




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

NOTIFICATION OF GRANT AWARD

REVISED(2)

1. Name, Address, Phone Number of Grant Recipient: Dr. Michael F. DiPaola Chancellor 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: Division Leadership Support Team <i>part of Summer Coaches' Institute</i>		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: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">CURRENT</th> <th style="text-align: center;">REVISED</th> </tr> <tr> <th></th> <th style="text-align: center;">Admin - S388A090047 ARRA 1003(g)</th> <th style="text-align: center;">Admin - S388A090047 ARRA 1003(g)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">William & Mary</td> <td style="text-align: right;">\$478,455.00</td> <td style="text-align: right;">\$1,514,051.57</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td style="text-align: right;">\$478,455.00</td> <td style="text-align: right;">\$1,514,051.57</td> </tr> </tbody> </table>			CURRENT	REVISED		Admin - S388A090047 ARRA 1003(g)	Admin - S388A090047 ARRA 1003(g)	William & Mary	\$478,455.00	\$1,514,051.57	TOTAL	\$478,455.00	\$1,514,051.57	6. Grant Award Number: CURRENT: CoachesInstitute (DLST)-W&M-2010 REVISED(2): 885 – S388A090047 – 86616	
	CURRENT	REVISED															
	Admin - S388A090047 ARRA 1003(g)	Admin - S388A090047 ARRA 1003(g)															
William & Mary	\$478,455.00	\$1,514,051.57															
TOTAL	\$478,455.00	\$1,514,051.57															
7. Grant Award Type: New <input type="checkbox"/> Revised <input checked="" type="checkbox"/>		8. Period of Award: CURRENT: April 1, 2010 – September 30, 2011 REVISED(2): April 1, 2010 – September 30, 2013		9. Fund Source: General <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Special <input type="checkbox"/>													
10. Special Instructions/Conditions: <ul style="list-style-type: none"> The purpose of this award is for the Division Leadership Support Team at The College of William and Mary to support and work to develop leadership at the division level to build local capacity that will lead to academic gains evidenced by SOL test scores. The request for reimbursement for these funds must be submitted by October 31, 2011, not to exceed the amount of the award based on actual cost incurred. The grant award number, CoachesInstitute (DLST)-W&M-2010 must be referenced on all correspondence sent to the Department of Education. REVISED(1) –This grant award has been revised to award an additional \$5,000.00 to The College of William and Mary. These funds are awarded for additional training expenses and to develop a training video. REVISED(2) - This grant award has been revised to award an additional \$1,035,596.57 to The College of William and Mary to continue the Division Leadership Support Team Project for an additional two years. 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, 2013. 																	
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: August 1, 2011													
14. Project Code: 86616	15. Revenue Source Code or CFDA #: CFDA # 84.388	16. Program/Service Area: 181-02-00	17. Fiscal Year: 2010-2011	18. Recipient Type: <input type="checkbox"/> Subrecipient <input checked="" type="checkbox"/> 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 Division Leadership Support Team to support and work to develop leadership at the division level to build local capacity that will lead to academic gains evidenced by SOL test scores and other external measures in the 42 identified participating divisions.

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 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): April 1, 2011 to September 30, 2013.

SECTION III

Method of Payment

The Grantor will reimburse the Grantee for expenses incurred not to exceed **\$1,514,051.57**. The reimbursement request for expenses shall be submitted no later than **September 30, 2013**, 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

Grant Amount

\$1,514,051.57

PROJECT MANAGERS

The College of William and Mary

Name Dr. Michael F. DiPaola
Address P. O. Box 8795
City Williamsburg
State VA Zip Code 23187-8795
e-mail mfdipa@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(2): 885-S388A090047-86616

Division Leadership Support Team

Proposed Budget

October 1, 2011 – September 30, 2013

Project Scope

Our team will support and work to develop leadership at the division level to build local capacity that will lead to academic gains evidenced by SOL test scores and other external measures in the identified participating divisions.

