



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction

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MEMORANDUM NO. 2011-044

TO: School District Superintendents
School Principals
Business Managers

FROM: Jillian Balow, Literacy/Numeracy Supervisor
Amy Copeland, School Foundation Program Supervisor *jmb*

DATE: March 25, 2011

SUBJECT: 2011-2012 Grant Application and Report for Instructional Facilitators (IFs)

TIME SENSITIVE MATERIAL

Legislative Update:

During the 2011 Legislative Session, the Wyoming Legislature approved funding for the Instructional Facilitator (IF) Grant Program at an amount equal to 60% for each full-time equivalent FTE. This funding model is in effect for the next biennium and the total grant amount will be adjusted annually, based upon the updated FTE amount. Additionally, any appropriated amounts not expended or encumbered by July 1 of the school year following the appropriation, shall revert to the foundation program account.

2011-2012 Grant Application and Report:

The School Year 2011-2012 grant application and report for IFs is attached and due **April 15, 2011**. An electronic version of the application and report may be accessed at: <http://edu.wyoming.gov/> under the following: "Programs" → "All Programs" → "Instructional Facilitators." This application/report is designed to collect the following information about how school districts implement the IF program:

- Eligibility Requirements
- IF Program Standards and Evaluation
- IF Information
- Implementation of specific strategies by IFs

Additionally, completion of an online survey is required as part of the application process and is due on April 15, 2011. It may be accessed at: <http://www.zoomerang.com/Survey/WEB22C4MNMQ4Y6/>

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District personnel with oversight and knowledge of the IF Program should complete the application/report and survey.

Options and directions for submission of the application/report are included on the form. The survey is submitted online.

If the district chooses not to apply or is not eligible to participate, please check "No" in the appropriate space, complete Part III of the application (IF Information), obtain the required signatures, and submit the Application/report, as required by W.S. 21-13-335.

Estimated Award Amounts:

Attached are the estimated grant award amounts for the 2011-2012 school year. The final grant award amounts will be updated, if necessary, when all applications are received and School Year 2010-2011 Average Daily Membership (ADM) data are finalized.

The 2011-2012 grant amounts will be calculated in accordance with W.S. 21-13-335. 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. 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 an alternative school. The Wyoming funding model generates resources to utilize IFs in those schools. Allowable IF grant expenditures only include IF salaries and benefits. Other resources needed to implement this program are generated by the Wyoming funding model (e.g. professional development, supplies and materials, technology and equipment, and assessments).

2010-2011 Grant Expenditures:

The application/report is not intended to collect expenditure data. The school-level 2010-2011 grant expenditures will be collected on the WDE-601 Annual District Report. Details regarding the WDE-601 Annual District Report can be found at:

<http://edu.wyoming.gov/DataInformationAndReporting/DataCollectionSuite.aspx>

The WDE-601 is due **August 12, 2011**. If you have questions about reporting 2010-2011 Instructional Facilitator grant expenditures or the WDE-601 Annual District Report, please contact Amy Copeland at acopel@educ.state.wy.us or (307)777-6000.

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Any funds not spent or encumbered from the 2010-2011 Instructional Facilitator Grant must be returned to the WDE by **June 1, 2011**. Please send your payment to Amy Copeland, Wyoming Department of Education (WDE), 2300 Capitol Ave., Hathaway Building, 2nd Floor, Cheyenne, WY 82002. If you have any questions regarding this process, please contact Amy Copeland at acopel@educ.state.wy.us or (307)777-6000.

Timeline:

The following dates are provided for information and planning:

April 15, 2011:	2011-2012 IF application/report and survey due to WDE
May 1, 2011:	WDE notifies districts of updates to estimated 2011-2012 award amounts
August 12, 2011:	2010-2011 district IF grant expenditures reported to WDE via WDE-601 annual district report
August 15, 2011:	WDE School Foundation Program will distribute approved 2011-2012 grant amounts to each district

If you have questions regarding the School Year 2011-12 Application and Report for Supplemental Financial Assistance for IFs, please contact Jillian Balow at jbalow@educ.state.wy.us or (307)777-8909.

If you have questions regarding calculating of the 2011-12 IF grants and the resources generated by the Wyoming Funding Model, or the reporting of 2010-11 IF grant expenditures, please contact Amy Copeland at acopel@educ.state.wy.us or (307)777-6000.

