

<p style="text-align: center;">SCHOOL DISTRICTS Scope of Work and Reporting Requirements</p>
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SCOPE OF WORK AND BUDGET

Returning the Gift: Systemic Implementation of an Effective Culturally Based Math Curriculum and Professional Development Program offers a contract to your School District to facilitate the process of adopting and adapting Math in a Cultural Context modules into your School District.

The School District's Liaison to Math in a Cultural Context (MCC) will submit a written document (described below) by the end of each semester:

- 1) The progress the District is making in adopting and adapting MCC modules:
 - a) Number of schools, teachers, students, and modules (names of teachers, grade level, number of students and modules by semester)
 - b) Number of in-services that involved adopting and adapting MCC (description of in-services, number of attendees, etc)
 - c) A local story, game or material developed by the School District expanding MCC to reflect the local circumstances (we would like a copy), and
 - d) Other relevant information.
 - e) All of this can be submitted through the Log noted in the section below.
 - f) Teachers need to administer pre and post test and submit the scores and the teacher log while teaching the module at least once per module.

- 2) The Report
 - a) Please submit report to MCC on the progress the district is making toward making progress on adapting and adopting MCC modules and approaches.
 - b) The [Principal and Liaison Log Form](#) can be obtained from <http://www.alaska.edu/mcc/forms/>
 - c) The Principal and Liaison Log Form need to be submitted by the end of each semester.

- 3) Teacher Responsibilities
 - a) Participating teachers will implement one or more modules in a year.
 - b) Teachers will administer a pre and post to their students per module.
 - c) Teachers who implement the module will submit an Excel electronic document containing the students' results of MCC tests. The Excel Teacher Scoring Spreadsheet will be submitted electronically immediately after giving the students their pre and post tests. The test instructions, tests, and scoring sheet can be obtained at <http://www.alaska.edu/mcc/tests/>
 - d) MCC will provide the electronic file to the school district by e-mail if they cannot be accessed through the above web link; and
 - e) Teachers will fill out a Teacher Log Form (one to two times per module implemented) and this form can be found at <http://www.alaska.edu/mcc/forms/>

COMMITMENTS FROM YOUR DISTRICT:

- Your District will identify a project liaison to work with our project.
- The School District will formally adopt MCC modules into their math curriculum as a supplemental program and adapt the MCC materials to fit their local context using the processes modeled during the Summer Math Institute and all other professional development training sessions.
- District will develop one local story, game or other local material that expands MCC to reflect their local circumstances. One product per year, from each school, is required.
- School District will have adapted at least two modules and integrated them into their School District curriculum by the end of the year.
- At least two teachers per school will implement MCC modules.
- School District will purchase MCC modules from the publisher as needed, beyond the 30 copies that we will give them.
- Liaison from the School District will:
 - a. Liaison will develop a systematic in-service cycle and curricular approach so MCC becomes integrated into district's in-service, curriculum and instructional plans
 - b. Liaison will provide on-site support (observation and coaching), and other support such as opportunities for peer coaching or similar activities.
 - c. Liaison or Teacher Leaders will co-lead or lead the in-services in the School District for other participating teachers after receiving the training.
 - d. After receiving Professional Development from MCC the Liaisons and/or Teacher Leader will organize and run MCC in-services for their respective districts.
 - e. An Excel database file containing the student results of the MCC tests will be submitted in a timely manner by the teachers immediately after giving the pre and post tests.
 - f. The Liaison will submit a report to MCC on the progress that the district is making toward the above goals.

BUDGET

Please submit actual expenses incurred while adopting and or adapting MCC modules for up to the amount of your subward.

Examples:

- Salary to substitute teachers to cover for teachers attending Math in a Cultural Context© (MCC) trainings
- Stipend to teachers teaching MCC modules
- Stipend to teachers attending MCC workshops
- Travel for leader teachers to help the other teachers within the school district use MCC
- School inservice or workshop related expenses when the workshop is lead by one of our liaisons or teacher leaders and the workshop or inservice is related to our grant
- Purchasing of additional MCC books or materials
- Travel within the district for teachers attending one of our workshops
- Purchasing of materials needed to teach our modules
- Other expenses or related activities not specifically noted above need to be approved by MCC