

# FLORIDA DEPARTMENT OF EDUCATION

## PROJECT APPLICATION

<b>Please return to:</b>  Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	<b>A) Program Name:</b>  <h3 style="text-align: center;">Professional Development for Digital Learning</h3>  <b>TAPS NUMBER: 15T63</b>	<b>DOE USE ONLY</b>  Date Received     <b>Project Number (DOE Assigned)</b>								
<b>B) Name and Address of Eligible Applicant:</b>  School District of Clay County 900 Walnut Street Green Cove Springs, Florida 32043										
<b>C) Total Funds Requested:</b>  \$ 75,000.00  <hr style="width: 25%; margin-left: 0;"/> <p style="text-align: center;"><b>DOE USE ONLY</b></p> <b>Total Approved Project:</b>  \$	<b>D) Applicant Contact &amp; Business Information</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Contact Name: Kathleen Schofield</td> <td style="width: 50%;">Telephone Numbers: <b>904-529-4901 Mrs. Schofield's Office</b></td> </tr> <tr> <td>Fiscal Contact Name: Sonja Findley</td> <td><b>904-529-2608 Mrs. Findley's Office</b></td> </tr> <tr> <td>Mailing Address: School District of Clay County 900 Walnut Street Green Cove Springs, Florida 32043</td> <td>E-mail Addresses: <a href="mailto:kmschofield@oneclay.net">kmschofield@oneclay.net</a> <a href="mailto:shfindley@oneclay.net">shfindley@oneclay.net</a></td> </tr> <tr> <td>Physical/Facility Address: School District of Clay County 900 Walnut Street Green Cove Springs, Florida 32043</td> <td>DUNS number: 017311168  FEIN number: 59-6000552</td> </tr> </table>		Contact Name: Kathleen Schofield	Telephone Numbers: <b>904-529-4901 Mrs. Schofield's Office</b>	Fiscal Contact Name: Sonja Findley	<b>904-529-2608 Mrs. Findley's Office</b>	Mailing Address: School District of Clay County 900 Walnut Street Green Cove Springs, Florida 32043	E-mail Addresses: <a href="mailto:kmschofield@oneclay.net">kmschofield@oneclay.net</a> <a href="mailto:shfindley@oneclay.net">shfindley@oneclay.net</a>	Physical/Facility Address: School District of Clay County 900 Walnut Street Green Cove Springs, Florida 32043	DUNS number: 017311168  FEIN number: 59-6000552
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<b>CERTIFICATION</b>  <p>I, <u>Charlie VanZant, Jr.</u>, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.</p> <p>Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.</p> <p><b>E)</b> _____          Signature of Agency Head</p>										



## Instructions for Completion of DOE 100A

- A.** If not pre-populated, enter name and TAPS number of the program for which funds are requested.
- B.** Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
- C.** Enter the total amount of funds requested for this project.
- D.** Enter requested information for the applicant's program and fiscal contact person(s). These individuals are the people responsible for responding to all questions, programmatic or budgetary regarding information included in this application. The Data Universal Numbering System (DUNS) number requirement is explained on page A-2 of the Green Book. The Physical/Facility address and Federal Employer Identification Number (FEIN) (also known as) Employer Identification Number (EIN) are collected for department reporting.
- E. The original signature of the appropriate agency head is required.** The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the president/chairman of the Board for other eligible applicants.
- **Note: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**



FLORIDA DEPARTMENT OF EDUCATION  
BUDGET NARRATIVE FORM

A) Name of Eligible Recipient/Fiscal Agent: School District of Clay County

B) DOE Assigned Project Number: \_\_\_\_\_

C) TAPS Number: 15AT63

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	ALLOWABLE DOE USE ONLY	REASONABLE DOE USE ONLY	NECESSARY DOE USE ONLY
6400	692	<b>Noncapitalized Software:</b> Purchase Technology Integration Matrix (TIM) - District Liscence for 41 schools	-	\$ 3,600.00	100%			
6400	140	<b>Substitute Teachers:</b> Substitutes for leaders from each school to attend the following meetings/events: 8 montly face-to-face training sessions, visit various model schools, attend the Digital Learning Day Event, attend the Unconference	-	\$ 55,000.00	100%			
6400	500	<b>Materials and Supplies:</b> for Digital Guide marketing program, books and materials for school leaders, professional references, training supplies, office supplies for training days.	-	\$ 10,300.00	100%			
6400	310	<b>Purchased Services:</b> Consultant to speak at Digital Learning Day Event and at District Unconference	-	\$ 4,600.00	100%			
6400	330	<b>Travel:</b> Travel to Florida School Districts to visit model classrooms/schools, and to collaborate with other districts.	-	\$ 1,500.00	100%			
<b>D) TOTAL</b>				<b>\$ 75,000.00</b>				