JB:al

Attachments: Estimated School Year 2011-12 Grant Award
2011-2012 Application and Report for IFs

**Estimated SY 2011-12
Instructional Facilitator Grant Award Amounts**

District ID	District	School ID	School	Sum of Prorata Total Est. IF's	Sum of Prorata Total \$
0101000	Albany #1	0101001	Snowy Range Academy	0.48 \$	35,899.12
		0101002	Beitel Elementary	0.86 \$	63,555.96
		0101005	Centennial Elementary	0.00 \$	-
		0101009	Harmony Elementary	0.00 \$	-
		0101014	River Bridge Elementary	0.00 \$	-
		0101015	Rock River Elementary	0.00 \$	-
		0101017	Slade Elementary	1.02 \$	75,299.99
		0101020	Velma Linford Elementary	1.10 \$	81,747.70
		0101027	Spring Creek Elementary	1.00 \$	74,282.39
		0101028	Indian Paintbrush Elementary	1.06 \$	78,293.57
		0101030	UW Laboratory School	0.61 \$	45,493.27
		0101050	Laramie Junior High School	1.94 \$	143,364.92
		0101051	Rock River Junior High School	0.00 \$	-
		0101055	Laramie High School	2.13 \$	158,113.54
		0201000	Big Horn #1	0201001	Burlington Elementary
0201004	Rocky Mountain Elementary			0.61 \$	46,422.34
0201050	Burlington Junior High School			0.00 \$	-
0201051	Rocky Mountain Middle School			0.25 \$	19,223.38
0201055	Burlington High School			0.24 \$	18,065.13
0201056	Rocky Mountain High School			0.35 \$	26,851.87
0202000	Big Horn #2			0202001	Lovell Elementary
		0202050	Lovell Middle School	0.46 \$	34,078.42
		0202055	Lovell High School	0.57 \$	42,121.78
0203000	Big Horn #3	0203002	Greybull Elementary	0.68 \$	51,250.21
		0203050	Greybull Middle School	0.37 \$	28,145.71
		0203055	Greybull High School	0.44 \$	33,246.40
0204000	Big Horn #4	0204001	Laura Irwin Elementary	0.34 \$	25,269.01
		0204003	Manderson Elementary	0.00 \$	-
		0204051	Cloud Peak Middle School	0.20 \$	15,024.14
		0204055	Riverside High School	0.29 \$	21,711.66
0301000	Campbell #1	0301002	4-J Elementary School	0.00 \$	-
		0301006	Cottonwood Elementary	0.87 \$	69,961.38
		0301009	Hillcrest Elementary	1.30 \$	105,008.56
		0301010	Little Powder Elementary	0.00 \$	-
		0301011	Meadowlark Elementary	1.03 \$	83,204.88
		0301012	Lakeview Elementary	1.17 \$	94,232.03
		0301013	Rawhide Elementary	0.93 \$	75,133.58
		0301014	Recluse School	0.00 \$	-

