



# Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

2020 Grand Avenue, Suite 500

Laramie, WY 82070

Phone 307-777-5296

Fax 307-777-6719

Website [www.k12.wy.us](http://www.k12.wy.us)

---

## MEMORANDUM NO. 2008 - 048

**TO:** School District Superintendents  
School Principals  
Business Managers  
Instructional Facilitator Coordinators

**FROM:** Joy Mockelmann, Program Consultant *JM*  
Matthew Willmarth, School Foundation Program Consultant *MW*  
Amy Manley, School Foundation Program Consultant *AM*

**Date:** March 28, 2008

**SUBJECT:** 2007-08 School-Based Instructional Facilitators/Coaches (IF)  
Grant Annual Report **and** 2008-09 Grant Application

---

### **TIME SENSITIVE MATERIAL**

#### **2007-08 Grant Annual Report:**

The 2007-08 annual report form for the School-Based IF Grant is attached. The report collects the following information on how school districts implemented the 2007-08 IF program:

- I. Instructional Facilitator Standards and Evaluation
- II. Approach to Staff Professional Development
- III. Implementation of Plan
- IV. Evaluation of Program

The report is not intended to collect expenditure data. The school-level 2007-2008 grant expenditures will be collected on WDE 601 Annual District Report. Details regarding the WDE 601 Annual District Report can be found at [https://wdesecure.k12.wy.us/stats/wde.forms.details?the\\_form=601](https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=601). The WDE 601 Annual District Report is due **August 12, 2008**. Any funds not spent from the 2007-2008 IF Grant must be returned to the WDE by **June 1, 2008**. Please send your payment to Matthew Willmarth of the Wyoming Department of Education (WDE) at 2300 Capitol Ave., Hathaway Building 2<sup>nd</sup> Floor, Cheyenne, WY, 82002. If you have any questions regarding this process,

School District Superintendents  
School Principals  
Business Managers  
Instructional Facilitator Coordinators  
Memo No. 2008 - 048  
Page 2 of 3

please contact Matthew Willmarth at (307) 777-5808 or  
[mwillm@educ.state.wy.us](mailto:mwillm@educ.state.wy.us).

**2008-09 Grant Application:**

Attached is the 2008-09 grant application for the Supplemental Financial Assistance Program for IFs. District IF grant amounts are calculated and awarded by school. If a district chooses to reallocate funds from one school to another, this decision must be in consultation with the district administration and the Board of Trustees.

The 2008-09 grant amounts will be calculated in accordance with W.S. 21-13-335. In order to complete the 2008-09 1<sup>st</sup> draft application, please use the 2007-08 grant award amounts to calculate the 2008-09 FTEs. Schools that do not qualify will not be eligible to receive IF grant amounts. Schools that do not qualify are schools that have an ADM of 49 or below or are alternative schools. The Wyoming funding model already generates resources to utilize IFs in those schools.

Allowable IF grant expenditures include only instructional facilitator salaries and benefits. Other resources needed to implement this program are generated by the Wyoming funding model (i.e. professional development, supplies and materials, technology and equipment, and assessment). The WDE will contact each school district on or before **May 1, 2008**, regarding their estimated 2008-09 grant award. If a school district needs to amend their 1<sup>st</sup> draft application, amendment forms will be made available by contacting Judy Yates at (307) 777-5376 or [jyates@educ.state.wy.us](mailto:jyates@educ.state.wy.us).

**Submission Information:**

The 2007-08 annual report and the 2008-09 grant application are due to the WDE on or before **April 15, 2008**. The completed application form may be sent to Judy Yates at the Wyoming Department of Education, 2020 Grand Ave., Ste. 500, Laramie, WY 82070 or may be submitted electronically to Judy Yates at [jyates@educ.state.wy.us](mailto:jyates@educ.state.wy.us). (See note on Page 4 of the report if you are unable to submit electronic signatures.)

