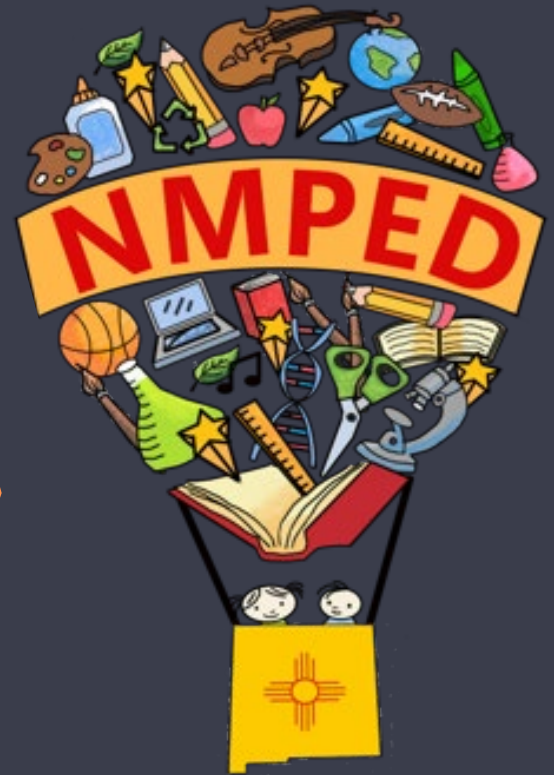


Title II, Part A
**Professional Learning Groups –
Proposal Application**
Communities of Practice (CoP)

February 15, 2024

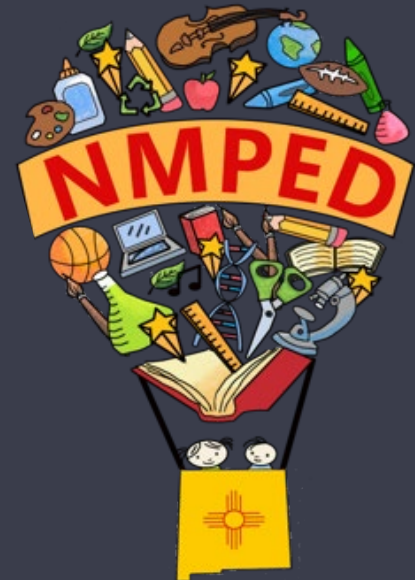


Investing for tomorrow, delivering today.

Virtual Norms

- In the chat box we included links to the agenda, sign-in sheet, and presentation slides and documents.
- Please sign in noting your name school district or charter school name, your role and email address.
- If your Wi-Fi allows, please leave your camera on
- Your microphone was muted upon entry, please leave it muted
- Please use the chat box to ask questions, we will answer questions as we go
- This webinar will be recorded

Thanks for collaborating and joining in.



Disclaimer

This presentation contains examples and resource materials that are provided for the user's convenience. The inclusion of any material is not intended to reflect its importance, nor is it intended to endorse any views expressed, or products or services. These materials may contain the views and recommendations of the presenter as well as hypertext links, contact addresses and websites to information created and maintained by other public and private organizations. The opinions expressed in any of these materials do not necessarily reflect the positions or policies of the New Mexico Public Education Department (NMPED). The NMPED does not control or guarantee the accuracy, relevance, timeliness, or completeness of any outside information included in these materials. Mentions of specific programs or products in these examples are designed to provide clearer understanding and are not meant as endorsements.¹

¹*Language adopted from the U.S. Department of Education*

Agenda

- Welcome - Introductions
- Aztec Presentation
 - Proposal Application for Site PLC Groups
 - Application Process
 - Questions & Answers
- Closing



Aztec Schools Title II Proposal Application for Site PLC Groups

A process to enable deeper buy-in on district use of Title II funds.

Why engage school PLC groups in how we spend T2 funds?



The in-house application is based on a previous process that Aztec used for a local grant from British Petroleum that has since expired.



In the BP funded Academic Booster Club (ABC) Grant, teachers were invited to request funding for classroom projects that might be difficult to fund through Title funds. **Teachers enjoyed working together to write these proposals!**



In Aztec teachers are organized by grade level or content area in Professional Learning Communities for lesson/unit planning and classroom testing data analysis.



Aztec used our FY2324 Title II SharePoint application to set aside roughly \$24,000 to fund proposals for teacher professional development that align with their site's PLC goals. (Section 7: Retention Incentives/Stipends)

Pages 1 & 2 - [Application Link](#)



AMSD Title 2 PLC Educator Professional Development Project Proposal SY 2023-24

Proposal Submission Process

PROPOSAL FORMS MUST HAVE SITE ADMINISTRATOR APPROVAL BEFORE THEY WILL BE CONSIDERED FOR FUNDING

GUIDING PRINCIPLES

- FOCUS ON IMPROVING STUDENT LEARNING
- Projects that support improved teaching practice for an entire PLC grade level or content group
- Professional Development travel completed by June 2024 that aligns to PLC need
- Professional Development course tuition completed by June 2024 that aligns to licensure need
- Professional Development supplies and materials that support PLC wide instructional goals

FUNDING CONSIDERATIONS

- Avoid recurring costs unless you have a recurring funding source
- Due to limited funding each application will be scrutinized in great detail. Please be fiscally responsible and conservative in your request.
- All site-approved proposals will also need to go through a state Title II program approval process. Plan accordingly and make requests early.
- In general, proposal costs should be limited to \$150 per individual teacher involved. However, proposals impacting teachers and PLC groups from multiple sites will be given priority and higher funding consideration.
- Proposal will be considered on an as submitted basis while SY2324 district Title 2 funding related to this project lasts. Every effort will be made to ensure that projects for each AMSD campus are considered.