		0301015	Rozet Elementary	1.10	\$	88,616.36
		0301017	Prairie Wind Elementary	1.28	\$	103,254.24
		0301019	Wagonwheel Elementary	1.37	\$	110,772.76
		0301021	Paintbrush Elementary	1.49	\$	120,045.59
		0301022	Conestoga Elementary	1.35	\$	108,440.04
		0301023	Sunflower Elementary	1.44	\$	115,696.69
		0301024	Pronghorn Elementary	1.45	\$	117,162.95
		0301050	Twin Spruce Junior High School	2.26	\$	181,933.69
		0301051	Sage Valley Junior High School	2.61	\$	210,346.51
		0301055	Campbell County High School	4.19	\$	337,516.78
		0301056	Wright Jr. & Sr. High School	0.74	\$	59,804.40
		0301057	Westwood High School	0.00	\$	-
0401000	Carbon #1	0401002	Bairoil Elementary	0.00	\$	-
		0401003	Mountain View Elementary	0.63	\$	46,278.44
		0401004	Pershing Elementary	0.77	\$	56,655.09
		0401005	Sinclair Elementary	0.00	\$	-
		0401007	Highland Hills Elementary	1.11	\$	82,016.15
		0401049	Little Snake River Valley School	0.48	\$	35,645.51
		0401050	Rawlins Middle School	1.00	\$	74,146.01
		0401056	Rawlins High School	1.29	\$	95,570.64
		0401057	Cooperative High	0.00	\$	-
0402000	Carbon #2	0402001	Elk Mountain Elementary	0.00	\$	-
		0402003	Hanna Elementary	0.27	\$	20,190.20
		0402005	Medicine Bow Elementary	0.00	\$	-
		0402006	Saratoga Elementary	0.48	\$	36,249.70
		0402048	HEM Junior/Senior High School	0.28	\$	21,372.76
		0402049	Encampment K-12 School	0.36	\$	27,543.08
		0402059	Saratoga Middle/High School	0.41	\$	30,909.11
0501000	Converse #1	0501001	Dry Creek Elementary	0.00	\$	-
		0501002	Douglas Primary School	1.20	\$	90,821.54
		0501003	Moss Agate Elementary	0.00	\$	-
		0501006	Shawnee Elementary	0.00	\$	-
		0501010	Douglas Intermediate School	1.11	\$	83,772.89
		0501011	White Elementary	0.00	\$	-
		0501050	Douglas Middle School	1.04	\$	78,673.57
		0501055	Douglas High School	1.52	\$	115,000.99
0502000	Converse #2	0502004	Grant Elementary	0.81	\$	60,105.41
		0502007	Glenrock Intermediate School	0.35	\$	25,723.43
		0502050	Glenrock Middle School	0.30	\$	22,682.69
		0502055	Glenrock High School	0.63	\$	46,837.95
0601000	Crook #1	0601005	Moorcroft Elementary	0.92	\$	70,081.86
		0601007	Sundance Elementary	0.58	\$	44,361.58
		0601048	Sundance Secondary School	0.50	\$	37,587.08
		0601049	Hulett School	0.56	\$	42,125.86
		0601058	Bear Lodge High School	0.00	\$	-
		0601059	Moorcroft Secondary School	0.70	\$	53,072.09
0701000	Fremont #1	0701002	North Elementary	0.84	\$	63,902.69
		0701003	South Elementary	0.99	\$	75,202.19
		0701004	West Elementary	0.90	\$	68,559.73
		0701006	Jeffrey City Elementary	0.00	\$	-
		0701050	Starrett Junior High School	0.72	\$	55,308.69
		0701055	Lander Valley High School	1.56	\$	118,859.45
		0701056	Pathfinder High School	0.00	\$	-
0702000	Fremont #2	0702001	Dubois Elementary	0.24	\$	18,583.14
		0702050	Dubois Middle School	0.00	\$	-

		0702055	Dubois High School	0.21	\$	15,943.50
0706000	Fremont #6	0706001	Crowheart Elementary	0.00	\$	-
		0706002	Wind River Elementary	0.53	\$	39,586.40
		0706055	Wind River Middle/High School	0.64	\$	47,809.90
0714000	Fremont #14	0714001	Wyoming Indian Elementary	0.92	\$	71,800.82
		0714050	Wyoming Indian Middle School	0.35	\$	26,995.80
		0714055	Wyoming Indian High School	0.44	\$	34,287.56
0721000	Fremont #21	0721001	Ft. Washakie Elementary	1.10	\$	81,023.43
		0721050	Ft. Washakie Middle School	0.21	\$	15,579.20
		0721055	Ft. Washakie Charter High School	0.14	\$	10,359.77
0724000	Fremont #24	0724001	Shoshoni Elementary	0.50	\$	35,770.10
		0724050	Shoshoni Junior High School	0.14	\$	10,185.09
		0724055	Shoshoni High School	0.29	\$	20,793.34
0725000	Fremont #25	0725001	Ashgrove Elementary	0.90	\$	67,677.26
		0725003	Jackson Elementary	0.60	\$	45,196.23
		0725005	Aspen Park Elementary	0.94	\$	70,955.74
		0725007	Rendezvous Elementary	1.20	\$	90,147.06
		0725050	Riverton Middle School	1.67	\$	125,465.54
		0725056	Riverton High School	2.01	\$	151,528.25
0738000	Fremont #38	0738001	Arapahoe Elementary	0.93	\$	68,717.07
		0738055	Arapahoe Charter High School	0.00	\$	-
0801000	Goshen #1	0801002	Southeast Elementary	0.40	\$	29,730.84
		0801004	La Grange Elementary	0.00	\$	-
		0801005	Lingle-Ft. Laramie Elementary	0.31	\$	22,854.74
		0801006	Trail Elementary	0.87	\$	65,118.75
		0801007	Lincoln Elementary	0.85	\$	63,501.29
		0801050	Lingle-Ft. Laramie Middle School	0.19	\$	14,446.97
		0801051	Southeast Junior High School	0.17	\$	12,914.67
		0801052	Torrington Middle School	0.83	\$	61,609.33
		0801055	Southeast High School	0.32	\$	23,712.18
		0801058	Lingle-Ft. Laramie High School	0.28	\$	21,171.59
		0801059	Torrington High School	1.07	\$	79,862.93
0901000	Hot Springs #1	0901004	Ralph Witters Elementary	0.75	\$	56,801.19
		0901050	Thermopolis Middle School	0.58	\$	43,470.44
		0901055	Hot Springs County High School	0.62	\$	46,896.68
1001000	Johnson #1	1001002	Clear Creek Elementary	0.50	\$	38,863.97
		1001006	Meadowlark Elementary	1.05	\$	80,846.66
		1001049	Kaycee School	0.43	\$	33,120.05
		1001050	Clear Creek Middle School	0.71	\$	54,404.67
		1001055	Buffalo High School	1.02	\$	78,724.23
1101000	Laramie #1	1101001	Alta Vista Elementary	1.04	\$	82,032.63
		1101002	Arp Elementary	1.01	\$	80,067.78
		1101003	Baggs Elementary	1.00	\$	79,085.35
		1101004	Bain Elementary	1.04	\$	81,941.54
		1101005	Buffalo Ridge Elementary	0.97	\$	76,693.21
		1101007	Cole Elementary	0.68	\$	53,857.96
		1101009	Davis Elementary	1.11	\$	87,927.19
		1101010	Deming Elementary	0.34	\$	27,016.73
		1101011	Dildine Elementary	1.47	\$	116,417.56
		1101013	Fairview Elementary	0.39	\$	30,698.28
		1101014	Gilchrist Elementary	0.37	\$	29,173.63
		1101015	Goins Elementary	0.98	\$	77,536.34
		1101016	Hebard Elementary	0.58	\$	46,174.05
		1101017	Henderson Elementary	0.94	\$	74,205.72
		1101018	Hobbs Elementary	1.48	\$	116,908.78

