

Grantee Name: Puget Sound Educational Service District

Project 4: Expand the Effective Use of Digital STEM Tools

Project Goals/Desired Outcomes: Our goal for this project is to equip all K-8 students in our high-need schools with standards-based adaptive STEM instructional tools to augment and further personalize foundational STEM instruction.

Narrative: This project meets the above goals through three strategies: select digital tools to personalize STEM learning, support strong implementation, and analyze results and make course corrections to guide implementation.

Key Goals & Performance Measures: *Decreasing Achievement Gaps (Reading & Math); % students in "Very Good" or "Exemplary" Schools; Washington State Math Assessment (4th - 8th Grades); 8th Grade Enrollment in Algebra or Higher; Washington State Science Assessment (5th & 8th Grades)*

Changes to Performance Measures from Original Application: *Added Washington State Math Assessment (4th-8th Grades) and Washington State Science Assessment (5th & 8th Grades) because this project will directly impact math and science achievement in elementary and middle schools; removed Graduation Rate and Remediation Rate since these measures occur at the end of or after high school and we will therefore not see the impact of the grant on the indicators during the grant period; removed 9th Grade Suspensions & Expulsions because the focus of this grant is on academic achievement.*

Cross-reference to other projects: This project is closely aligned with Project 1 (Investment Fund for Teaching & Leading).

Activities for Project 4

Item	Activities, Tasks, Milestones, and Deliverables	Key Personnel	Start Date (mm/dd/yy)	End Date (mm/dd/yy)	Status Choose: Not Begun, In Progress, or Complete; mm/dd/yy	In Progress Status Choose: Ahead, On- track, Off- track; Immediate attn reqd	Notes	Dependent Activities (in other projects)	Budget Reference	Change from application (includes pg. reference)	Rationale for change	Implications on other activities, performance measures, and budget?
4.1	Activity 4.1: Hire Project Manager		7/30/2013	9/25/2013								
4.1.1	Task 4.1.1: Write Program Manager job description	PSESD Asst. Exec. Dir. IT Strategy & Planning, PSESD Exec Dir HR	7/30/13	8/21/13								
4.1.2	Task 4.1.2: Advertise Program Manager job opening	PSESD Asst. Exec. Dir. IT Strategy & Planning, PSESD Exec Dir HR	8/21/13	9/4/13								
4.1.3	Task 4.1.3: Screen Program Manager candidates	PSESD Asst. Exec. Dir. IT Strategy & Planning, PSESD Exec Dir HR	9/4/13	9/6/13								
4.1.4	Task 4.1.4: Interview Program Manager candidates	PSESD Asst. Exec. Dir. IT Strategy & Planning, PSESD Asst Supt/CTO, RTT-D Project Director, PSESD Exec Dir HR	9/16/13	9/20/13								
4.1.5	Task 4.1.5: Hire Program Manager	PSESD Asst. Exec. Dir. IT Strategy & Planning, PSESD Exec Dir HR	9/25/13	9/25/13								
4.1.6	Milestone: Project Manager hired	PSESD Asst. Exec. Dir. IT Strategy & Planning	9/25/13	9/25/13								
4.2	Activity 4.2: Select Digital Tool(s) to Personalize STEM Learning		4/15/13	1/10/14								
4.2.1	Task 4.2.1: Query districts and community partners to identify appropriate representatives for advisory panel for this activity	Asst. Exec. Dir. IT Strategy & Planning, P4 Project Manager	4/15/13	5/31/13			Assemble a stakeholder group from across the region (including CBOs) for this and subsequent activities.					
4.2.2	Milestone: Advisory Panel Established	Asst. Exec. Dir. IT Strategy & Planning	5/31/13	5/31/13								
4.2.3	Task 4.2.3: Conduct research to support tool selection and identify potential models of implementation, including engaging districts and youth providers, gathering input from ELL and math teachers, after-school tutoring providers and parents of ELL students.	Asst. Exec. Dir. IT Strategy & Planning, Project Manager	5/1/13	8/31/13			Identify schools using tools, and examine different implementation models. Include data analysis of current projects.					
4.2.4	Task 4.2.4: Receive guidance from Executive Committee on tool selection	Executive Committee	8/1/13	9/30/13				PM				
4.2.5	Task 4.2.5: Develop specifications for solicitation, including costs for training and support	Project Manager, with Advisory panel, Washington Learning Source Director	8/1/13	9/30/13								
4.2.6	Deliverable: Specifications set for RFP	Asst. Exec. Dir. IT Strategy & Planning and P4 Project Manager, with Advisory panel	9/30/13	9/30/13								
4.2.7	Task 4.2.7: Executive Committee approves and issues Request for Proposals (RFP) and specifications for digital STEM tools	Executive Committee, Project Manager, Washington Learning Source Director	10/15/13	10/15/13				PM				
4.2.8	Deliverable: RFP issued	Asst. Exec. Dir. IT Strategy & Planning and P4 Project Manager, Washington Learning Source	10/15/13	10/15/13								