APPLICATION PROCESS

Complete the PROPOSAL application electronically. Incomplete applications will not be considered. Completed applications should be emailed to the Associate Superintendent of Instruction and Federal Programs Director, who will also answer any questions about the process as site teams are working on their proposals.

- The Aztec Title II PLC PD Proposal Review Team, which will be composed of the Superintendent (or designee), District Federal Programs Director, and the Associate Superintendent of Instruction and Federal Programs, reviews all requests and selects potential recipients.
- Proposal purchasing will be done through the district federal programs office, so that state and federal funding requirements can be met more efficiently.
 - Funds awarded must be expended in the current academic year.
 - All purchases made must comply with current AMSD purchasing policies and procedures.
- Approved proposals must present a written summary to the Associate Superintendent of Instruction and Federal Programs after projects have come to fruition. Summaries must:
 - Demonstrate project results with regard to staff professional development and student learning
 - Provide an overview and examples of project milestones, artifacts, and demonstrated changes to instructional culture in your PLC and benefit to student achievement.
- **Additional Information:** *If an awardee moves to another school, district, and/or grade level it shall be the responsibility of the awardee to make arrangements with his or her replacement to continue the project. The Associate Superintendent of Instruction must also be notified.*

APPLICATION CHECKLIST

Please use this checklist to ensure that your application is complete.
Applications will be denied if one or more of the following conditions have not been met:

- Site Administrator's approval (signature on form)
- Completed form
- Completely answered questions
- Signed and dated form

Why use an application form to do this? Isn't it easier to allocate \$\$\$ and let the school figure it out?



Teachers are fond of wishing they could get a grant for a pet project!



Few remember that existing federal flow-through dollars might fund their ideas, with a bit of help.



Allocating the funds to the site does give them a measure of ownership.



However, site allocated funds also put a good deal of burden on site leadership to manage the accounting.



An application allowed wider ownership of the process; reduces the principals' burden in approval; and documents the process for accounting and RfRs.

What do proposed projects look like?

What parameters do we put on their ideas?

GUIDING PRINCIPLES

- FOCUS ON IMPROVING STUDENT LEARNING:

- Projects that support improved teaching practice for an entire PLC grade level or content group

- Professional Development travel completed by June 2024 that aligns to PLC need

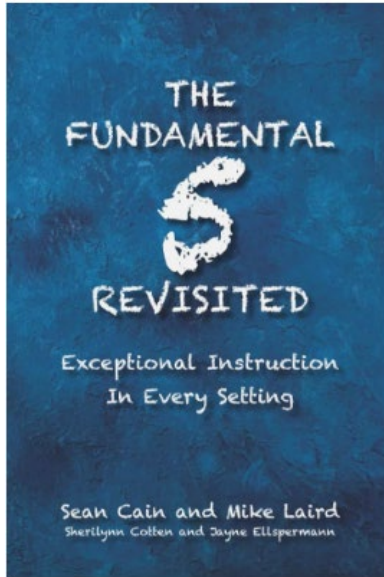
- Professional Development course tuition completed by June 2024 that aligns to licensure need

- Professional Development supplies and materials that support PLC wide instructional goals

- Avoid recurring costs unless you have a recurring funding source
- In general, proposal costs should be limited to \$150 per individual teacher involved. However, proposals impacting teachers and PLC groups from multiple sites will be given priority and higher funding consideration.
- Proposal will be considered on an as submitted basis while SY2324 district Title 2 funding related to this project lasts. Every effort will be made to ensure that projects for each AMSD campus are considered.


Examples of PLC Projects funded in FY2324

Aztec High Book Study



7-12 Music Teacher All State Travel





Where do we go
from here?

What else can this
sort of process
help with?

Distributed the application
through principals and PLC
leaders.

We may look at posting the
application directly to
teachers in the future.

Limited applications in year 1.

We expect interest to grow
this semester and next Fall.

**We would love to hear your
ideas!**



Title II, Part A – Updates

- ✓ FY23-24 Carryover and Planning Award ([Memo](#) and [Exhibit B](#)) – BAR by March 4, 2024
- ✓ TII-A Federal Funds Remaining (GY21 [[USDE waiver](#)], GY22, GY23)
- ✓ TII-A Canvas Course – [Registration Flyer](#) (**NEW**)
for help creating an account, please contact canvas.admin@ped.nm.gov
- ✓ Allowable Professional Development [HQPL Marketplace List](#)
- ✓ Spring Budget Training – March 2024
- ✓ TII-A Application Training – TBD

Closing

[Title II, Part A Liaison List](#)

Mark Curran, Education Liaison mark.curran@ped.nm.gov

Anna DeLay, Education Liaison annaj.delay@ped.nm.gov

Rebecca Elicio, Education Liaison rebecca.elicio@ped.nm.gov

Birgit Maurer, Educator Growth & Development Director
birgit.maurer@ped.nm.gov

Thank you! We look forward the next CoP!