**DOE USE ONLY (Program)**

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

**Printed Name:** .....

**Signature:** .....

**Title:** .....

**Date:** .....

**DOE USE ONLY (Grants Management)**

I certify that the cost for each line item budget category has been evaluated and determined to be allowable as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

**Printed Name:** .....

**Signature:** .....

**Title:** .....

**Date:** .....

**School District of Clay County  
Professional Development for Digital Learning**

## **Project Narrative**

As modern day trailblazers, the School District of Clay County (SDCC) recognizes the need to not only discover new trails but to leave markers for future 21st century digital learners to follow. In order to accomplish both of these goals SDCC proposes a three part walkabout. The Professional Development Grant for Digital Learning will allow our county to **survey** the current conditions on the trail, to **explore** new paths, and to leave **trail markers** behind for others to follow.

The School District of Clay County will use current county initiatives to act as a vehicle for this grant money. These initiatives are already in place and are well known with Students, Teachers, and Administrators. Therefore, structures are already in place to implement this three part plan.

## **Part One**

To **survey** the trail ahead the district plans to use the Technology Integration Matrix (<http://fcit.usf.edu/matrix.php>) in order to provide baseline data for all county educators. This intent to survey is currently included in the SDCC District Technology Plan. The data will act as a framework for technology integration and provide a clear vision for professional development.

### Part One Project Specifications (**Survey**):

- Purchase Technology Integration Matrix evaluation Tools.
- Administer the Technology Uses and Perceptions Survey (TUPS) to all educators and leadership.
- Established an application process to identify a group of *Digital Trail Guides*, to include such people as,
  - Elementary Technology Coaches
  - Select Junior High and High School technology-savvy Teachers and Media Specialist.
  - Leadership: Instructional Materials Representatives, Select technology-savvy Administrators.
- Collect and sort data with the *Guides*.

## **Part Two**

To **explore** the trail ahead the already established *Digital Trail Guides* will work together in Collaborative Communities (CC). The framework for these CC's is currently in place and works to strengthen district schools by building community among educators. The Elementary Technology Coaches and other tech-savvy individuals have expressed an interest in creating additional CC's that focus on

**School District of Clay County  
Professional Development for Digital Learning**

student achievement and technology integration. The district vision and commitment to a weekly collaborative planning time for all schools and all instructional staff will be realized by the creation of *these Digital Trail Guide Collaborative Communities*. This part of the project will require the most time and attention.

Part Two Project Specifications (**Exploration**):

- Introduce the Digital Trailblazer concept at the regularly scheduled Tech coaches meeting, Curriculum Council and Leadership Meeting.
- By way of the District's Framework for Intentional Teaching initiative allow Trail Guides to meet as a group and explore CC formation.
- Create CC's allowing the data collected from the Technology Integration Matrix to drive the conversation.
- Allow CC's to participate in Lesson Studies by providing time and structures for the book study teams to meet and implement findings.
- Maintain a district work group to coordinate the Digital Trailblazer concept.
- Provide "expert conversations" for classroom teachers, school administrators, and district staff both online and face to face.
- Equip *Trail Guides* with a backpack, three ring binder, jump drive, books from PD Toolkit for Digital Learning, a device (from another funding source), an online portal for a virtual learning environment (discussion board, document sharing, virtual meeting space), and other sources.
- Provide ongoing, quality professional development that focuses on thinking and acting not on lecture and presentation-style.
- Allow for Collaborative Community meeting time at various times and places.

**Part Three**

To **leave trail markers** for 21<sup>st</sup> century digital learners to follow we must gather and evaluate data, work collaboratively to allow teachers to discoverer authentic reading, talking, and writing throughout their day and set expectations of for future trailblazers. Ralph Waldo Emerson said it best, "*Do not go where the path may lead, go instead where there is no path and leave a trail.*"

The School District of Clay County would like to leave trail markers by facilitating an unconference. An unconference is a participant driven function. SDCC will focus on creating time and space for peer-to-peer learning, collaboration and creativity. Teachers will take responsibility for their own learning. The *Digital Trailblazer Unconference* will be both face to face and virtual. Teachers will work

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to earn a Trailblazer badge to display outside their classroom and online for all to see. Earning the Digital Trailblazer title will signify to others that this teacher works to create a meaningful learning environment to include the Technology Integration Matrix's five classroom characteristics: active, constructive, goal directed, authentic, and collaborative.