1. Two co-directors, Drs. Michael DiPaola and Steven Staples will oversee the entire project. The co-directors are former school division leaders and currently professors in the School of Education at William & Mary. They will monitor and administer the contract, as well as represent the project at VDOE planning and work sessions.
2. Dr. Lucia Sebastian will serve as the Project Coordinator of the DLST Project. The project coordinator's office will be housed in the School of Education at William & Mary.
3. The co-directors and project coordinator, working with VDOE office of School Improvement, will identify up to twenty-five regional division liaisons. Liaisons will be assigned to directly work with a maximum of four school divisions, serving identified schools in their assigned divisions throughout the state. Each liaison will have significant experience in school improvement and division level field experience.
4. The full-time project coordinator will advise and oversee the regional division support liaisons. The division level liaisons will meet with division level teams to assess progress, provide support, monitor implementation of division improvement plans, and visit selected targeted schools. They will also assess the divisions' direct support of the individual school(s) initiatives. The directors and project coordinator will organize and provide training for the division liaisons. Liaison orientation sessions and two-day team coordinating sessions will be provided in the summers prior to the respective school years covered by the grant.
5. The directors and project coordinator will plan the training for summer workshops for both contract summers. They will identify and contract with experts in building division level capacity to support school improvement. Training will be delivered to division level leaders and liaisons during the two-day summer conferences. The directors and project coordinator will facilitate training sessions and work with the division teams during the summer conferences to make expectations clear and

- identify the support network and resources provided in the project.
6. A thorough analysis of each division's improvement plan will be undertaken to determine if it meets the criteria to ensure that (1) each plan connects to specific indicators of progress for their identified schools and (2) there is congruence between school site improvement plan(s) and division improvement plans. Specifically, analyses will determine if changes in classroom practices that are required to produce desired results are specified in the school improvement plan for each school and how the division plan connects with and supports the respective school improvement plan(s). Strategic issues such as plan implementation, fidelity, and evaluation will also be addressed.
 7. The directors will directly contact superintendents of the participating divisions and provide them with the expectations of the performance of their district team in support of their identified school(s). Additionally, a project briefing for division superintendents will be conducted during the VSBA annual conference in Williamsburg to communicate further with superintendents.
 8. The project coordinator works directly with the division liaisons who are providing on-site support and accountability. The project coordinator monitors the work and reports of the liaisons and directly intervenes whenever a district liaison believes division or personnel obstacles are preventing the division support team from effectively implementing the division level improvement plan.
 9. The directors will meet weekly with the coordinator to monitor the implementation of the project and review indicators of progress. They will communicate directly with division superintendents when necessary to ensure appropriate support and accountability at the division level.
 10. The directors will plan and provide further support and training for division liaisons. Four one-day workshops will be for them held in Williamsburg during each academic year. Three additional training sessions for district leaders and their respective liaisons will also be provided. Topics may include (but are not limited to) division staff training, long range planning, policy development, audits of current organizational effectiveness, and collaboration.
 11. The directors and coordinator will plan and facilitate a one-day DLST liaison's debriefing at the end of each school year in Williamsburg. This session will also serve as part of the orientation for new liaisons for the upcoming school year.
 12. An evaluation of each workshop will be completed for the scheduled training sessions during the academic years and during the summers.

**REVISED(2) ESTIMATED COST FOR WILLIAM & MARY
(DIVISION LEADERSHIP SUPPORT TEAM PROJECT)**

***October 1, 2011 – September 30, 2013**

Object Code	Category	Budget
1000	Personnel Services Salaries & Wages	\$352,882.00
2000	Employee Benefits Fringe Benefits	27,454.39
3000	Purchased Services Consultant support (Meetings, Division Visits, Lodging, Conference Registration, and Travel)	45,156.18
	Consultant Fee: School Leadership Institute	530,168.02
4000	Internal Services Telecommunications and Wireless Connection	3,225.12
5000	Other Indirect Cost Rate (8% of DC)	76,710.86
	*DLST Continuation Total	\$1,035,596.57
	Original DLST Award Total	478,455.00
	REVISED(2) DLST Award Total	\$1,514,051.57