		1101019	Clawson Elementary	0.16	\$	13,017.15
		1101020	Jessup Elementary	1.09	\$	85,716.73
		1101021	Lebhart Elementary	0.45	\$	35,261.96
		1101022	Miller Elementary	0.23	\$	18,420.50
		1101023	Pioneer Park Elementary	1.03	\$	81,660.97
		1101024	Rossman Elementary	0.97	\$	76,383.68
		1101025	Willadsen Elementary	0.00	\$	-
		1101026	Anderson Elementary	1.37	\$	108,558.15
		1101027	Afflerbach Elementary	1.35	\$	106,483.21
		1101028	Freedom Elementary	1.02	\$	80,804.60
		1101029	Sunrise Elementary	1.11	\$	87,304.57
		1101030	Saddle Ridge Elementary	0.94	\$	74,173.22
		1101050	Carey Junior High School	2.97	\$	234,814.53
		1101051	Johnson Junior High School	1.57	\$	123,729.62
		1101052	McCormick Junior High School	2.88	\$	227,473.88
		1101055	Central High School	3.39	\$	267,858.14
		1101056	East High School	4.21	\$	332,161.80
		1101057	Triumph High School	0.00	\$	-
		1101058	South High School	1.50	\$	118,340.31
1102000	Laramie #2	1102001	Albin Elementary	0.20	\$	14,387.10
		1102002	Carpenter Elementary	0.22	\$	16,340.04
		1102004	Pine Bluffs Elementary	0.45	\$	33,342.60
		1102005	Burns Elementary	0.61	\$	44,531.50
		1102056	Burns Jr & Sr High School	0.80	\$	58,461.87
		1102057	Pine Bluffs Jr & Sr High School	0.48	\$	35,077.12
1201000	Lincoln #1	1201001	Kemmerer Elementary	0.72	\$	52,855.90
		1201050	Kemmerer Middle School	0.52	\$	38,369.60
		1201055	Kemmerer High School	0.49	\$	36,043.91
		1201056	Kemmerer Alternative School	0.00	\$	-
1202000	Lincoln #2	1202001	Afton Elementary	1.22	\$	92,679.01
		1202002	Cokeville Elementary	0.45	\$	33,916.80
		1202003	Thayne Elementary	1.04	\$	79,139.20
		1202004	Etna Elementary	0.80	\$	60,486.06
		1202005	Osmond Elementary	0.96	\$	72,750.76
		1202051	Star Valley Middle School	1.05	\$	79,892.90
		1202055	Cokeville High School	0.29	\$	21,965.16
		1202056	Star Valley High School	2.01	\$	152,000.57
		1202057	Swift Creek High School	0.00	\$	-
1301000	Natrona #1	1301001	Alcova Elementary	0.00	\$	-
		1301002	Crest Hill Elementary	1.01	\$	79,673.72
		1301003	Evansville Elementary	0.82	\$	64,648.81
		1301005	Cottonwood Elementary	0.96	\$	75,423.61
		1301006	Ft. Caspar Academy	1.37	\$	107,992.89
		1301008	Grant Elementary	0.64	\$	50,605.31
		1301009	Sagewood Elementary	0.92	\$	72,498.73
		1301011	Manor Heights Elementary	1.06	\$	83,455.32
		1301014	Mills Elementary	0.50	\$	39,362.64
		1301015	Mountain View Elementary	0.66	\$	51,670.07
		1301016	North Casper Elementary	0.67	\$	52,394.46
		1301017	Paradise Valley Elementary	1.27	\$	99,789.97
		1301018	Park Elementary	0.87	\$	68,612.12
		1301019	Pineview Elementary	0.85	\$	66,607.86
		1301020	Poison Spider Elementary	0.64	\$	50,298.74
		1301021	Powder River Elementary	0.00	\$	-
		1301022	Red Creek Elementary	0.00	\$	-

