

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #112 (2004-2005)

November 15, 2004

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: ACCEPTANCE OF GRANT AWARD: FUND FOR THE
IMPROVEMENT OF EDUCATION EARMARK GRANT

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve and authorize the Superintendent to accept grant funds from the U.S. Department of Education in the amount of \$497,050 for the implementation of PLATO. \$248,525 will be allocated to the Fairbanks North Star Borough School District, and \$248,525 will be allocated to the Anchorage School District. The project will continue to help schools improve student achievement by providing computer-based diagnostic assessment and alternative forms of instruction. The project addresses individual student skill gaps in math and reading.

PERTINENT FACTS:

In FY 2004-2005, the Anchorage School District and the Fairbanks North Star Borough School District were awarded a grant allocation from the U.S. Department of Education's Fund for the Improvement of Education (FIE). The Fund supports systematic state and local school reform.

The purpose of this one-year project is to expand the scope of PLATO in the Anchorage School District and to begin PLATO implementation in the Fairbanks School District. Anchorage and Fairbanks will share equally in this award; however, all funds will be directed to ASD. The District will pay Fairbanks their portion of the grant in the form of a contract in accordance with the project agreement between the District and Fairbanks (Attachment A). ASD will use the funds for PLATO technology purchase, training, and technical support. PLATO is a computer-based instructional tool that helps students to obtain skills in core academic subjects. PLATO comes with pre-tests that are used to start the student at the proper instructional level and from there it tracks and manages student progress through the academic programs.

Funds for the Anchorage School District support purchase of PLATO hardware and software, training, and program evaluation. The grant program does not require a cash match. The budget does not include release time.

Budget Summary:

Added Duty	\$ 2,653
Fringe Benefits	606
Contractual	253,097
Supplies	219,837
Indirect costs	<u>20,857</u>
TOTAL	\$497,050

Attachment

CC/JC/MH/BT

Prepared by: Mike Henry, Executive Director, High School Education
Beverly Thornburg, Coordinator, Discretionary Grants

Approved by: Jan Christensen, Assistant Superintendent, Instruction

Project Agreement
between

Fairbanks North Star Borough School District
Administrative Services Department
520 5th Avenue
Fairbanks, Alaska 99701
hereinafter referred to as the "Fairbanks School District"

and

Anchorage School District
Office of High School Education
PO Box 196614
Anchorage, Alaska 99519-6614
hereinafter referred to as the "Anchorage School District"

This Agreement is entered into by and between the Fairbanks School District and the Anchorage School District for the performance of the Fairbanks portion of a project to use technology-based PLATO® software to increase student academic achievement, as fully set forth in the Fund for the Improvement of Education Earmark grant U215K040158 awarded by the US Department Education (CFDA84.215K). The parties agree to the following terms and conditions:

ARTICLE I. SERVICES

1.1 SERVICES:

The Fairbanks School District shall carry out the program indicated in Attachment A, Statement of Work, which is incorporated herein and made a part of this agreement.

1.2 SCHEDULE:

The Fairbanks School District will provide the Deliverables on or before the dates set forth in the Statement of Work. No variation or modification will be made without the prior consent of the Anchorage School District and the Fairbanks School District.

1.3 PERSONNEL:

(a) The Fairbanks School District will provide fully trained, competent and skilled personnel for the performance of the Services.

(b) Promptly upon execution of this Agreement, each party shall notify the other party of the name, business address and telephone number of its Contract Administrator. The Contract Administrators of each party shall be responsible for arranging all meetings, visits and consultations between the parties that are of a financial nature such as invoices, payments and

amendments.

(c) The Statement of Work will state the name, business address and telephone number of Project Managers for each party. The Project Manager for the Fairbanks School District will be responsible for program performance matters and the provision of the Deliverables.

1.4 PROGRESS REPORTS AND MEETINGS:

At either party's reasonable request from time to time during the performance of this Agreement, but at least once each month the Project Managers shall review the progress in finishing the Statement of Work. At each such meeting, the Fairbanks School District will provide the Anchorage School District with a status report which will include any problem that may adversely affect the Fairbanks District's ability to accomplish the Statement of Work.

1.5 CHANGE ORDER PROCEDURES

(a) All changes, modifications and additions to the obligations of the Fairbanks School District under this Agreement requires a written change order (a "Change Order"). The Fairbanks District may initiate a Change Order by submitting a written request for a Change Order to the Anchorage School District along with an explanation of reasons as to why such a modification is desirable or necessary.

(b) All Change Orders must contain a statement of the impact of the changes on the Services, Deliverables, Schedule, costs, Statement of Work or other requirements of this Agreement.

(c) The Anchorage School District will notify the Fairbanks School District of the acceptance or rejection of the Change Order within ten working days.

ARTICLE II. PERIOD OF PERFORMANCE:

The period of performance shall be from the signing of this agreement to September 20, 2005, except that activities initiated by the Fairbanks School District in anticipation of the signing of this agreement will be allowed from May 1, 2004 on if those activities were specifically included in the Federally-approved proposal.

ARTICLE III. COMPENSATION AND EXPENSES:

3.1 COMPENSATION:

(a) The Anchorage School District will reimburse the Fairbanks School District the actual costs for performance of work under this agreement in the amount, not to exceed \$238,097 which is based on the budget incorporated into this agreement as Attachment B.