The following dates are provided for your information and planning:

April 15, 2008:	2008-2009 application due <b>and</b> 2007-2008 Grant Annual Report due at WDE Laramie office
-----------------	--

School District Superintendents  
School Principals  
Business Managers  
Instructional Facilitator Coordinators  
Memo No. 2008 - 048  
Page 3 of 3

May 1, 2008:	WDE notifies districts of their 2008-09 estimated award amounts
June 1, 2008:	Deadline for districts with initially approved grants to submit their amended application to WDE (if needed)
June 1, 2008:	Return unused 2007-08 grant funds to WDE Finance Unit
August 12, 2008:	2007-08 district IF grant expenditures reported to WDE via WDE 601 Annual District Report
August 15, 2008:	WDE Finance Unit will distribute approved 2008-09 grant amounts to each district
2008-2009 school year:	Monitoring of grant programs by district and WDE staff

If you have any questions regarding the 2007-08 School-Based Instructional Facilitators/Coaches (IF) Grant Annual Report or the 2008-09 Grant Application, please contact Dr. Joy Mockelmann at (307) 777-8505 or [jmocke@educ.state.wy.us](mailto:jmocke@educ.state.wy.us).

If you have questions regarding how the 2008-09 IF grants will be calculated or resources generated by the Wyoming funding model, contact Matthew Willmarth at (307) 777-5808 or [mwillm@educ.state.wy.us](mailto:mwillm@educ.state.wy.us).

If you have questions about reporting 2007-08 IF grant expenditures or the WDE 601 Annual District Report, please contact Amy Manley at (307) 777-6000 or [amanle@educ.state.wy.us](mailto:amanle@educ.state.wy.us).

Attachments (2)



**The information provided in the 2007-08 Instructional Facilitators Grant District Report provides documentation of:**

- I. Instructional Facilitator Standards and Evaluation
- II. IF Strategies Employed by the District
- III. Implementation Plan
- IV. Evaluation of Program

**Important: For your 2008-09 application, submit a plan addressing the four items above. For more information regarding these four items, refer to your 2007-08 School-Based Instructional Facilitators/ Instructional Coaches Grant Annual Report.**

**By signing below, I assure that the information provided in this application is complete and accurate for my district. If unable to submit electronic signatures, please print out this page, have signatures in blue ink and submit a hard copy to Judy Yates at the Wyoming Department of Education, 2020 Grand Ave., Ste. 500, Laramie, WY 82070.**

\_\_\_\_\_  
Superintendent's Printed Name                      Superintendent's Signature                      Date

\_\_\_\_\_  
Board of Trustee's Printed Name                      Board of Trustee's Signature                      Date

## **SCHOOL–BASED INSTRUCTIONAL FACILITATORS/ INSTRUCTIONAL COACHES 2007-08 GRANT ANNUAL REPORT**

### **Year Two Grant Report – Due April 15, 2008**

#### **General Information:**

On March 10, 2006, the 2006 Wyoming Legislature passed HB 139, which created a program to augment amounts within the education resource block grant model available to districts for school-based instructional facilitators and instructional coaches. Funding was made available during a “pilot period.”

School-based instructional facilitators or instructional coaches (sometimes called mentors, site coaches, curriculum specialists, and/or lead teachers) would coordinate the instructional program, but most importantly would provide the critical ongoing instructional coaching and mentoring necessary for teachers to improve their instructional practice. (For further information regarding this grant, please see HB 139 <http://legisweb.state.wy.us/2006/Enroll/HB0139.pdf>).

Grant amounts for the 2007-2008 school year were based upon school-level attendance and configuration reports for school year 2006-2007. These grant funds had to be tracked by the Wyoming Department of Education (WDE) and any funds not spent as part of the approved School-Based Instructional Facilitators/Instructional Coaches grant need to be refunded to the WDE.

The information collected from the Instructional Facilitator district reports and WDE 601 data will be used when presenting the annual report to the Joint Education Interim Committee (JEIC). For questions regarding this grant report, contact Dr. Joy Mockelmann at [jmocke@educ.state.wy.us](mailto:jmocke@educ.state.wy.us) or (307) 777-8505.

## 2007-08 School-Based Instructional Facilitators/Coaches Grant Annual Report

This report has been developed by the Instructional Facilitators Grant Task Force which consists of instructional facilitators and administrators from Wyoming school districts and WDE staff. It has been designed to align with the guidelines of the Instructional Facilitators Grant and the final November 30, 2005, Recalibration Report. The information and recommendations gathered from the districts' reports from the initial grant year are also imbedded in this form. For districts that have not yet developed the Instructional Facilitator program to the level defined in those documents, WDE is committed to providing assistance in meeting those expectations. Contact Joy Mockelmann for assistance. (Contact Information is available on page 1.)

