December 2010

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF EDUCATION
P.O. BOX 2120
RICHMOND, VIRGINIA 23218-2120

NOTIFICATION OF GRANT AWARD

REVISED(3)

1. Name, Address, Phone Number of Grant Recipient:

James H. Stronge
Heritage Professor
Educational Policy, Planning, and Leadership Area
School of Education
The College of William and Mary
P. O. Box 8795
Williamsburg, Virginia 23187-8795

Payee Number: 885

2. Grant Title/Description:

Training Materials for the Implementation of Phase I – Teacher Evaluation Project

Hard-to-Staff Professional Development - Teacher Evaluation Pilot

3. DOE Contact Person, office, and Phone Number:

Kathleen Smith, Director
Office of School Improvement
kathleen.smith@doe.virginia.gov

office: (804) 786-1062

4. Grant Authority:

Public Law 107-110, Elementary and Secondary Education Act, As Amended

5. Grant Award Amount: **The College of William and Mary**

Award Number	Current Award	Revised Award
S388A090047-86616	$0.00	$13,581.61
S010A090047-86604	205,789.00	176,728.17
TOTAL	**$205,789.00**	**$190,309.78**

6. Grant Award Number:

CURRENT/ORIGINAL:
885 - S388A090047 – 86616
REVISED(1):
885 – S010A090046 – 86604

7. Grant Award Type:

New ____ **Revised** X

8. Period of Award:

REVISED(2): March 1, 2011 – September 30, 2011
REVISED(1): March 1, 2011 – August 31, 2011
CURRENT/ORIGINAL: March 1, 2011 – July 31, 2011

9. Fund Source:

General ___ Federal X Special ___

10. Special Instructions/Conditions: **REVISED(3): This grant award has been revised to provide the appropriate award amount per award number for this completed project.**

- REVISED(2): This grant award has been revised to provide a No-Cost Extension to The College of William and Mary until September 30, 2011.
- REVISED(1) - This grant award has been revised to award an additional $56,000.00 to The College of William and Mary for the Hard-to-Staff component of the Teacher Evaluation Pilot. The request for reimbursement for these funds, not to exceed the amount of the award based on actual cost incurred, must be submitted by September 30, 2011.
- The purpose of this award is to develop training materials for the implementation of Phase I of the Teacher Evaluation Project.
- The request for reimbursement for these funds, not to exceed the amount of the award based on actual cost incurred, must be submitted by September 1, 2011. The grant award number must be referenced on all correspondence sent to the Virginia Department of Education. Paper reimbursement request should be mailed to: Grant Reimbursement Processing, Office of School Improvement (20th Floor), Virginia Department of Education, P. O. Box 2120, Richmond, Virginia 23218.
- Refer to attached cooperative agreement for additional conditions.

11. Authorized By: (Name/Title)

Kent Dickey
Deputy Superintendent for Finance and Operations

12. Authorized By: (Name/Title)

Shelley Loving-Ryder
Assistant Superintendent, Student Assessment and School Improvement

13. Date:

March 27, 2012

14. Project Code:

CURRENT/ORIGINAL: 86616
REVISED(1): 86604

15. Revenue Source Code or CFDA #:

CURRENT/ORIGINAL: CFDA # 84.388
REVISED(1): CFDA # 84.010

16. Program/Service Area:

181-02-00

17. Fiscal Year:

2010-2011

18. Recipient Type:

___ Subrecipient
X Cooperative Agreement

Budget Review:

COOPERATIVE AGREEMENT
BETWEEN
THE VIRGINIA DEPARTMENT OF EDUCATION
AND
THE COLLEGE OF WILLIAM AND MARY

SECTION I

Purpose

The purpose of this Cooperative Agreement (CA) between the Virginia Department of Education, hereinafter referred to as the "Grantor" and **THE COLLEGE OF WILLIAM AND MARY**, hereinafter referred to as the "Grantee" is for the development of the training materials for the implementation of Phase I of the Teacher Evaluation Project.

SECTION II

Scope of Services and Requirements (Grantee)

The Grantee shall conduct the above mentioned program with grant funds provided by the Grantor as set forth in the Scope of Services and grant requirements, which are stated below or are attached.

Scope of Services and Requirements (Grantor)

The Grantor will monitor the terms of the CA and provide assistance to the Grantee as needed.

Period of Performance

REVISED(2): March 1, 2011 to September 30, 2011.

SECTION III

Method of Payment

The Grantor will reimburse the Grantee for expenses incurred not to exceed $205,789. The reimbursement request for expenses shall be submitted no later than **November 1, 2011**, to the following office at the Department of Education:

Name: Marie Williams
Title: Director
Division: Accounting Office
P. O. Box 2120
Richmond, VA 23218-2120

COMMONWEALTH of VIRGINIA
Department of Education ◆ P. O. Box 2120 ◆ Richmond, VA 23218-2120

Grant Amount

$205,789.00

PROJECT MANAGERS

The College of William and Mary			
Name	Dr. James Stronge		
Address	P. O. Box 8795		
City	Williamsburg		
State	VA	Zip Code	23187-8795
e-mail	jhstro@wm.edu		
Phone	757-221-2344		
Fax	757-221-2988		

Virginia Department of Education	
Name	Kathleen Smith
Title	Director, Office of School Improvement
e-mail	Kathleen.Smith@doe.virginia.gov
Phone	804-786-1062
Fax	804-786-9763
Sub-Grant Award No.	REVISED(1): 885-S010A090046-86604

Revised Scope of Work from the College of William and Mary

No-Cost Change Addendum – August 4, 2011

Training Materials for the Implementation of Phase I – Teacher Evaluation Project

Purpose

The College of William and Mary will complete the scope of work summarized below in developing training materials for the implementation of Phase I of the Teacher Evaluation Project for delivery to the Virginia Department of Education (DOE).