		1301023	Southridge Elementary	0.87	\$	68,818.44
		1301024	University Park Elementary	0.61	\$	48,326.22
		1301025	Verda James Elementary	1.29	\$	101,964.45
		1301027	Willard Elementary	0.69	\$	54,539.33
		1301028	Willow Creek Elementary	0.00	\$	-
		1301029	Woods Learning Center	0.43	\$	33,881.94
		1301031	Oregon Trail Elementary	0.95	\$	74,547.86
		1301033	Bar Nunn Elementary	0.70	\$	55,185.46
		1301038	Casper Classical Academy	0.70	\$	54,853.53
		1301039	Summit Elementary	0.45	\$	35,752.75
		1301048	Frontier Middle School	0.69	\$	54,277.79
		1301049	Midwest School	0.50	\$	39,244.25
		1301050	C Y Middle School	2.04	\$	160,978.33
		1301051	Dean Morgan Junior High School	2.55	\$	200,880.08
		1301054	Centennial Junior High School	1.94	\$	152,750.66
		1301055	Kelly Walsh High School	4.16	\$	327,330.07
		1301057	Natrona County High School	4.67	\$	367,630.62
		1301058	Roosevelt High School	0.00	\$	-
1401000	Niobrara #1	1401003	Lance Creek Elementary	0.00	\$	-
		1401004	Lusk Elementary	0.82	\$	60,057.05
		1401050	Lusk Middle School	0.46	\$	33,902.33
		1401055	Niobrara County High School	0.81	\$	59,277.09
1501000	Park #1	1501001	Clark Elementary	0.00	\$	-
		1501002	Parkside Elementary	0.73	\$	59,011.95
		1501003	Southside Elementary	1.03	\$	82,766.77
		1501004	Westside Elementary	0.73	\$	58,511.85
		1501050	Powell Middle School	1.03	\$	83,216.86
		1501055	Powell High School	1.37	\$	110,250.20
		1501056	Shoshone Learning Center	0.00	\$	-
1506000	Park #6	1506001	Eastside Elementary	1.00	\$	79,949.18
		1506002	Sunset Elementary	0.95	\$	75,859.74
		1506003	Valley Elementary	0.00	\$	-
		1506004	Wapiti Elementary	0.00	\$	-
		1506005	Glenn Livingston Elementary	1.07	\$	85,032.32
		1506050	Cody Middle School	1.49	\$	118,654.05
		1506055	Cody High School	1.95	\$	155,714.34
1516000	Park #16	1516049	Meeteetse School	0.33	\$	23,103.05
1601000	Platte #1	1601001	Chugwater Elementary	0.00	\$	-
		1601002	Glendo Elementary	0.00	\$	-
		1601003	Libbey Elementary	0.63	\$	49,640.13
		1601005	West Elementary	0.65	\$	50,829.68
		1601050	Wheatland Middle School	0.65	\$	50,977.44
		1601051	Chugwater Junior High School	0.00	\$	-
		1601052	Glendo Junior High School	0.00	\$	-
		1601055	Chugwater High School	0.00	\$	-
		1601056	Glendo High School	0.00	\$	-
		1601057	Wheatland High School	0.87	\$	68,107.52
1602000	Platte #2	1602001	Guernsey-Sunrise Elementary	0.30	\$	24,058.66
		1602050	Guernsey-Sunrise Junior High	0.00	\$	-
		1602055	Guernsey-Sunrise High School	0.25	\$	19,410.35
1701000	Sheridan #1	1701001	Big Horn Elementary	0.62	\$	50,440.31
		1701002	Slack Elementary	0.00	\$	-
		1701003	Tongue River Elementary	0.67	\$	54,236.43
		1701050	Big Horn Middle School	0.34	\$	27,793.06
		1701051	Tongue River Middle School	0.31	\$	25,036.73