District Leadership Support Team (DLST)
October 1, 2011 - September 30, 2013

Ref	Item	Role	Formula	Projected Cost
PERSONNEL				\$ 380,336.39
P1	Michael DiPaola	Co-Director	15% of time (\$86,600)	\$ 25,980.00
P2	Michael DiPaola	Co-Director	Fringe @ 25.77% Academic	\$ 6,695.05
P3	Michael DiPaola	Co-Director	28 days for each for summers (2012-2013)	\$ 24,864.00
P4	Michael DiPaola	Co-Director	Fringe @ 7.65%	\$ 1,902.10
P5	Steven Staples	Co-Director	15% of time (\$85,000)	\$ 25,500.00
P6	Steven Staples	Co-Director	29 days for each for summers (2012-2013)	\$ 24,650.00
P7	Steven Staples	Co-Director	Fringe @ 7.65%	\$ 3,836.48
P8	Lucia Sebastain	Project Coordinator	full time (11 mo @ \$98,175) 2 yrs	\$ 196,350.00
P9	Lucia Sebastain	Project Coordinator	Fringe @ 7.65%	\$ 15,020.78
P10	Roberta Schindler	Data Analyst	flat fee \$20,000 per year	\$ 40,000.00
P11	Graduate Assistant	TBD	10 hr	\$ 15,538.00
CONTRACTUAL SERVICES				\$ 575,324.20
C1	Travel-Coordinator/Co-Directors	meetings & division visits	\$79.30 (avg car rental/gas)87 districts (trips to vdoe 24	\$ 17,604.60
C2	Overnight Visits	Lodging	\$93.32 avg in VA (plus taxes + fees) for 87 days for cod	\$ 17,951.58
	Travel-Coordinator/Co-Directors	Conference Registration/Trav	\$1600 (registration/travel) each for 2 years	\$ 9,600.00
C3	Training, Management, Logistics		School Leadership Institute see attachment	\$ 530,168.02
SUPPLIES AND MATERIALS				\$ 3,225.12
S1	Telecom		Telecommunications Line	\$ 1,410.24
S2	Internet		Wireless Connection	\$ 1,814.88
			Sub-Total	\$ 958,885.71
			IDC 8%	\$ 76,710.86
			Total	\$ 1,035,596.57