Project Scope of Work

The College and William and Mary will develop training materials for division office administrators where applicable, principals, assistant principals, and teachers for the use of the new teacher performance evaluation system and performance-based compensation models developed in Phase I of the Teacher Evaluation Project in conjunction with DOE. These training materials will include, but not be limited to:

A. Teacher and administrator orientation to the evaluation system and compensation models;
B. Application of the performance evaluation systems and compensation models for more effective teacher evaluation procedures and methods;
C. Use of the student growth model, student achievement goal setting, and other available data regarding student growth as measures in evaluating teacher performance;
D. Using performance appraisal rubrics for judging quality of teacher performance; Methods of assuring inter-rater reliability in evaluating teacher performance;
E. Methods for assuring teacher and administrator support and buy-in for a new evaluation system; and
F. Suggestions for adapting forms and guidelines for other instructional personnel such as guidance counselors.

All documents shall be delivered electronically using Microsoft Word 2007. Documents shall be delivered in a final, edited format and in accordance with the VDOE Style Manual. The VDOE Style Manual shall be provided upon acceptance of this proposal to the College of William and Mary by DOE. Further, the DOE agrees there shall be one primary contact person within the DOE to provide all feedback on a timely basis for all documents produced under this Agreement.

Projected Timelines

A. Meeting to discuss project parameters, expectations, and price – **MARCH,** 2011
B. First draft of materials submitted for Department of Education review – April 15, 2011
C. Meeting with consultant and stakeholder group in Richmond to review draft materials –Third week in May – date to be determined by mutual agreement.
D. Final draft of all materials submitted to Department of Education – June 30, 2011

Ownership and Use of Materials

Work products researched, designed, or developed by James H. Stronge will be the copyrighted property of James H. Stronge. However, all work

products produced in connection with this Agreement shall be provided to the Virginia Department of Education during or upon completion of this Agreement at no further cost. The primary consultant under this Agreement, James H. Stronge, hereby grants the Virginia Department of Education a royalty-free, non-exclusive and irrevocable license in perpetuity to reproduce, publish, or otherwise use any works produced by this Agreement. James H. Stronge agrees that the following copyright statement is to be used in the teacher evaluation training materials created as a part of this Virginia Department of Education project:

> Portions of these teacher evaluation materials were adapted from teacher evaluation handbooks, research, and publications developed and copyrighted [2010] by James H. Stronge. James H. Stronge hereby grants permission for non-commercial use to the Virginia Department of Education, Virginia School divisions, and other Virginia educational organizations to modify, create derivatives, reproduce, publish, or otherwise use these materials exclusively in Virginia. Permission is not granted for its use outside of the Commonwealth of Virginia. In consideration for granting this permission for use of copyrighted intellectual property to the Commonwealth of Virginia, a one-time payment will be made by the grantee (College of William & Mary) to Dr. James H. Stronge and Dr. Leslie Grant as per the approved grant budget.

Materials Review Team

DOE will assemble a review committee of stakeholders to review the materials and make recommendations for revision.

Training Materials for the Implementation of Phase I – Teacher Evaluation Project

VDOE Code	VDOE	W & M Category	Phase I Budget	HTS Budget	Total Award
1000	Personnel Services	Salaries & Wages	$84,415	$12,000	$96,415
2000	Employee Benefits	Fringe Benefits	$10,079	3,300	$13,379
3000	Purchased/ Contracted Services	Computer Leases	$0		
		Consulting and Purchased Services for purchasing and adapting copyrighted materials: Goals & Roles Evaluation Training Materials Student Achievement Goal Setting Training Protocols Classroom Observation Protocols	$41,000 *	$15,000**	$56,000
4000	Internal Services	Publication/Production	$1,000	$4,000	$5,000
		Telephone & Communication	$200	$200	$400
5000	Other	Travel	$1,000	$2,000	$3,000
		Indirect	$11,095	$4,148	$15,243
6000	Materials and Supplies	Materials and Supplies	$1,000	$15,352	$16,352
		TOTAL	$149,789	$56,000	$205,789

* Payment for consulting assistance for Jill Watson = $4,220
- creation of an electronic information management system
- identification and review of resources

* Payment for intellectual property consistent with this agreement includes:
- Student Achievement Goal Setting Training Protocols
  - Dr. James Stronge = $7500.00
  - Dr. Leslie Grant = $7500.00
- Goals and Roles Evaluation Training Materials and Classroom Observation Protocols
  - Dr. James Stronge = $21,780

**Payment to Dr. Leslie Grant as a consultant rather than salary as originally proposed due to Dr. Grant's transition to Old Dominion University.