		1701055	Big Horn High School	0.38	\$	30,779.10
		1701056	Tongue River High School	0.43	\$	34,913.60
1702000	Sheridan #2	1702002	Coffeen Elementary	0.70	\$	56,399.13
		1702003	Highland Park Elementary	1.00	\$	80,183.75
		1702005	Story Elementary	0.00	\$	-
		1702007	Woodland Park Elementary	0.88	\$	70,441.80
		1702009	Meadowlark Elementary	0.98	\$	78,404.82
		1702010	Sagebrush Elementary	1.14	\$	91,472.75
		1702050	Sheridan Junior High School	1.93	\$	155,071.87
		1702052	The Wright Place	0.00	\$	-
		1702056	Ft. Mackenzie	0.00	\$	-
		1702057	Sheridan High School	2.59	\$	208,172.35
1703000	Sheridan #3	1703001	Arvada Elementary	0.00	\$	-
		1703002	Clearmont Elementary	0.00	\$	-
		1703051	Arvada-Clearmont Junior High	0.00	\$	-
		1703055	Arvada-Clearmont High School	0.00	\$	-
1801000	Sublette #1	1801001	Bondurant Elementary	0.00	\$	-
		1801002	Pinedale Elementary	1.50	\$	122,609.78
		1801050	Pinedale Middle School	0.65	\$	53,491.88
		1801055	Pinedale High School	0.83	\$	68,067.26
1809000	Sublette #9	1809001	Big Piney Elementary	0.79	\$	64,582.70
		1809002	La Barge Elementary	0.23	\$	19,229.86
		1809050	Big Piney Middle School	0.50	\$	40,822.76
		1809055	Big Piney High School	0.53	\$	43,855.31
1901000	Sweetwater #1	1901001	Desert Elementary	0.19	\$	14,867.34
		1901002	Desert View Elementary	1.14	\$	87,543.06
		1901003	Farson-Eden Elementary	0.23	\$	17,595.72
		1901004	Lincoln Elementary	0.71	\$	54,312.44
		1901006	Overland Elementary	0.97	\$	74,888.96
		1901010	Walnut Elementary	1.05	\$	80,685.99
		1901013	Northpark Elementary	0.99	\$	76,085.27
		1901014	Westridge Elementary	1.32	\$	101,447.02
		1901015	White Mountain Elementary	1.85	\$	142,279.84
		1901016	Sage Elementary	1.19	\$	91,876.55
		1901050	Rock Springs East Junior High	2.17	\$	167,127.81
		1901053	Desert Middle School	0.00	\$	-
		1901054	Farson-Eden Middle School	0.00	\$	-
		1901055	Farson-Eden High School	0.16	\$	12,102.32
		1901056	Rock Springs High School	3.49	\$	268,192.01
		1901057	Independence High School	0.00	\$	-
1902000	Sweetwater #2	1902001	Granger Elementary	0.00	\$	-
		1902002	Harrison Elementary	0.74	\$	57,788.43
		1902004	McKinnon Elementary	0.00	\$	-
		1902006	Thoman Ranch Elementary	0.00	\$	-
		1902007	Washington Elementary	0.78	\$	60,702.13
		1902010	Jackson Elementary	0.91	\$	70,828.92
		1902011	Truman Elementary	1.00	\$	77,798.38
		1902012	Monroe Intermediate School	1.24	\$	97,181.90
		1902050	Lincoln Middle School	1.14	\$	88,798.55
		1902055	Green River High School	1.99	\$	155,161.04
		1902056	Expedition Academy	0.00	\$	-
2001000	Teton #1	2001001	Alta Elementary	0.18	\$	16,792.07
		2001003	Kelly Elementary	0.00	\$	-
		2001004	Moran Elementary	0.00	\$	-
		2001005	Wilson Elementary	0.76	\$	70,852.69