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4.2.9	Task 4.2.9: Host information sessions for potential bidders, develop addendums to RFP as needed	Asst. Exec. Dir. IT Strategy & Planning and P4 Project Manager, Washington Learning Source	10/15/13	11/15/13								
4.2.10	Task 4.2.10: Proposal application window closes and screening begins with selection committee representing districts and community partners	Project Manager, Selection Team, Washington Learning Source Director, District Curriculum Leaders	11/15/13	12/2/13								
4.2.11	Task 4.2.11: Selection committee agrees on finalist proposals	Project Manager, with Selection Team, Washington Learning Source Director	12/2/13	12/6/13								
4.2.12	Task 4.2.12: Selection committee submits finalist award recommendations to Executive Committee	Project Manager, with Selection Team, Washington Learning Source Director	12/6/13	12/6/13								
4.2.13	Task 4.2.13: Executive Committee approves finalists.	Project Manager, with Selection Team, Washington Learning Source Director	12/6/13	12/6/13								
4.2.14	Deliverable: Contract(s) awarded for digital STEM software	Project Manager, with Selection Team, Washington Learning Source Director	12/16/13	12/16/13								
4.2.15	Task 4.2.15: Execute implementing agreements with vendors and districts.	Executive Committee, Project Manager, Washington Learning Source Director	12/16/13	1/10/14								
4.3	Activity 4.3: Support Strong Implementation		6/1/13	12/31/16						Moved costs of supplies (computer purchases) to Contractual to reflect purchases made directly by the districts not the ESD Moved \$17,564 to PM	This reflects purchases made directly by districts.	\$17,564 to PM
4.3.1	Task 4.3.1 Request information from districts as to their priority for sequence of implementation	Advisory panel/P4 Project Manager/Asst. Exec. Dir. IT Strategy & Planning	6/1/13	8/31/13								
4.3.2	Task 4.3.2 Request information from youth providers who would like to participate	Advisory panel/P4 Project Manager/Asst. Exec. Dir. IT Strategy & Planning	6/1/13	8/14/13								
4.3.3	Task 4.3.3: Develop process for placing participating schools into cohorts and prioritizing hardware funding	Advisory panel/P4 Project Manager/Asst. Exec. Dir. IT Strategy & Planning	8/14/13	9/1/13			Rollout will build on work already complete in districts yet move the region forward together.					
4.3.4	Task 4.3.4: Establish a framework for cross-partner professional learning about digital STEM tool implementation	Advisory panel/P4 Project Manager/Asst. Exec. Dir. IT Strategy & Planning	9/16/13	10/11/13								
4.3.5	Task 4.3.5: Implement technical requirements to establish initial platform(s) (accounts, reports, etc)	District Technical Staff	10/11/13	12/31/13								
4.3.6	Task 4.3.6: Districts identify Digital STEM Tool Coaches who will be trained to support implementation in schools and partner community-based organization locations.	District Curriculum staff	12/15/13	12/31/13				Other professional development activities funded through P1 will be integrated where applicable		These positions and the tasks associated with them were not in the original application.	Effective use of the digital STEM tools needs to be supported through job-embedded professional development.	Establish blended learning Digital STEM Tool Coaches. 4 FTE per district (\$628,208 total). Offset from 6. Contractual (STEM tool licenses).