### **PART I – Instructional Facilitator Standards and Evaluation**

Each district should put into practice a set of professional performance standards for their Instructional Facilitators. These standards should provide guidance in defining the role of the facilitators and the basis for their evaluation.

1. Has your district developed or adopted professional performance standards for the Instructional Facilitators?     \_\_\_ yes   \_\_\_ no
2. If yes, please include a copy of the performance standards. If your district's standards are based on published standards, please also note the original source(s).
3. Please include a copy of the form that is used when evaluating the performance of the Instructional Facilitators in your district.
4. If no, please provide a plan for determining professional performance standards for the Instructional Facilitators.

### **Part II – IF Strategies Employed by the District**

Each district should have a professional teaching model that defines the expectations for their teachers in the classroom. The activities of the Instructional Facilitators can support the implementation of the model in several areas.

1. Has your district adopted a Professional Teaching Practices Model (Danielson, Connecticut Common Core of Teaching, etc.)?  
\_\_\_yes   \_\_\_no
2. If yes, which model?
3. If no, please submit a plan for adopting a professional teaching practices model that defines the expectations for teachers in the classroom.
4. Please check the areas your Instructional Facilitators support in your district's professional development program.
  - a. \_\_\_Working with teachers in analyzing student performance data to improve student achievement
  - b. \_\_\_Curriculum mapping/alignment

- c. \_\_\_Assisting teachers in designing formative and benchmark assessments
- d. \_\_\_Developing lessons and/or units of instruction with teachers
- e. \_\_\_Using the Coaching Cycle (pre-conference, model, post-conference) with individual teachers
- f. \_\_\_Assisting teachers in using technology in instruction
- g. \_\_\_Others – please list

**Part III – Implementation Plan**

Describe how the district Instructional Facilitators aligned their strategies to student performance data for each school’s improvement plan to assist teachers in reaching the school’s improvement plan’s goals.

**Part IV – Evaluation of Program**

The ultimate goal of the Instructional Facilitators Grant is to improve instruction leading to increased student achievement. Future reports will include requests for data related to the improvement of instruction. Over the next several months, WDE staff will be working with district personnel in designing appropriate measures that would be included in the report. For this report, please indicate your perception of the implementation level for each of the areas.

Implementation Levels

1 = No Implementation                      2 = Beginning                      3 = Emerging                      4 = Established

The activities of the Instructional Facilitator: (please circle the appropriate level for each area)

- a. 1 2 3 4 - are school-based
- b. 1 2 3 4 - are continuous and on-going
- c. 1 2 3 4 - involve the “coaching cycle”
- d. 1 2 3 4 - are organized around individual and/or teacher groups
- e. 1 2 3 4 - are focused on content knowledge and/or pedagogy
- f. 1 2 3 4 - facilitate the change process

To what level has the overall Instructional Facilitator Program been implemented in your district with the fidelity described in the final recalibration report (<http://legisweb.state.wy.us/2008/interim/schoolfinance/WYRecalibration.pdf>)? (Please circle one.)

1 = No Implementation                      2 = Beginning                      3 = Emerging                      4 = Established

If your district does have an IF evaluation related to linking the IF program and increased student academic achievement, please describe the evaluation process.

Important: Instructional Facilitators and Coordinators: WDE is working with the UW Education Leadership Doctoral Program regarding the evaluation of the Wyoming Instructional Facilitator programs. We request that you participate in the survey conducted by University of Wyoming graduate students. Instructional Facilitators and Coordinators please watch for an e-mail regarding this survey. They will share survey information with WDE to augment the second annual report to JEIC.

**By signing below, I assure that the information provided in this report is complete and accurate for my district schools. If unable to submit electronic signatures, please print out this page, have signatures in blue ink and submit a hard copy to Judy Yates, Wyoming Department of Education, 2020 Grand Ave., Ste. 500, Laramie, WY 82070.**

District Name \_\_\_\_\_ IF District Contact \_\_\_\_\_

E-mail \_\_\_\_\_ Telephone Number \_\_\_\_\_

\_\_\_\_\_  
Superintendent's Printed Name                      Superintendent's Signature                      Date

\_\_\_\_\_  
Board of Trustee's Chair Printed Name                      Board of Trustee's Chair's Signature                      Date