		2001009	Colter Elementary	1.30	\$	122,169.86
		2001010	Jackson Elementary	1.45	\$	135,873.88
		2001050	Jackson Hole Middle School	1.54	\$	143,954.66
		2001055	Jackson Hole High School	1.77	\$	165,547.86
		2001056	Summit High School	0.00	\$	-
2101000	Uinta #1	2101002	Clark Elementary	0.70	\$	52,260.22
		2101004	Uinta Meadows Elementary	1.37	\$	102,111.30
		2101005	North Evanston Elementary	1.19	\$	88,262.06
		2101006	Aspen Elementary	1.12	\$	83,089.76
		2101050	Davis Middle School	1.04	\$	77,446.30
		2101051	Evanston Middle School	0.97	\$	71,944.65
		2101055	Evanston High School	2.29	\$	170,666.47
		2101056	Horizon Alternative School	0.00	\$	-
2104000	Uinta #4	2104001	Mountain View Elementary	0.64	\$	46,948.08
		2104002	Ft. Bridger Elementary	0.51	\$	37,561.00
		2104050	Mountain View Middle School	0.48	\$	35,482.75
		2104055	Mountain View High School	0.63	\$	46,274.12
2106000	Uinta #6	2106002	Urie Elementary	0.93	\$	70,424.68
		2106050	Lyman Middle School	0.63	\$	47,708.62
		2106055	Lyman High School	0.64	\$	48,399.24
2201000	Washakie #1	2201001	East Side Elementary	0.76	\$	59,424.01
		2201002	South Side Elementary	0.57	\$	43,964.10
		2201003	West Side Elementary	0.75	\$	58,446.11
		2201050	Worland Middle School	0.90	\$	69,569.57
		2201055	Worland High School	1.11	\$	85,876.64
2202000	Washakie #2	2202049	Ten Sleep K-12	0.30	\$	20,573.95
2301000	Weston #1	2301001	Newcastle Elementary 3-5	0.52	\$	39,746.43
		2301003	Newcastle Elementary K-2	0.62	\$	46,894.04
		2301050	Newcastle Middle School	0.53	\$	40,073.70
		2301055	Newcastle High School	0.71	\$	53,641.42
2307000	Weston #7	2307001	Upton Elementary	0.39	\$	30,457.95
		2307050	Upton Middle School	0.17	\$	13,548.13
		2307055	Upton High School	0.26	\$	20,442.07
Grand Total				260.73	\$	20,345,953.41

DISTRICT NAME _____

2011-2012

**Application and Report for
Supplemental Financial Assistance
for Instructional Facilitators**

In partial fulfillment of W.S. 21-13-335

DUE: APRIL 15, 2011

Cindy Hill, Superintendent of Public Instruction



**Wyoming
Department of
Education**

2300 Capitol Avenue, Hathaway Building 2nd Floor, Cheyenne WY 82002-0050
307-777-7675 Office 307-777-6234 Fax <http://edu.wyoming.gov>

The Instructional Facilitator (IF) Grant Application/Report should be completed by personnel at the district level with knowledge and insight about the district program. The completed grant application/report is due to WDE by April 15, 2011.

PART I – Application:

Program Eligibility Requirements

Provide information/documentation pertaining to the district’s current fulfillment of each requirement, as established in *W.S. 21-13-335*, Supplemental Financial Assistance Program for Instructional Facilitators and Instructional Coaches.

A. What research-based approach or framework regarding the district IF program is being implemented? (e.g. Cognitive Coaching)

B. Describe specifically how the district IF Program has evolved since the inception of the grant? (e.g. changed frameworks, provided particular professional development for IFs, etc)

C. Describe the responsibilities that designate IFs as instructional leaders in the district?

The Instructional Facilitator (IF) Grant Application/Report should be completed by personnel at the district level with knowledge and insight about the district program. The completed grant application/report is due to WDE by April 15, 2011.

PART I – Application: (continued)

D. Describe the responsibilities of the IFs that are substantially associated with and devoted to the improvement of instruction

E. Describe the system by which school administrators prioritize the use of IFs based on student achievement gains measured over time is used.

F. Do IFs in the district have delegated duties not related to instructional improvement? ____yes ____no. If yes, please explain.

G. Do IFs in the district have the responsibility for direct administrative supervision or evaluation of instructors? ____yes ____no. If yes, please explain. (e.g. IFs are required to NOT have administrative supervision, however some staff have a dual role of part-time IF and part-time administrator)

The Instructional Facilitator (IF) Grant Application/Report should be completed by personnel at the district level with knowledge and insight about the district program. The completed grant application/report is due to WDE by April 15, 2011.

PART II—IF Standards and Evaluation

- A. Describe how IFs are evaluated in the district (attach additional sheets and documentation as necessary). Include:
1. The title(s) of personnel performing the evaluation (e.g. building principal)
 2. The process for the evaluation (observation(s), goal setting, debriefing, etc)
 3. A plan for improvement for IFs who do not meet standards/expectations set forth by the district
 4. Provide new or updated documents that exist in the district to support IFs such as: handbook, interview templates for hiring IFs, evaluation instrument, professional practice standards for IFs, and other guiding documents. NOTE: If these documents have been provided with a previous year's IF application/report, there is no need to resend. Please send new documents and updates only. (Documents may be scanned and submitted electronically with the application or hardcopies may be sent, via mail, to the address listed on page 7.)