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4.3.7	<i>Milestone:</i> Digital STEM Tool Coaches positions created	District Curriculum Staff	12/6/13	12/6/13								
4.3.8	Task 4.3.8: Train Digital STEM Coaches	P4 Project Manager and District Curriculum Staff	1/6/14	1/24/14								
4.3.9	Task 4.3.9: Establish Training Schedule	Digital STEM Tool Coaches and District Curriculum Staff/Project Manager	10/1/13	1/10/14								
4.3.10	Task 4.3.10: Construct access plan for in-school computer availability for students	Digital STEM Tool Coaches and District Curriculum Staff, District Technical Staff	10/1/13	1/10/14								
4.3.11	Task 4.3.11: Develop plans for access by students working with community partners outside of the school day	Digital STEM Tool Coaches and District Curriculum Staff, District Technical Staff, Community Partners	10/1/13	1/10/14								
4.3.12	Task 4.3.12 Introductory training programs developed.	P4 Project Manager, Digital STEM Tool Coaches	12/15/13	1/24/14								
4.3.13	Task 4.3.13: Introductory teacher training in the use of digital tools in first cohort schools	Digital STEM Tool Coaches and District Curriculum Staff, District Technical Staff, Community Partners	1/27/14	3/3/14						Teacher training increased from 2 hours of training to 4 hours of training.	Four hours of training is more sufficient to train teachers on the technical use of the tool and the instructional strategies for using it.	Results in budget increase from \$131,784 to \$263,568. Offset from 6. Contractual (STEM tool licenses).
4.3.14	<i>Milestone:</i> Training for classroom teachers begins	P4 Project Manager, Digital STEM Tool Coaches	1/27/14	1/27/14								
4.3.15	Task 4.3.15: In-depth training for school-level leads of first cohort	Digital STEM Tool Coaches	1/27/14	3/3/14								
4.3.16	<i>Milestone:</i> All teachers in participating cohort 1 schools finished with initial training	P4 Project Manager, Digital STEM Tool Coaches	3/3/14	3/3/14								
4.3.17	Task 4.3.17: Begin implementation of digital STEM tool(s) in first cohort of schools.	Digital STEM Tool Coaches and District Curriculum Staff, District Technical Staff, Community Partners	2/3/14	3/3/14								
4.3.18	<i>Milestone:</i> Digital STEM tool(s) implemented in all first cohort schools.	Digital STEM Tool Coaches and District Curriculum Staff, District Technical Staff, Community Partners	3/3/14	3/3/14								
4.3.19	Task 4.3.19: Coaches visit classrooms to answer teacher questions, provide just-in-time training, and check on program implementation	Digital STEM Tool Coaches and District Curriculum Staff	2/7/14	6/1/14								
4.3.20	Task 4.3.20: Develop survey measuring use of digital STEM tools.	P4 Project Manager, Digital STEM Tool Coaches	3/3/14	4/1/14								
4.3.21	Task 4.3.21: Administer survey measuring use of digital STEM tools.	P4 Project Manager, Digital STEM Tool Coaches	4/1/14	5/1/14								
4.3.22	<i>Deliverable:</i> Survey gauging level of use of digital STEM tools completed by Cohort 1 schools.	P4 Project Manager	5/1/14	5/1/14								
4.3.23	Task 4.3.23: Implementation team meets to reflect and discuss implementation adjustments	Digital STEM Tool Coaches and District Curriculum Staff, District Technical Staff, Community Partners, PSES Staff	4/1/14	6/31/14			Includes report and data from Activities 4.4.6 through 4.4.8 below					

