

**Professional Learning in**

**Early Literacy**

**Maryland State Department of Education**200 West Baltimore Street

Baltimore, Maryland 21201

**Deadline**October 11, 2022

No later than 5:00 p.m. EST

**APPLICATION FOR PARTICIPATION**

**MARYLAND STATE DEPARTMENT OF EDUCATION**

**Mohammed Choudhury**State Superintendent of Schools   
Secretary-Treasurer, Maryland State Board of Education

**Deann M. Collins, Ed D.**Deputy Superintendent, Teaching and learning

**Steven Hicks**Assistant State Superintendent, Division of Early Childhood Education

**Larry Hogan**Governor

**Clarence C. Crawford**President, Maryland State Board of Education

Susan J. Getty, Ed.D. (Vice President)

Shawn D. Bartley, Esq.

Gail Bates

Chuen-Chin Bianca Chang

Charles R. Dashiell, Jr., Esq.

Vermelle Greene, Ph.D.

Jean C. Halle

Dr. Joan Mele-McCarthy

Rachel L. McCusker

Lori Morrow

Brigadier General Warner I. Sumpter (Ret.)

Holly C. Wilcox, Ph.D.

Merin Thomas (Student Member)

**MARYLAND STATE BOARD OF EDUCATION**

Table of Contents

[Proposal Cover Page 3](#_Toc112925131)

[Extent of Need 4](#_Toc112925132)

[Evidence of Impact 4](#_Toc112925133)

[Goals and Outcomes 4](#_Toc112925134)

[Implementation Plan 5](#_Toc112925135)

[Project Timeline 6](#_Toc112925136)

[Evaluation and Dissemination 6](#_Toc112925137)

[Management Plan and Key Personnel 7](#_Toc112925138)

[Budget and Budget Narrative 7](#_Toc112925139)

[1. Salaries & Wages (list each position separately) 7](#_Toc112925140)

[2. Contracted Services 8](#_Toc112925141)

[3. Supplies & materials 8](#_Toc112925142)

[4. Other charges 9](#_Toc112925143)

[5. Equipment 9](#_Toc112925144)

[6. Transfers (indirect costs) 10](#_Toc112925145)

[Education Support Professionals Data 10](#_Toc112925146)

[Appendix 11](#_Toc112925147)

# Proposal Cover Page

LEA: Choose an item.

Name of contact person: Click or tap here to enter text.

Title of contact person: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Total amount requested: $ Click or tap here to enter text.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent or Head of Agency Printed Name Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent or Head of Agency Signature Date

# Extent of Need

Identify a clearly defined problem and discuss the impact of the professional learning opportunity on the science of reading research on teachers and students.

|  |
| --- |
| Type response here. |

# Evidence of Impact

Applicants must describe how the proposed professional learning plan and strategies being implemented will lead to the desired impact. Include a description of the LEA’s experience in terms of effective practices leading to the desired outcomes.

|  |
| --- |
| Type response here. |

# Goals and Outcomes

Complete the chart below with the goals and outcomes, according to the professional learning option(s) selected to implement:

**Goals and Outcomes**

|  |
| --- |
| Goal 1: The number of Prekindergarten teachers of 3-year-olds and 4-year-olds trained in the science of reading research will increase by September 2023. |
| Outcome: \_\_\_\_\_\_\_\_\_\_\_\_ Prekindergarten teachers of 3-year-olds and 4-year-olds will participate in rigorous professional development aligned to the science of reading research by September 2023, constituting an increase of \_\_\_\_\_\_% from the previous year. |
| Outcome: Qualified observers will see an increase in instructional strategies aligned to the science of reading research as measured through \_\_\_\_\_\_\_\_\_\_\_\_. |

|  |
| --- |
| Goal 2: The number of Head Start and private child care teachers trained in the science of reading research will increase. |
| Outcome: \_\_\_\_\_\_\_\_\_\_\_\_ Head Start program educators and private child care teachers will participate in rigorous professional learning aligned to the science of reading research by September 2023, constituting an increase of \_\_\_\_\_\_\_\_% from the previous year. |
| Outcome: Qualified observers will see an increase in instructional strategies aligned to the science of reading research measured through student artifacts, team planning sessions, walk throughs, and formal and informal observation. |

|  |
| --- |
| Goal 3: The number of leaders, directors, and administrators trained in the science of reading research will increase. |
| Outcome: \_\_\_\_\_\_\_\_\_\_\_\_\_LEA leaders, directors, coaches and specialists will participate in rigorous professional learning aligned to the science of reading research by September 2023, constituting an increase of \_\_\_\_\_\_\_% from the previous year. |
| Outcome: The percentage of Head Start and private child care supervisors/directors and or coaches/specialists trained in instructional strategies based on the science of reading research will increase from \_\_\_\_\_\_% to \_\_\_\_\_% by September 2023. |
| Outcome: Qualified observers will see an increase in instructional strategies aligned to the science of reading research measured through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |

