Planning Grant:

1. Designate an E-Rate team for your school/district, comprised of both IT and business office personnel, minimum of two people.
   1. Provide UEN’s E-Rate team with contact information (name, email address and phone number) of all designated staff members.
   2. Commit to retaining a designated IT/Business E-rate team for your school/district for the duration of the planning period, and throughout the time frame for which funding accountability exists (10 years minimum).
2. Commit to attending at least one monthly UETN Digital Teaching and Learning E-Rate Training webinar.  (Jan, Feb, Mar, April) The Teaching and Learning E-Rate webinars will be designed to educate and prepare district/school E-Rate teams to successfully prepare and file 2019 E-Rate Category 2 funding requests. Webinars are posted here: <http://www.uen.org/e-rate/> and will be emailed out to Planning Grant Participants named above.

### Completion of the Readiness Assessment Tool - Deliverable by March 29, 2019

In cooperation with your LEA leadership team and a representative group of all LEA stakeholders including school administrators, educators, paraeducators, school board members, and parents:

* Complete the readiness assessment required in Section 53A-1-1405 (*Please note that this assessment takes 4-8 weeks to complete)*
  + Readiness Assessment Option #1 - Future Ready  <https://dashboard.futurereadyschools.org/framework>
  + Readiness Assessment Option #2 - North Carolina Digital Learning Progress Rubric  <https://ncdli.fi.ncsu.edu/rubric/>

Completion of one of the approved assessments to generate a self-assessment report that can be submitted to USBE Digital Teaching and Learning Coordinator Sarah Young ([sarah.young@schools.utah.gov](mailto:sarah.young@schools.utah.gov)) as a deliverable by March 29, 2019 to meet the planning grant requirement.

* LEA’s may request possible use of another readiness assessment to be approved by the Digital Teaching and Learning Advisory Board. All requests must be received and approved prior to August 1, 2018.

### Commitment to complete a full Digital Teaching and Learning Plan for submission in FY 2020 to the Utah State Board of Education.

1. Each LEA that receives a planning grant is committed to submitting a full Digital Teaching and Learning Plan to USBE for review in the FY 2020 application cycle.
2. Any LEA that does not complete the submission of the Readiness Assessment deliverable by March 29, 2019 and/or does not submit a full Digital Teaching and Learning plan for the FY 2020 application cycle is committed to repaying the full amount of the planning grant back to USBE.
3. LEA’s are only eligible for a single planning grant associated with the Digital Teaching and Learning project.

## LEA DTL Leadership

*Outline your DTL team with contact information provided for each member.*

#### **Recommended Length:** 1 Page

|  |  |  |  |
| --- | --- | --- | --- |
| **LEA** **Name** | | | |
| **Title** | **Name** | **Email** | **Phone** |
| Superintendent/Director |  |  |  |
| Curriculum Director |  |  |  |
| Technology Director |  |  |  |
| Assessment Director |  |  |  |
| School Leaders... |  |  |  |
| ... |  |  |  |
| Business Administrator |  |  |  |
| Additional Leaders... |  |  |  |
| ... |  |  |  |

## Abstract for Digital and Personalized Learning Plan

*Each LEA must provide an overview of the LEA’s Digital Teaching and Learning Plan (up to 500 words), including:*

* An alignment to the vision and guiding principles for digital and personalized learning for all students in the [Utah’s Master Plan: Essential Elements for Technology Powered Learning](http://www.uen.org/digital-learning/downloads/Utah_Essential_Elements_Technology_Powered_Learning.pdf).
* Articulation of the goal that will be achieved through implementation of the planning grant.
* An overview of the implementation steps that will be taken to achieve the goal.

#### **Recommended Length:** 1 Page

|  |
| --- |
| ***REQUIRED****: The abstract will be used in the Utah Digital Teaching and Learning dashboard to introduce your project to the public and to other grantees. If you are targeting different levels (elementary, middle, and high) be sure to describe each. Include the purpose, what will be different as a result of the grant, why the grant is important to your district, information about the target population, the type of technology used, etc.* |
| **<Abstract>** |

Planning Application Template:

## LEA DTL Leadership Table

## Abstract

## Bootcamp Attendance:

## Location of Bootcamp Attended:

## Name and Position of Team Members in Attendance:

## Designees for the E-Rate team for your school/district, comprised of both IT and business office personnel, minimum of two people.

## Full contact information (name, email address and phone number) of all designated staff members.

## Which Readiness Assessment do you plan on completing? (Future Ready, the North Carolina Digital Learning Progress Rubric, or an Alternative you will propose to the Digital Teaching Advisory Board for approval by August 1, 2018)

## Budget Form (Attachment A)

## Budget Justification:

## In addition to completing the Budget Form (Attachment A), provide a narrative description of the budget. The narrative clearly describes the proposed expenditures for the one year of the planning grant. Provide sufficient **details** in the budget to clarify intended expenditures associated with the project budget. Provide a justification for each budget category.

## Statement of Assurances with Signature of Authorized LEA Leader

|  |  |  |
| --- | --- | --- |
| Part 3: BUDGET | | |
| **Applicant:** | | |
| Description | Planning Funding Requested – One Year ONLY *December 1, 2018 – June 30, 2019* | TOTAL FUNDING REQUEST |
| A. (100) Salaries |  |  |
| B. (200) Employee Benefits |  |  |
| C. (300) Purchased Professional & Technical Services |  |  |
| D. (400) Purchased Property Service |  |  |
| E. (500) Other Purchased Service |  |  |
| F. (580) Travel |  |  |
| G. (600) Supplies & Materials |  |  |
| H. (800) Other (Exclude Audit Costs) |  |  |
| I. TOTAL DIRECT COSTS (Lines A through H) |  |  |
| J. (800) Other (Audit Costs) |  |  |
| ~~K. Indirect Cost (\* Approved Indirect Cost Rate)~~ |  |  |
| L. Property (includes equipment) |  |  |
| M. TOTAL (Lines I through L) |  |  |

This form is a required element of the grant application. The maximum planning grant request allowable is $5,000. Justification for each of the categories shall be included in the budget narrative portion of the application.

## STATEMENT OF ASSURANCES

Should an award of funds from the Digital Teaching and Learning Program be made to the applicant in support of the activities proposed in this application, the authorized signature on this page of the application certifies to the USBE that the authorized official will:

1.  Upon request, provide the Utah State Board of Education with access to records and other sources of information that may be necessary to determine compliance with appropriate federal and state laws and regulations.

2.  Conduct educational activities funded by this project in compliance with the following federal laws:

a. Title VI of the Civil Rights Act of 1964

b. Title IX of the Education Amendments of 1972

c. Section 504 of the Rehabilitation Act of 1973

d. Age Discrimination Act of 1975

e. Americans with Disabilities Act of 1990

f. Improving America’s Schools Act of 1994

3.  Use grant funds to supplement and not supplant existing funds from all sources.

4.  Take into account, during the development of programming, the need for greater access to and participation in the targeted disciplines by students from historically underrepresented and underserved groups.

5.  Submit, in accordance with stated guidelines and deadlines, all program and evaluation reports required by the Utah State Board of Education.

6. The applicant will retain records of the program for five years and will allow access to those records for purposes of review and audit.

|  |  |  |  |
| --- | --- | --- | --- |
| **<Name>** | **<Title>** | **<Signature>** | **<Date>** |