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4.3.24	Task 4.3.24: Review implementation and survey results and modify professional development and curricular support.	Digital STEM Tool Coaches and District Curriculum Staff, District Technical Staff, Community Partners, PSESD Staff	6/30/14	8/1/14			Includes report and data from Activities 4.4.6 through 4.4.8 below					
4.3.25	Task 4.3.25: Host a regional meeting to review and adjust practices in schools currently implementing Digital STEM Tools.	Digital STEM Tool Coaches and PSESD staff	6/30/14	8/31/14								
4.3.26	Task 4.3.26: Implementation of tool(s) and training for second cohort.	Digital STEM Tool Coaches and District Curriculum Staff, District Technical Staff	9/1/14	12/31/14			Repeat the implementation cycle used for Cohort 1, starting with Task 4.3.1					
4.3.27	Task 4.3.27: Implementation of tool(s) and training for third cohort.	Digital STEM Tool Coaches and District Curriculum Staff, District Technical Staff	9/1/15	12/31/15			Repeat the implementation cycle used for Cohort 1, starting with Task 4.3.1					
4.3.28	Task 4.3.28: Implementation of tool(s) and training for fourth cohort.	Digital STEM Tool Coaches and District Curriculum Staff, District Technical Staff	9/1/16	12/31/16			Repeat the implementation cycle used for Cohort 1, starting with Task 4.3.1					
4.4	Activity 4.4: Analyze Results and Make Course Corrections to Guide Implementation		8/1/13	8/15/16			Look at models proposed in ED report <i>Expanding Evidence Approaches for Learning in a Digital World</i>					
4.4.1	Task 4.4.1 Identify student performance, professional development and implementation metrics	Advisory panel, P4Project Manager, Asst. Exec. Dir. IT Strategy & Planning	8/1/13	10/15/13			These are in addition to the measures described in the proposal to allow for formative feedback. These include ongoing student performance and time in the system (including out-of-school), the training teachers are receiving, and the pace with which the tools are being integrated into instruction.					
4.4.2	Task 4.4.2: Develop evaluation methodology	Advisory panel, Digital STEM Tool Coaches, P4 Project Manager	10/1/13	12/15/13								
4.4.3	<i>Milestone:</i> Evaluation criteria and methodology established.	Advisory panel, Digital STEM Tool Coaches, P4 Project Manager	12/15/13	12/15/13								
4.4.4	Task 4.4.4: Incorporate data collection and reporting elements in each vendor contract with each district and youth service provider MOU.	P4 Project Manager, Asst. Exec. Dir. IT Strategy & Planning	10/15/13	1/10/14			Identifies what data is being collected and how frequently is data being sent, whether from vendor, school, district, or CBO.					
4.4.5	Task 4.4.5: Develop a data analysis plan for reporting early results to Executive Committee and to district staff involved in implementation.	Advisory panel, Digital STEM Tool Coaches, P4 Project Manager, Asst. Exec. Dir. IT Strategy & Planning	8/1/13	10/15/13			This is formative reporting to inform instruction, professional development, and overall implementation.					
4.4.6	Task 4.4.6: Establish format and data to include in quarterly updates for the Executive Committee	P4 Project Manager, Asst. Exec. Dir. IT Strategy & Planning	8/1/13	10/15/13								
4.4.7	<i>Deliverable:</i> Quarterly update for Executive Committee (including proposed format for subsequent reports)	P4 Project Manager, Asst. Exec. Dir. IT Strategy & Planning	9/30/13	9/30/13								
4.4.8	<i>Deliverable:</i> Quarterly update for Executive Committee	P4 Project Manager, Asst. Exec. Dir. IT Strategy & Planning	12/31/13	12/31/13								
4.4.9	<i>Deliverable:</i> Quarterly update for Executive Committee	P4 Project Manager, Asst. Exec. Dir. IT Strategy & Planning	3/31/14	3/31/14								
4.4.10	Task 4.4.10: Analyze assessment data and other evidence and develop implementation report with recommendations for program revision	Advisory panel, Digital STEM Tool Coaches, P4 Project Manager, Asst. Exec. Dir. IT Strategy & Planning	6/1/14	6/30/14								

