

# Summer Reading, Math & Science Summer Institutes

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Guidelines for FY11 Requests for Funding

May 4, 2010

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Math & Science Bureau

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# Request for Funding Timeline

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- Due: 2:00 pm, Thursday May 27 2010
- Delivery Address:       Math and Science Bureau  
                                  Public Education Department  
                                  300 Don Gaspar  
                                  Santa Fe, NM 87501-2786
- Tentative award: June 18, 2010.
- Agreement finalization: July 1, 2010.
- Programs conducted: July/August 2010 and  
                                  May/June 2011
- Evaluation report: Due to MSB: July 15, 2011



# Completed Requests Contain:

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1. Cover Sheet
  - Specifies fiscal agent and partners (expand to subsequent pages if needed)
2. Narrative: Need, Program Description, Personnel, Management, Evaluation
  - Addresses guidelines clearly
  - 5 page maximum



# Completed Requests contain:

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## 3. Statement of Work (Exhibit A)

- Specify districts/schools that will participate
- Date/location of summer institutes and follow-up
- Listing of major activities
- Required assurances numbered as last 3 components



# Completed Requests contain:

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## 4. Budget (Exhibit B)

- Use the lines on Exhibit B—NOT your institution's budget forms
- Attach justification/explanation of costs
- \$100/day maximum for stipends (THESE funds)
- CHECK YOUR MATH!!!!

## 5. District/School Letters of Commitment



# Narrative (Item 2 of Request)

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- Statement of Need (10 pts)
  - Why should this work be done? How do you know?
  - If you want to continue a project, what is your rationale for requesting additional funds?
  - How does this work connect to OTHER efforts in the same targeted district(s) or school(s), including their EPSS or CLASS assessment?



# Narrative

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- Program Description (50 pts) must address ALL of the bullet points:
  - Alignment to *Standards*
  - Integration of literacy with math and science
  - Alignment with NMQMSEM
  - Alignment with NM Framework for Professional Development
  - Alignment with District EPSS/CLASS



# Program Description

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- Requirements (cont).
  - Instructional teams of content experts and educators; partnerships between K-12 and HE
  - Focus on science inquiry and/or math process skills
  - Participants are TEAMS of teachers
  - Support of implementation
  - Evidence of effectiveness



# Narrative

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- Personnel (15 pts)
  - List on cover sheet; briefly describe roles and responsibilities in narrative
- Management Plan (10 pts)
  - Connect to personnel
  - Specify how you will recruit, communicate with, and support participants throughout the year.



# Guidelines for Requests

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- Evaluation (15 pts)
  - Beyond required MSB survey, describe how you will know if you are successful
  - State goals/outcomes explicitly
  - If the evaluation requires financial resources, is this reflected in the budget?



# Guidelines for Requests

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- Assurances
  - MSB Data Collection and Evaluation—in Scope of Work
  - Letter(s) of Commitment from school/district administrators



# Preferences

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- ❑ Tied to curricular materials
- ❑ Work with ALL the teachers
- ❑ Reflects a general alignment with Priority Schools initiatives (EPSS/CLASS)
- ❑ Focus on ELL, Special Education, Achievement Gaps
- ❑ Using data to improve instruction
- ❑ Involve families
- ❑ Include community partnerships



# Questions?

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