



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION (DESE)  
 DIVISION OF LEARNING SERVICES – OFFICE OF SPECIAL EDUCATION

**MISSOURI MODEL DISTRICTS (MMD) INVOICE #1**

District Name	County/District Code	Date
Contact Person	Email	
Phone	Fax	

**Instructions**

Check each activity below that has been completed. (Note there are activities for district and building levels.) Invoices should be submitted annually. Include all Building Activities Documentation forms with each submission.

Submit this form electronically to: [DESE.GrantInvoices@dese.mo.gov](mailto:DESE.GrantInvoices@dese.mo.gov). Call Thea Scott with questions 573-751-0285.

**Definitions**

<p><b>Building Size:</b> to be used to calculate allowable amount.  <u>Small:</u> enrollment of 0-350 students  <u>Medium:</u> enrollment of 351-700 students  <u>Large:</u> enrollment of &gt; 700 students</p>	<p><b>Total annual amount for District and Building Base activities is based on building size (not including value added activities) and awarded per building per activity:</b></p> <ul style="list-style-type: none"> <li>• Small: \$556.00</li> <li>• Medium: \$834.00</li> <li>• Large: \$1112.00</li> </ul> <p><b>District activities will be funded at 4.6% of the aggregated total of district invoice (indirect cost).</b></p>
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**A. DISTRICT ACTIVITIES:**

	Regularly address implementation of building level MMD practices at district leadership team meetings and share results with CST Facilitator.
	Work with the CST to assess and address district/building needs based on the Self- Assessment Practice Profile tool. Activities and practices selected to address needs should be included in the district's CSIP.
	Evaluate the status of training and implementation of MMD work in each building using the Self- Assessment Practice Profile tool.
	Participate in MMD evaluation activities.

**B. BUILDING BASE ACTIVITIES: All buildings participating in MMD will have completed these activities.**

<p><b>CST Activities:</b>          Work with the district's MMD Implementation Facilitator/CST to assess and address building needs based on the Self-Assessment Practice Profile (SAPP) tool. Use the building assessments to help the district select activities and practices to address needs across the district.</p>	# of Small building(s)	X \$556.00 =
	# of Medium building(s)	X \$834.00 =
	# Large building(s)	X \$1112.00 =
<p><b>Collaborative Teams:</b>          1) Instructional staff will:          Complete DESE approved Collaborative Team training.          2) Participate on at least one building level collaborative team. Teams should be integrated with a mix of staff to include general education teachers, special education teachers, and special subject teachers within and across teams.</p>	# of Small building(s)	X \$556.00 =
	# of Medium building(s)	X \$834.00 =
	# Large building(s)	X \$1112.00 =
<p><b>School-Based Implementation Coaching:</b>          Instructional staff will:          Complete DESE approved School-Based Implementation Coaching training.</p>	# of Small building(s)	X \$556.00 =
	# of Medium building(s)	X \$834.00 =
	# Large building(s)	X \$1112.00 =