# Implementation Plan

Identify the professional learning opportunity(ies) that will be provided to participants. Clearly explain how it is aligned to the science of reading research.

|  |
| --- |
| Type response here. |

Describe how the professional learning opportunity in early literacy aligns with the proposed science of reading plan in the LEA’s Maryland Leads grant application.

|  |
| --- |
| Type response here. |

Identify the facilitator of the professional learning, and their qualifications to lead this training opportunity.

|  |
| --- |
| Type response here. |

Provide the format for the professional learning opportunity, as well as a schedule.

|  |
| --- |
| Type response here. |

Describe outreach and engagement with Head Start and private child care teachers to ensure that they have access to professional learning.

|  |
| --- |
| Type response here. |

Describe the impact of the proposed plan and current strategies.

|  |
| --- |
| Type response here. |

# Project Timeline

Provide a timeline below for all proposed activities including evaluation:

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Enter activity here. | Click or tap to enter a date. |
| Enter activity here. | Click or tap to enter a date. |

*\*Add more rows if necessary*

# Evaluation and Dissemination

What is the LEA’s plan for evaluating the success of each professional learning opportunity selected? How will success be measured?

|  |
| --- |
| Type response here. |

How will the results of the professional learning on the science of reading research be shared with stakeholders?

|  |
| --- |
| Type response here. |

How will the LEA use the results from the professional learning to inform future decisions?

|  |
| --- |
| Type response here. |

# Management Plan and Key Personnel

The management plan clearly defines the roles, responsibilities, tasks and deadlines of key contributors to make sure your program is a success. Ensure that all administrative and key personnel responsible for the successful implementation and monitoring of the grant requirements are captured here. Provide a one-page resume(s) in the appendix for all key personnel.

**Management Plan and Key Personnel Chart**

|  |  |  |
| --- | --- | --- |
| **Name** | **Title, Organization** | **Responsibilities** |
| Enter name | Enter title | Enter responsibilities |
| Enter name | Enter title | Enter responsibilities |

*\*Add more rows if necessary*

What is the LEA’s plan to ensure that work continues in case of staff turnover?

|  |
| --- |
| Type response here. |

# Budget and Budget Narrative

Please provide a detailed description of the requested funds that will be spent by using the categories listed below. Add more rows if needed. A MSDE [Grant Budget C-125](https://www.marylandpublicschools.org/about/Documents/Grants/GrantForms-12-10-2020.xls) form must also be completed, signed and submitted as an appendix.

### 1. Salaries & Wages (list each position separately)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Total for salaries & wages: | Click here to enter text. | Click here to enter text. | Click here to enter text. |

Using the space below, explain how the costs for salaries & wages above are necessary, reasonable, and cost-effective.

|  |
| --- |
| Type response here. |

### 2. Contracted Services

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Total for contracted services: | Click here to enter text. | Click here to enter text. | Click here to enter text. |

Using the space below, explain how the costs for contracted services above are necessary, reasonable, and cost-effective.

|  |
| --- |
| Type response here. |

### 3. Supplies & materials

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Total supplies & materials: | Click here to enter text. | Click here to enter text. | Click here to enter text. |

Using the space below, explain how the costs for supplies & materials above are necessary, reasonable, and cost-effective.

|  |
| --- |
| Type response here. |

### 4. Other charges

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Total for other charges: | Click here to enter text. | Click here to enter text. | Click here to enter text. |

Using the space below, explain how the costs for other charges above are necessary, reasonable, and cost-effective.

|  |
| --- |
| Type response here. |

### 5. Equipment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Total for equipment: | Click here to enter text. | Click here to enter text. | Click here to enter text. |

Using the space below, explain how the costs for equipment above are necessary, reasonable, and cost-effective.

|  |
| --- |
| Type response here. |

### 6. Transfers (indirect costs)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | Total for transfers: | Click here to enter text. | Click here to enter text. | Click here to enter text. |

Using the space below, explain how the costs for transfers (indirect costs) above are necessary, reasonable, and cost-effective.

|  |
| --- |
| Type response here. |
| Total amount requested: $ Click here to enter text. |

# Education Support Professionals Data

Using the field below, please enter how many non-certified education support professional professionals were employed at your LEA during the 2021-2022 school year.

|  |
| --- |
| Type response here. |

Please upload supporting documentation in the appendix of the number provided above.

# Appendix

The following Appendices must be included in the application for funding:

* Scope of work for the approved Science of Reading vendor delivering the training
* Resumes of Key Personnel
* Supporting documentation for education support professionals data
* A [signed C-1-25 MSDE budget form](https://www.marylandpublicschools.org/about/Documents/Grants/GrantForms-12-10-2020.xls)
* A [signed recipient assurances page](https://www.marylandpublicschools.org/about/Documents/Grants/GrantRecipientAssurances.pdf)