Part Three Project Specifications **(Leave Trail Markers)**:

- Form conference planning committee with Trail Guides, and representatives from Instructional Department and Information Services.
- Use the Teacher Leadership Center as a showcase for the conference.
- Market the unconference to all educators.
- Document, Document, Document
- Debrief over the summer with Trail Guides and District Staff.
- Set expectations for Digital Trail Guides and future program growth.
- Trail Guides will lead site trainings in their area of expertise.
- Summer Event for Trail Guides to prepare for Fall Trailblazer rollout.

## Project Performance and Accountability Chart

Scope of Work Tasks/Activities	Deliverables (product or service)	Evidence (verification)	Due Date (completion)	Unit Cost
Purchase Technology Integration Matrix (TIM)	TIM Tools Annual Subscription -TUPS -TIM-O -Administrative center to manage both tools	Usage report	July 1, 2015	\$3600.00 Annual Cost for Forty-One (41) Schools
Administer the Technology Uses and Perceptions Survey (TUPS) to 75 % of Administrators and Teachers in Clay County.	Access to Technology Uses and Perceptions Survey (TUPS) for all county Administrators and Educators	Usage report and Data reports	July 1, 2015	\$0.00
Establish application process to identify 50 Digital Trail Guides to serve as school based leaders.	-Marketing Campaign to educate Teachers and Admin about the integration of Technology in the 21st century classroom. This will kick-off the Digital Trailblazers Expedition. -Online application	Flyers, posters, emails, tweets, videos, pictures. Link to application	July 1, 2015	\$750.00
Meet F2F monthly to: -TIM Matrix training -collect, sort and analyze data from TUPS, -establish areas of expertise -establish web presence -classroom technology integration training	Eight F2F meetings with 50 participants.	Sign in sheets, Photos, data sheets, expert products, meeting agendas	July 1, 2015	\$40,000.00 (Substitutes for 50 teachers x \$100. a day x 8 meetings)
Travel to Model Digital Schools (various day trips-TBD)	Various day trip to Model Digital Schools for Technology Integration	Photos, blogging, Sign in sheets On-site Badges	July 1, 2015	\$5000.00 (Substitutes for 50 teachers)
Bring Expert Voice to speak (virtually and/or F2F)	Digital Learning Day Presenter	Video, speakers agenda and talking points	July 1, 2015	\$2,500.00 (Speaker Fees) \$5,000 (Substitutes for 50 teachers)
Establish Digital Trailblazer Library for each Trail Guide, Containing Reference Materials such as those listed.	<u><a href="#">The One World Schoolhouse: Education Reimagined.</a></u> By Salman Khan <u><a href="#">Flip Classroom</a></u> <u><a href="#">Daniel H. Pink, Drive</a></u> <u><a href="#">The Connected Teacher: Powering Up</a></u> <u><a href="#">Digital Leadership: Changing Paradigms for Changing Times.</a></u> by Eric C. Sheninge	Receipts, photos,	July 1, 2015	\$5000.00



Certificates/Badges for Trail Guides	Digital Trailblazer Signs with Trail Guide insigne for proof of additional training.	Signs, receipt	July 1, 2015	800.00
Digital Trail Guides Meeting in a Bag. (Provide a "bag of tricks" for the Trail Guides, no matter where the Guides need to meet or gather—they will always have backpack of supplies)	Supply each Trail Guide with a pack, to include: Laptop Backpack Post-it notes Three ring notebook Pens and pencils Journal Thumb Drive	Receipts and pictures.	July 1, 2015	3750.00
Build and Facillitate Clay County's First Ever Unconference	Supplies: Post it notes, large post it note, badges for Guides, Badges for participants, grid system display, miscellaneous supplies. (Speakers, Conference Supplies, Facilitators, Substitutes or Stipends for Attendees).	Samples of Flyers, posters, emails, tweets, videos, pictures. Link to online Unconference Venue	July 1, 2015	2,100.00 Supplies and Facilitators 5,000.00 Substitutes
Travel	Mileage to travel to Model Technology Schools	Notes from Visits to Schools	July 1,2015	\$1,500.00 (15 Trips X .556/mile X 150 miles round trip (average distance) plus tolls.
	Total Funding Requested			\$75,000