The Instructional Facilitator (IF) Grant Application/Report should be completed by personnel at the district level with knowledge and insight about the district program. The completed grant application/report is due to WDE by April 15, 2011.

PART III—IF Information

District Name _____ School Name _____

Please complete the following information for **each school** in the district based on 2010-2011 statistics. (Make copies of this sheet as needed.) This data for instructional facilitators has been requested by the Wyoming Legislature. Contact information is for our records, which will also be shared with the University of Wyoming.

Name of IF	Email contact	Part Time/ Full Time	If part time, what percent?	If part-time, what are other responsibilities? (e.g. teacher)	What percentage of IF salary comes from IF grant?	If not 100%, how is IF salary augmented? (e.g. Title I)

PART IV— IF Application/Report Online Survey

Personnel with oversight and knowledge of the District IF Program must complete an online survey as part of the application process. Results from the survey will provide WDE with additional information about the roles and responsibilities of IFs, coaching strategies being used, and the types of professional development being provided by IF's to teachers. The information will be compiled and used for reporting to the Wyoming Legislature in fulfillment of W.S. 21-13-335. Additionally, the results will assist WDE with overall program improvement. The survey may be accessed by following the link: <http://www.zoomerang.com/Survey/WEB22C4MNMQ4Y6/>. The district IF application/report will not be considered complete until the survey has been successfully submitted.

Directions for Submission of IF Application/Report

The submission deadline for the Application for Supplemental Financial Assistance for IF's is Thursday, April 15, 2011. This application may be completed and submitted electronically or in hard copy form. Additionally, the online survey described in Part III must be completed by April 15, 2011. Directions for submission are below:

Electronic Submission (preferred)

If submitted electronically, the application/report must be sent with a read-receipt. Electronic signatures may be used for assurances. If an electronic signature is **not** used for assurances, the assurances page, with signatures in blue ink must be mailed and received by WDE at the address listed below, no later than April 15, 2011. Please submit electronically to both of the following addresses:

jbalow@educ.state.wy.us *and* lherna@educ.state.wy.us

An electronic submission will be considered “submitted” only after it is successfully downloaded at the WDE and a read receipt is sent, and received by the submitting district. Reports may not be submitted by fax machine.

Hard Copy Submission

If submitting a hard copy, an entire original, scanned district documents, and all signatures affixed in blue ink are required. The proposal can be mailed or hand delivered as follows:

U.S. Postal Service Delivery

Postmarked by April 13, 2011 with return receipt requested or
April 14, 2011 with Overnight Guaranteed

To: Lily Hernandez, Executive Assistant
Wyoming Department of Education
Educational Quality and Accountability Unit
2020 Grand Ave. Suite 500
Laramie, WY 82070

IF Application/Report Assurances Page

Checklist for submission:

- Part I- Application completed
- Part II- Standards and Evaluation completed
- Part II- new or updated supporting documents scanned and included with the application, or sent via mail, to address on previous page
- Part III-IF Information completed
- Part IV-online survey completed and submitted
- Assurances signatures affixed

FOR DISTRICTS NOT APPLYING FOR IF SUPPLEMENTAL ASSISTANCE:

By signing below, I certify that the district is NOT APPLYING, or, NOT ELIGIBLE TO APPLY (check one) for supplemental financial assistance for IF's for the 2011-2012 school year. Part III of this application has been completed. Signatures are affixed below, as required.

FOR DISTRICT APPLYING FOR IF SUPPLEMENTAL ASSISTANCE:

By signing below, I assure that the information provided in this application for 2011-2012 IF supplemental financial assistance is complete and accurate. I also assure that if the district chooses to reallocate the IF funds from one school to another, the decision will be in consultation with the district administration and the Board of Trustees.

- By checking this box, I certify that IF's currently employed, as well as those newly employed for the 2011-2012 school year, meet, or will meet, the employee requirements set forth in W.S. 21-13-335:
 - If employed prior to June 30, 2009, have at least five years of classroom teaching experience. Or,
 - If employed after June 30, 2009, have at least five years of classroom teaching experience **and** hold either a masters degree or certification by the National Board for Professional Teaching Standards.

District Name: _____

Superintendent's Printed Name

Superintendent's Signature

Date

Board of Trustee's Printed Name

Board of Trustee's Signature

Date