

# STATE INITIATIVE - TEACHER GOVERNED SCHOOLS

## GRANT INITIATIVE

## INSTRUCTIONS SECTION

### INTRODUCTION MEMO

**TO:** Minnesota public school districts

**FROM:** Gregory Keith, Director, School Support

**DATE OF PUBLICATION:** July 28, 2016

**ACTION**: Signed and submitted applications may be received **any time** before October 31, 2016, 3:30 p.m., Central Time but not later than: **October 31, 2016, 3:30 p.m., Central Time**

Applications for Planning Grants will be reviewed and considered for funding in the order that they are received. This funding opportunity may close prior to October 31, 2016, 3:30 p.m., Central Time if funds are appropriated prior to that date.

## PURPOSE AND OUTCOME OF THE GRANT OPPORTUNITY

The Minnesota Department of Education makes this state funding in the amount of $500,000 available during state fiscal year 2017 from Minnesota Statutes, section 123B.045, Subdivision 2a, for this grant initiative.

A school board will agree to assign certain autonomies and responsibilities to a school site and, subject to a memorandum of understanding between the school board and exclusive representative of the teachers, a grant program will be established to encourage licensed teachers employed at a school site to explore and develop organizational models for teaching and learning; provide curriculum and corresponding formative, interim and summative assessments, measure and evaluate teacher performance; assign teaching positions and restructure instructional work; provide professional development to support teachers restructuring their work; allocate revenue; assert autonomy and leadership; and pursue other such policies; strategies and activities for creating teacher-governed schools.

## ELIGIBILITY CRITERIA

Minnesota public school districts with approved memorandums of understanding between a school board and exclusive representative of the teachers may apply.

Eligible districts must submit a separate application for each school site with an approved memorandum of understanding.

## SPECIFIC TERMS AND CONDITIONS WITH THIS FUNDING

Grantees who receive funding must agree that if an agreement is terminated before the end of a school year that they must return a pro rata portion of the grant to the commissioner, the amount of which the commissioner must determine based upon the number of school days remaining in the school year after the agreement is terminated. Grant recipients are encouraged to seek matching funds or in-kind contributions from non-state sources to supplement the grant awards.

A school district receiving a grant must transmit to the commissioner in an electronic format and post on its web site by the end of the school year readily accessible information about recommended best practices based on its experience and progress under this section. The commissioner must make information about these recommended best practices readily available to interested districts and schools throughout Minnesota.

## PLANNING GRANT FUNDING AND GRANT PERIOD

The state has $500,000 available to support those projects with documentation of an approved agreement between the parties under subdivision 1, paragraph (d). A planning grant of up to $50,000 during the first year of the parties' agreement will be made on a first-come, first served basis until appropriated funds are expended.

Grant periods will range depending on when each application is received and reviewed. The grant period would begin on the executed grant agreement date and run through June 30, 2017. All applicants should consider the planning year through June 30, 2017. Some grantees may need an extension to complete their planning activities. Extensions through June 30, 2018 may be considered. The period of the memorandum of understanding could affect any options for extensions.

Applicants should not obligate or incur expenditures before an award is executed. Obligations or expenditures incurred prior to an award will be the responsibility of the applicant.

## STATE’S RIGHT TO CANCEL

This grant opportunity does not obligate the state to award a contract and the state reserves the right to cancel this opportunity if it is considered to be in its best interest due to lack of funding, agency priorities or other considerations.

# GENERAL INFORMATION SECTION

## GENERAL EXPECTATIONS OF GRANTEES

When awarded a grant, you will be required to submit both interim and final expenditure and program reports by the timeframe indicated in the Official Grant Award Notification (OGAN) or other award documentation. An annual program report is the minimum required.

If subcontracting is approved in your budget, MDE expects grantees to select "responsible vendors" who are not currently debarred or suspended, have not engaged in unlawful practices, lack of delinquent tax liability and qualifications to provide the services. Grantees must follow applicable procurement laws and retain documentation related to procurements.

## PRE-AWARD RISK ASSESSMENT OF PROPOSED GRANTEES

All proposed grantees receiving grants over $25,000 must be capable of administering a grant successfully. MDE will need to conduct a pre-award risk assessment prior to execution of a grant award to consider the proposed grantee's financial status and prior performance.

## RESOURCES

## Travel Expense Plan

Commissioner’s Travel Expense Reimbursement Plan: The current maximum rates for non-state contractors and grantees (not U of MN grantees) are available at [the Minnesota Office of Management and Budget link outlining the current maximum reimbursement rates for meals and mileage](http://www.mmd.admin.state.mn.us/commissionersplan.htm) or at (http://www.mmd.admin.state.mn.us/commissionersplan.htm)

### State Office of Grants Management Policies

Policies are available [to view](http://mn.gov/admin/government/grants/policies-statutes-forms) or (http://mn.gov/admin/government/grants/policies-statutes-forms).

# GRANT APPLICATION COMPONENTS

## APPLICATION COVERSHEET

The coversheet in the application section must be completed in entirety and include a signature from the identified official with authority to sign on behalf of the applicant **and** a signature from the school site principal to confirm their awareness of the memorandum of understanding and application for this funding.

The following information must be provided on the application coversheet:

* Contact information for agency, agency head, program contact and accounting or business manager.
* Provide the Minnesota SWIFT vendor ID number, the federal DUNS number and your Organization number.
* The grant amount requested for the planning year grant (up to $50,000).
* If any matching or in-kind contributions using non-state sources will support initiative.
* The school site named in the memorandum of understanding between the school board and representative of the teachers.
* Grade levels to be served.
* A signature from the superintendent and school site principal.
* A copy of the approved memorandum of understanding between the school board and the exclusive representative of the teachers – attached to the application.

