Grant Status Reports

REQUIREMENTS

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A. Overview

Status Report Purpose: The MHCRC wants to know how the funding you are receiving is assisting your school district in making progress toward the goals and outcomes of the TechSmart Initiative and your project. We will also use the report to learn about the status of your project implementation and any potential changes, delays or adjustments to the grant project.

Please refer to the MHCRC/ School District Grant Agreement: Attachment 1 (aka Project Plan) to ensure you are providing information in context of the agreed upon grant project.

Keep in mind the goal of the TechSmart Initiative is to support your school district to understand and implement effective instructional strategies and practices (Effective Practices) that use technology to foster improvement for all students. The Initiative focuses on the following All Hands Raised Partnership academic outcomes:

- Kindergarten Readiness
- English Language Learners’ Annual Progress
- Third Grade Reading
- Eighth Grade Math
- Ninth Grade Credit Attainment
- High School Graduation

Common Criteria for Identifying Effective Practices:

- Technology supports for Effective Practices are sustained and enhanced over time within district resources.
- The use of technology to improve student achievement is seen as a responsibility shared by teachers across all grade levels, district staff, families, and the community.
- Mechanisms and structures support sustained collaboration for teachers to share learnings and understanding about the use of technology in Effective Practices for improving student learning.
- Effective Practices for using technology:
  - Correlate with student cohorts exceeding AHR Partnership improvement targets
  - Correlate with eliminating the achievement gap
  - Implement differentiated/ individualized learning as a core strategy
  - Are guided by student assessment data
  - Actively engage students in their learning
  - Integrate digital citizenship skills and responsibilities into curriculum
- Student achievement has increased in one or more AHR outcomes, as measured by Student Cohort growth over time.
The rate of Student Cohort growth in one or more AHR outcomes is greatest for students who have previously been identified as at-risk and/or not on track to meet standards.

This is not a test. We view this is a collaborative learning process, but we need good documentation and data to further that learning.

B. Semi-Annual Reports

Semi-Annual Reports are to be completed mid-school year and cover the period July through December.

Please ensure that the detailed information in each section of the status report is for the time period of the report. If no activity has taken place in the report time period under a particular section, please indicate that is the case.

There are nine components to a Semi-Annual Status Report:

1. **General Information.** This form is informational only. It provides you with the report ID number, the status of the report (editing vs. submitted), report due date, reporting period, and the type of report (either Semi-Annual or Annual). *Please do not edit this information.*

2. **Outcomes Activities and Progress.** Report on the activities and progress made toward your stated project outcomes. Specifically:
   - Describe project activities that took place during this report period. Identify progress made toward the project outcomes and TechSmart Initiative goals. Be sure to include both quantitative and qualitative details as they relate to an activity.
   - Provide an example of how teachers are using real-time, formative assessment data to differentiate learning in the classroom. (Provide sample data if available).
   - How have students engaged with new technology as a result of the TechSmart grant funding? Please provide examples.
     - Describe how this engagement has positively impacted student learning.
     - What challenges have you encountered?
   - Is your district using a learning management system to identify effective instructional practices? (Y/N)
     - If Yes: Please describe how the LMS has been useful for identifying effective instructional practices (e.g., more efficient, easier, data driven). What ideas do you have for improvements to an LMS to make it more useful?
     - If No: What are you using for student data collection in order to differentiate learning? What are your district’s plans to acquire an LMS or similar system?

3. **Evaluation Progress.**
   - Keeping in mind your original grant project evaluation plan, summarize the key evaluation steps completed or underway. Please note any changes or updates in evaluation methods or data collection that have occurred from your original grant project evaluation plan.
   - Provide data results from any evaluation activities or steps completed during this report period only if the data will not be provided to Pacific Research & Evaluation for its work on the TechSmart Initiative evaluation. If applicable, a summary of the data is acceptable.
   - What are the primary lessons learned thus far about the project?
   - Have you had any course corrections or adjustments to your project based on learnings thus far?
   - How might these learnings impact project implementation in the next reporting period?
4. Implementation Progress.
   - By using the project’s original implementation plan/timeline, provide the status of your project through this report period, in relation to the original plan/timeline, by adding a “status” indicator about whether the task is complete; in progress; or delayed. (Note: to attach a mark-up of your Implementation plan/timeline, please use the Attachment form as described under #8 below.)
   - Describe any anticipated and unanticipated successes and challenges.
   - If another district asked you about technology integration with instruction in your district, what success story related to the TechSmart grant project would you share with them at this point in time? (These can be big or small successes!)
   - In what ways have you transferred or implemented effective instructional practices and strategies to other classrooms or academic settings within a school or to other schools in your school district?
   - In order for a promising practice to be considered “effective” under the MHRC Common Criteria, the practice must have shown similar positive outcomes in more than one setting. Describe any effective instructional strategies/practices that have been validated in new settings within your district.