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4.4.11	<i>Deliverable:</i> First year implementation report with recommendations to Executive Committee	Advisory panel, P4 Project Manager	6/30/14	6/30/14								
4.4.12	<i>Milestone:</i> Recommendations for revision of instructional support based on program evaluation and survey results are ready	Advisory panel, Asst. Exec. Dir. IT Strategy & Planning, P4 Project Manager, Digital STEM Tool Coaches, Asst. Exec. Dir. IT Strategy & Planning	6/30/14	6/30/14								
4.4.13	Task 4.4.13: Revision of implementation plans for second cohort of schools	Advisory panel, Asst. Exec. Dir. IT Strategy & Planning, P4 Project Manager, Digital STEM Tool Coaches, Asst. Exec. Dir. IT	7/1/14	8/15/14								
4.4.14	<i>Deliverable:</i> Quarterly update for Executive Committee	P4 Project Manager, Asst. Exec. Dir. IT Strategy & Planning	9/30/14	9/30/14								
4.4.15	<i>Deliverable:</i> Quarterly update for Executive Committee	P4 Project Manager, Asst. Exec. Dir. IT Strategy & Planning	12/31/14	12/31/14								
4.4.16	<i>Deliverable:</i> Quarterly update for Executive Committee	P4 Project Manager, Asst. Exec. Dir. IT Strategy & Planning	3/31/15	3/31/15								
4.4.17	Task 4.4.17: Analyze assessment data and other evidence and develop implementation report with recommendations for program revision	Advisory panel, Digital STEM Tool Coaches, P4 Project Manager, Asst. Exec. Dir. IT Strategy & Planning	6/1/15	6/30/15								
4.4.18	<i>Deliverable:</i> Second year implementation report with recommendations to Executive Committee	Advisory panel, P4 Project Manager	6/30/15	6/30/15								
4.4.19	<i>Milestone:</i> Recommendations for revision of instructional support based on program evaluation and survey results are ready	Advisory panel, Asst. Exec. Dir. IT Strategy & Planning, P4 Project Manager, Digital STEM Tool Coaches, Asst. Exec. Dir. IT Strategy & Planning	6/30/15	6/30/15								
4.4.20	Task 4.4.20: Revision of implementation plans for third cohort of schools	Advisory panel, Asst. Exec. Dir. IT Strategy & Planning, P4 Project Manager, Digital STEM Tool Coaches, Asst. Exec. Dir. IT Strategy & Planning	6/30/15	8/15/15								
4.4.21	<i>Deliverable:</i> Quarterly update for Executive Committee	P4 Project Manager, Asst. Exec. Dir. IT Strategy & Planning	9/30/15	9/30/15								
4.4.22	<i>Deliverable:</i> Quarterly update for Executive Committee	P4 Project Manager, Asst. Exec. Dir. IT Strategy & Planning	12/31/15	12/31/15								
4.4.23	<i>Deliverable:</i> Quarterly update for Executive Committee	P4 Project Manager, Asst. Exec. Dir. IT Strategy & Planning	3/31/16	3/31/16								
4.4.24	Task 4.4.24: Analyze assessment data and other evidence and develop implementation report with recommendations for program revision	Advisory panel, Digital STEM Tool Coaches, P4 Project Manager, Asst. Exec. Dir. IT Strategy & Planning	6/1/16	6/30/16								
4.4.25	<i>Deliverable:</i> Third year implementation report with recommendations to Executive Committee	Advisory panel, P4 Project Manager	6/30/16	6/30/16								

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4.4.26	<i>Milestone:</i> Recommendations for revision of instructional support based on program evaluation and survey results are ready	Advisory panel, Asst. Exec. Dir. IT Strategy & Planning, P4 Project Manager, Digital STEM Tool Coaches, Asst. Exec. Dir. IT Strategy & Planning	6/30/16	6/30/16								
4.4.27	Task 4.4.27: Revision of implementation plans for fourth cohort of schools	Advisory panel, Asst. Exec. Dir. IT Strategy & Planning, P4 Project Manager, Digital STEM Tool Coaches, Asst. Exec. Dir. IT Strategy & Planning	6/30/16	8/15/16								