(b) Allowable dates to charge project costs shall be from the signing of this agreement to September 20, 2005, except that costs incurred by the Fairbanks District in anticipation of the signing of this agreement will be allowed from May 1, 2004 if those costs were specifically included in the Federally-approved budget.

3.2 EXPENSES:

The Fairbanks School District will be allowed to charge small ancillary expenses connected to the performance of duties in the Statement of Work, such as clerical and reproduction services, supplies, and the like, at actual cost.

ARTICLE IV. PAYMENT and RECORDS

4.1 PAYMENT:

The Fairbanks School District will submit invoices to the Anchorage School District for payment for Services and Deliverables within 30 days of the end of each quarter of the project, beginning with the quarter that ends December 31, 2004. The invoices will indicate the period of performance and provide reasonable detail with respect to the Services and Deliverables to which they relate, including time and labor and materials. Supporting documentation called for by the Anchorage School District's standard reimbursement policies shall accompany the invoice.

4.2 RECORDS:

The Fairbanks School district will maintain complete and accurate accounting records in accordance with sound accounting practices to substantiate their charges and will preserve such records for a period of at least five years after completion of the pertinent work. The Anchorage School District will have access to such records for purposes of audit.

ARTICLE V. REPORTS:

In addition to monthly reports contained in Article I, the Fairbanks School District will submit a narrative report that summarizes the activities over the twelve months of this project. In addition, the Fairbanks School District will provide the Anchorage School District standardized test scores on student participants in this project as laid out in the project evaluation plan of the Anchorage School District. The student test data will not be reported in such a manner as to personally identify project participants.

FOR THE ANCHORAGE SCHOOL DISTRICT:

By: _____	Superintendent
(Signature)	(Title)
 Carol Comeau	_____
(Typed Name)	(Date Signed)

FOR THE FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT:

By: _____	Chief Financial Officer
(Signature)	(Title)
 Mike Fisher	_____
(Typed Name)	(Date Signed)

STATEMENT OF WORK

This is a Statement of Work between the Fairbanks School District and the Anchorage School District.

1. PROJECT MANAGERS

For the Fairbanks School District:	Kathy Hughes Executive Director of Curriculum 520 5 th Avenue Fairbanks, Alaska 99701 907-452-2000, x 423
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For the Anchorage School District:	Mike Henry Executive Director of High School Education PO Box 196614 4600 DeBarr Road Anchorage, Alaska 99519-6614 907-742-4256
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2. GENERAL DESCRIPTION OF PROJECT:

This project will use technology-based PLATO® software to increase student academic achievement, as more fully set forth in the Fund for the Improvement of Education Earmark grant U215K040158 awarded by the US Department of Education (CFDA84.215K).

3. DESCRIPTION OF DELIVERABLES:

The Fairbanks North Star Borough School District will use PLATO® software in high school and middle school math and English courses to assist students who are behind in those subjects to make academic gains. The District will:

- a) Hire a project coordinator who will oversee the day-to-day integration of PLATO® software into math and English instruction and be responsible for all the tasks associated with that integration, such as arranging computer lab installation, teacher training, curriculum alignment, etc.
- b) Expand the availability of PLATO® software by installing a PLATO®-capable lab in four high schools and one middle school for a total of five labs capable of running PLATO® software.
- c) Train at least five teachers to be school site coordinators in the use of PLATO® software in math and English instruction.
- d) Review PLATO® software content for its alignment with district-approved math and English courses, with the aim of being able to grant math and English credit for the students who use PLATO® software.
- e) Place at least 100 middle and high school students who are below proficient in math or English in courses that use the PLATO® software.
- f) Place at least 20 middle and high school students who have failed math or English in a "credit recovery" math or English course that uses PLATO® software.
- g) Offer student access to PLATO® software at times other than regular school hours through the inclusion in after-school programs.
- h) Use the PLATO® software components of the assessment system, curriculum management system and instructional system in the instruction of the target group of 120 students, in a proportion to be determined by the classroom teacher.
- i) Gather and supply student data to the Anchorage School District, such as standardized test scores, that is to be used in the project.
- j) Provide written monthly reports of project progress, and one summary report at the end of the project.

3. LOCATION OF SERVICES

All services will take place in schools in the Fairbanks North Star Borough School District, Fairbanks, Alaska.

4. SCHEDULE OF SERVICES

Services for this project will take place from May 1, 2004 to September 20, 2005. By December 31, 2004 these services will have been accomplished:

- a) At least two PLATO®-capable labs constructed
- b) Project Coordinator hired
- c) Project Coordinator trained
- d) Project Coordinator implements project
- e) (2) Site coordinators trained
- f) PLATO supported courses aligned with district Math or English courses
- g) (25) project students placed in PLATO supported math or English courses
- h) Evaluation design finalized with Anchorage School District evaluators.

By September 20, 2005 these services will have been accomplished:

- a) Three more PLATO®-capable labs constructed
- b) Project Coordinator implements project
- c) (75) project students placed in school day PLATO-supported math and English courses
- d) (20) project students placed in school day PLATO-supported credit recovery classes
- e) PLATO-supported math or English courses available in after-school programs
- f) Evaluation data collected and delivered to the Anchorage School District.

BUDGET

The total contract will be for \$238,097. To achieve the deliverables \$135,000 of this amount will be used for the purchase of PLATO comprehensive K-12 student access licenses; \$80,000 will be for a Project Coordinator and local Project Evaluator; \$10,597 for specialized hardware necessary to run PLATO and/or ancillary supplies, and \$12,500 for PLATO professional development.