5. Shared Learnings.
   - In what ways have you shared or disseminated learnings from the grant project with other teachers within your district and with district staff (i.e. Systems, activities, communications, etc.)?
   - In what ways have you shared or disseminated learnings from the TechSmart grant project with teachers and staff in other school districts within Multnomah County (i.e. Systems, activities, communications, etc.)?
   - How has the sharing of data and information about effective instructional practices among school districts implementing TechSmart grant projects supported your district’s implementation of practices across your district? Please provide an example.

6. Expenses (line item). Provide a line item accounting of the expenditures incurred during the reporting period; including both Grant fund and Matching fund expenditures.
   a. Edit View. Enter the expenditures incurred since your last report only. Do not include expenditures reported in a previous status report.
   b. Read Only View. Once saved, your data will display in a read only view that will show the original grant budget, the expenses reported for this reporting period (including a total for the period), prior expenses reported, total expenses reported to-date and the balance remaining.

7. Expenses Narrative. Provide the total dollar amount expended during the reporting period in Grant and Matching funds by applicable budget category (data entered should match what was entered in the Expense Line Item). Then provide a clear description of each expenditure within each line item. Please be sure to provide a clear explanation of any expenditure that substantially differs from the original Grant budget. If you’ve discussed a change to the grant budget with MHRC staff, please include a summary of the discussion and the results.

8. Attachments. File formats accepted include Microsoft Word, Excel, Project and Adobe PDF. Appropriate attachments may include: a mark-up of your original implementation plan; outreach material, curriculum examples, evaluation results, grant expenditure receipts, photos (high resolution .JPG format), etc. Please note that by sharing photos, you acknowledge that any and all material you are providing has been obtained with appropriate signed media releases and may be shared with the MHRC’s stakeholders and broader audiences. To direct us to a website or to share a video link please use the Website Links form from the components page. Under the Attachments component, click Add, click Browse to choose a file, add a description of the attachment, click Save.
9. **Website Links.** As applicable, website links are accepted. When including a website link, please be sure to describe how it relates to the grant project (i.e. a video work sample, additional evaluation information, beneficiary testimonials, video, etc.) Under the Website Links component, click Add, enter a URL, add a description of what is being shared, click Save.

C. Annual Reports

Annual Reports are to be completed at the end of the school year and cover the period January through June.

Please ensure that the detailed information in each section of the status report is for the time period of the report. If no activity has taken place in the report time period under a particular section, please indicate that is the case.

The Annual Status Reports mirrors the Semi-Annual Reports with the exception of the following additional questions:

1. **General Information.** Same as above.
2. **Outcomes Activities and Progress.** In addition to the questions above,
   - Describe how access to digital content and resources has increased for teachers as a result of the TechSmart grant funding over the past school year.
   - Describe how the use of technology to support instruction has increased or changed in your district over the past school year.
   - Describe ways in which your district or school(s) have repurposed resources to support technology integration in classroom learning over the past school year. For example, has the district or a school changed a current staff position role, shifted budget expenditures, changed PD schedules or types in order to support technology integration?
   - Does your school have regular events/meetings when parents can interact with school leadership? For example, regular “coffee with the Principal”, monthly open house, weekly meet and greets, etc. (Y/N)
     - If yes, provide the approximate number of events per school year:
   - Describe any activities/meetings/events over the past school year focused on increasing parents’ ability to use and/or support student learning using technology.
     - Provide the total number of such events:
     - Provide the average number of parent/guardian participants at such events:
   - Does your school provide a technology space at the school for families to access and use technology outside of a classroom? (Y/N)
   - Describe any other ways you are helping parents understand your schools efforts towards technology integration.
3. **Evaluation Progress.** Same as above
4. **Implementation Progress.** Same as above
5. **Shared Learnings.** Same as above
6. **Expenses (line item).** Same as above
7. **Expenses Narrative.** Same as above
8. **Attachments.** Same as above
9. **Website Links.** Same as above

**QUESTIONS.** Questions about how to respond to a section of the report? Contact Julie Omelchuck at 503.823.4188 or julieo@mhcrc.org.