## ASSURANCES – STANDARD AND PROGRAM-SPECIFIC

When you sign the application, you certify that you have read the application and that you understand the terms and conditions of the approved application, legislation and, you will comply with the assurances herein and others, as applicable.

## APPLICATION NARRATIVE COMPONENTS AND BUDGET

In the application section, develop your responses to the following components. Please retain the header for each section when developing your response.

In addition, complete the Excel Budget form.

## STATEMENT OF NEED

In the application section, provide responses that address and describe the following:

1. Identify the school site and grade levels of students that may benefit from your teacher governed school.
2. Identify the numbers of students that could benefit from the program.
3. Describe what you see as the benefits of a teacher-governed school for students and teachers with regard to improved academics and school environment?
4. Provide a general statement about potential barriers in the school site that might be addressed through your teacher-governed school plan?

## CAPACITY OF GRANTEE

Describe the capacity for and commitment to the project. Identify the following:

1. Who will oversee the coordination of activities associated with this grant project?
2. What group of licensed teachers will be involved in the planning grant?
3. Who will you collaborate with during the planning grant?
4. Do you intend to purchase services from another district or subcontract with an individual or organization to help you achieve the goals of the grant? If yes, explain what type of services you would be retaining?
5. Who will be responsible for preparing a report of information about recommended best practices based on its experience and progress for posting on its website and for submission to the Commissioner to make this information available to interested districts and schools throughout Minnesota?
6. Will matching funds be provided from non-state sources to support the project? If so, from whom and, how will this impact your capacity?
7. Are you considering any in-kind contributions to support the project? Please describe the in-kind contribution.

## PLANNING GOALS, ACTIVITIES AND ESTIMATED TIMELINES

Outline your goals and activities with outcomes and estimated timelines for your **planning** grant keeping in mind the approved memorandum of understanding, the legislation and the need for this funding.

Use the format below. Make sure the goals and activities are specific, measurable, attainable, relevant and time bound (SMART).

### PLANNING YEAR ACTIVITIES

**Goal 1:**

Activity 1:

Activity 2: (remove if not needed or add in more if additional activities)

Outcome/Product:

Persons Responsible for Activity:

Estimated Timeline of Activity

## EVALUATION AND REPORTING

Describe your method for measuring progress and outcomes.

Grantees will transmit to the commissioner in an electronic format and post on its web site by the end of the school year readily accessible information about recommended best practices based on its experience and progress under this section. The commissioner must make information about these recommended best practices readily available to interested districts and schools throughout Minnesota. MDE will provide a reporting form to grantees.

## BUDGET FORM

On the Excel budget form provided, identify the district and school site. Then, for the planning year budget, allocate funding to the budget line item expenditure categories to reflect your spending plan.

Grant amounts requested should reflect necessary and reasonable expenditures that align with your planning work plan and activities and grant period.

There is a CAP on administrative costs and food purchases.

If you are planning to provide matching funding or in-kind from non-state sources, please reflect that on the bottom of the Excel budget form. Describe the source of the matching dollars and/or in-kind and how they will support the planning grant during the planning grant period.

Financial Information: Minnesota Statutes, section 123B.045

UFARS Code: 01S370

## APPLICANT QUESTIONS

The following Program Contact Representative is available to provide additional information or answer questions.

**Tamara Valmé,** School Support

Email: tamara.valme@state.mn.us

Questions must be submitted to the program contact above through email with a subject line of **Teacher-governed Question**. A question and answer document will be published on the grant opportunity site after anticipated date of **August 22, 2016**. An updated question and answer document will be published after **September 26, 2016.**  Visit the grant opportunity site [to access the question and answer document.](https://w1.education.state.mn.us/EGMS/searchAllActiveGrants.do)(https://w1.education.state.mn.us/EGMS/SearchAllActiveGrants.do)

### APPLICATION SUBMISSION AND SIGNATURE

Applications may be submitted any time through **October 31, 2016, 3:30 p.m., Central Time.** Applications with an approved memorandum of understanding will be reviewed as they are received. Grant awards will be made to eligible applicants on a first-come first-served basis. *The department reserves the right to close the application prior to October 31, 2016 if funding is appropriated before that date.*

**Faxed or emailed applications will not be accepted.**

Mail or deliver 1 signed original (the person with authority to sign on behalf of the applicant agency must sign the application coversheet along with the school site principal) with 2 copies (3 total) of the application to:

Tamara Valmé

1500 Highway 36 West – F7

Roseville, Minnesota 55113-4266

Email: tamara.valme@state.mn.us

Costs associated with preparing the application must be borne by the applicant.

Clarifications may be necessary before final approval is granted.

Applicants recommended for an award must wait until they receive the signed Official Grant Award Notification (OGAN) or other award documentation, **before** providing any services and before any expenditure(s) may be incurred. Any expenses incurred prior to the full execution of the OGAN, or other award documentation, are not reimbursable and are the responsibility of the applicant/grantee.

**MINNESOTA DEPARTMENT OF EDUCATION**

1500 Highway 36 West

Roseville, MN 55113-4266

T: (651) 582-8200

TTY: (651) 582-8201

http://education.state.mn.us

Information on this website can be made available in alternative formats by calling 651-582-8651. Persons with a hearing or speech disability may contact the Minnesota Relay Service by dialing 711 or 1.800.627.3529.

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