<b>Effective Teaching/Learning Practices:</b> Instructional staff will: Complete training and implement Assessment Capable Learners (ACL) as the initial practice. Buildings that have already implemented ACL may choose a different teaching/learning practice according to district directive	# of Small building(s) # of Medium building(s) # Large building(s)	X \$556.00 = X \$834.00 = X \$1112.00 =
<b>Common Formative Assessment (CFA):</b> Instructional staff will: 1) Complete DESE approved CFA training according to district/building's identified needs as determined by district leadership team, building leadership, and CST Facilitator. 2) Conduct CFAs in a variety of subject areas with sufficient frequency to enable decision-making about instructional effectiveness and student mastery of content (work with CST Facilitator to customize per building). 3) Analyze CFA data results and use results to guide future instruction.	# of Small building(s) # of Medium building(s) # Large building(s)	X \$556.00 = X \$834.00 = X \$1112.00 =
<b>Data-Based Decision Making:</b> Instructional staff will: Complete DESE approved Data-Based Decision Making training according to district/building's identified needs as determined by district leadership team, building leadership, and CST Facilitator.	# of Small building(s) # of Medium building(s) # Large building(s)	X \$556.00 = X \$834.00 = X \$1112.00 =
<b>Evaluate instructional staff on the selected effective teaching/learning practice and at least one additional element using the practice profiles which are entered into the automated system.</b> <ul style="list-style-type: none"> <li>• Inclusion on a collaborative team</li> <li>• Administration and use of CFAs to guide future instruction</li> </ul>	# of Small building(s) # of Medium building(s) # Large building(s)	X \$556.00 = X \$834.00 = X \$1112.00 =
<b>CWIS:</b> All building instructional staff participate in the administration (fall, spring, or both) of the Collaborative Work Implementation Survey (CWIS).	# of Small building(s) # of Medium building(s) # Large building(s)	X \$556.00 = X \$834.00 = X \$1112.00 =
<b>VLP Usage:</b> Select and use at least one virtual learning package and provide feedback regarding usability to DESE.	# of Small building(s) # of Medium building(s) # Large building(s)	X \$556.00 = X \$834.00 = X \$1112.00 =
<b>C. BUILDING VALUE-ADDED ACTIVITIES: All instructional staff within a building must complete the value added activities. Each building will be awarded additional dollars, per building size, for each value added activity completed.</b>		
<b>Collaborative Teams:</b> Collaborative teams demonstrate mastery of the practice as evidenced as documented on the practice profile. 80% of instructional staff performing at the proficiency level demonstrates mastery.	# of Small building(s) # of Medium building(s) # Large building(s)	X \$200 = X \$300 = X \$400 =
<b>School-Based Implementation Coaching:</b> Instructional staff support one another by completing peer observation(s) with feedback using information obtained from training as documented on the practice profile. Note number of observations and dollar amounts.	<u><b>One Observation</b></u> # of Small building(s) # of Medium building(s) # Large building(s)	X \$300 = X \$400 = X \$500 =
	<u><b>Two Observations</b></u> # of Small building(s) # of Medium building(s) # Large building(s)	X \$600 = X \$800 = X \$1000 =

<b>Effective Teaching/Learning Practices:</b> Instructional staff demonstrate mastery of at least one effective teaching/learning practice as documented on the practice profile. 80% of instructional staff performing at the proficiency level demonstrates mastery.	# of Small building(s)	X \$200 =
	# of Medium building(s)	X \$300 =
	# Large building(s)	X \$400 =
<b>Common Formative Assessment:</b> Instructional staff demonstrate mastery of CFA administration and use the data to inform instructional effectiveness and future instruction. This test/reteach/retest cycle using CFAs is completed at least 1x quarterly. 80% of instructional staff performing at the proficiency level demonstrates mastery.	# of Small building(s)	X \$300 =
	# of Medium building(s)	X \$400 =
	# Large building(s)	X \$500 =
<b>Data-Based Decision Making:</b> At least one half of the building's collaborative teams self-evaluate the team's performance by completing the data-based decision making practice profile and participate in a discussion about the results.	# of Small building(s)	X \$200 =
	# of Medium building(s)	X \$300 =
	# Large building(s)	X \$400 =
<b>Subtotals for Section C.</b>	Small building(s) subtotal =	
	Medium building(s) subtotal =	
	Large building(s) subtotal =	
<b>Totals for Section C.</b>	Total Amount =	

**Certifications**

I avow that the amount requested above is accurate, and documents are available at the building to substantiate that the required activities have been completed.

<b>Superintendent Signature</b>	<b>Date</b>
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**DESE USE ONLY**

<b>Total from Section B. (District and Base Activities)</b>	
<b>Total from Section C. (Value-Added Activities)</b>	
<b>Subtotal of all sections</b>	
<b>Subtotal x 4.6% (indirect cost)</b>	
<b>Invoice Total</b>	

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 5th Floor, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or Relay Missouri 800-735-2966.