Division Leadership Support Team
Proposed Budget

Ref	Item	Role	Formula	2 Year Total	Projected Cost 11-12	Projected Cost 12-13
PERSONNEL				\$ 171,654.02	\$ 84,558.63	\$ 87,095.39
P12	Jan Rozzelle	Team Faculty	15% of time (\$86,510)	\$ 26,342.30	\$ 12,976.50	\$ 13,365.80
P13	Jan Rozzelle	Team Faculty	Fringe @ 32%	\$ 8,429.53	\$ 4,152.48	\$ 4,277.05
P14	Tashaunna Hilton	Fiscal Manager	\$28,700 *30%	\$ 17,478.30	\$ 8,610.00	\$ 8,868.30
P15	Tashaunna Hilton	Fiscal Manager	Fringe @ 39%	\$ 6,816.54	\$ 3,357.90	\$ 3,458.64
P16	Gina Drifmeyer	On Call Support and Managing Registration the D	500 hours (10 hours per week)	\$ 15,225.00	\$ 7,500.00	\$ 7,725.00
P17	Gina Drifmeyer	On Call Support	Fringe @ 7.65%	\$ 1,164.71	\$ 573.75	\$ 590.96
P18	Graduate Assistant	Registration; participant communication; session	\$15,538 / 20 hours	\$ 31,542.14	\$ 15,538.00	\$ 16,004.14
P19	Natalya Kostenko	Research Assistant	Flat Fee	\$ 49,735.00	\$ 24,500.00	\$ 25,235.00
P20	Natalya Kostenko	Research Assistant	Fringe @ 30%	\$ 14,920.50	\$ 7,350.00	\$ 7,570.50
CONTRACTUAL SERVICES				\$ 298,074.00	\$ 153,617.00	\$ 144,457.00
C3	VTALL Training Liaisons and Summer Academy S	Presenters/Consultants	4 presentation for combined Meeting/Leade	\$ 30,000.00	\$ 15,000.00	\$ 15,000.00
C4	November Superintendents	Meeting Room Rental	\$1000 for 1 day	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
C5	November Superintendents	Food	Lunch at \$12 for 117 (87 Districts, 25 Liaison	\$ 2,808.00	\$ 1,404.00	\$ 1,404.00
C6	Liaison's Meeting	Lodging	\$91 (\$102-including tax/fees) for 4 days for	\$ 20,400.00	\$ 10,200.00	\$ 10,200.00
C7	Liaison's Meeting	Food	4 days at \$20 (breakfast/lunch) for 30 (Liaisc	\$ 4,800.00	\$ 2,400.00	\$ 2,400.00
C8	Liaison's Meeting	Meeting Room Rental/Audio Visual	\$500 for 4 days	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00
C9	Three one-day sessions during the academic year	Lodging	\$91 for 3 days for 25 Liaisons Only	\$ 15,300.00	\$ 7,650.00	\$ 7,650.00
C10	Three one-day sessions during the academic year	Food	3 days at \$20 (breakfast/lunch) for 127 (Divi	\$ 15,240.00	\$ 7,620.00	\$ 7,620.00
C11	Three one-day sessions during the academic year	Meeting Room Rental/Audio Visual	\$2100 for 3 days (Matoaka/Dogwood/Holly	\$ 12,600.00	\$ 6,300.00	\$ 6,300.00
C12	Three one-day sessions during the academic year	Presenters/Consultants	\$1000 (prep/present) X 3 presenters X 3 Se	\$ 18,000.00	\$ 9,000.00	\$ 9,000.00
C13	National Leadership Academy 2012&2013	Registration each year	Participants (127) and Staff (4)	\$ 107,950.00	\$ 53,975.00	\$ 53,975.00
C14	National Leadership Academy 2012&2013	Lodging	127 people 2 nights at \$91 (\$102-including t	\$ 51,816.00	\$ 25,908.00	\$ 25,908.00
C15	National Leadership Academy 2012&2013	Room Rental	\$1000 at 2 days (additional rooms for separ	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00
C16	Liaison Summer Training two day 2012&2013	Lodging	\$91 (iplus taxes and fees) for 2 days for 25	\$ 5,100.00	\$ 5,100.00	\$ -
C17	Liaison Summer Training two day 2012&2013	Food	\$51 for 30 (Liaisons-25,staff/vdoe -5) 2 days	\$ 3,060.00	\$ 3,060.00	\$ -
C18	Liaison Summer Training two day 2012&2013	Meeting Room Rental	\$500 for 2 days	\$ 1,000.00	\$ 1,000.00	\$ -
SUPPLIES AND MATERIALS				\$ 60,440.00	\$ 31,720.00	\$ 28,720.00
S1	Summer Training Materials		\$100 packet, engraved project identification	\$ 3,000.00	\$ 3,000.00	
S2	Liaison's Materials		\$20 for packet, project materials for 30 (4 se	\$ 4,800.00	\$ 2,400.00	\$ 2,400.00
S3	Three one-day sessions during the academic year materials		\$50 per packet per meeting for 117 days	\$ 35,100.00	\$ 17,550.00	\$ 17,550.00
S4	November Working Lunch Session at VSBA		\$10 per packet for 117	\$ 2,340.00	\$ 1,170.00	\$ 1,170.00
S5	National Leaderhsip Academy	Bags/Books per session	Bags -\$2500 and Books	\$ 11,000.00	\$ 5,500.00	\$ 5,500.00
S6	Postage, telecommunications		Mailing and Faxing	\$ 1,560.00	\$ 780.00	\$ 780.00
S7	Printing			\$ 2,640.00	\$ 1,320.00	\$ 1,320.00
DIRECT TOTAL				\$ 530,168.02	\$ 269,895.63	\$ 260,272.39