

iSEE 2008-2009 ANNUAL REPORT INSTRUCTIONS

Generalities

Below is the content and order of the written final report. Three originals of the Final Report must be submitted, three-hole punched and not bound in any way. The cover is single sided; however, all other pages must be double sided. The narrative section of the report may not exceed five double sided pages. Final report is due Monday, August 3, 2009.

Content and Order

CLEARLY integrate the sustainable local capacity information requested on the following page into these traditional sections.

Cover: Include 2008-2009 stats and totals.

Overview: Briefly state your purpose, mission, education objectives, and other important information about your organization.

Narrative Description of Education Services (only those funded by USOE through iSEE for the current year): Include by category a brief explanation of the program (including the specific core connection and/or focus in Science, grade level(s) targeted, desired outcomes, and level of expertise of the presenters); a paragraph describing the ***results of those services** and a data table of the statistics involved. Use the attached data tables.

Master Plan for Serving Utah Schools: A timeline showing how, among the iSEE organizations in the specific science area, the agreed-upon plan to reach all of the schools in the grade levels served.

Financial Report: Use the attached form. You may shrink the size and delete fields that are not applicable for your organization.

Statistical Summaries: Use the attached forms for each program type you offer.

* Include as appropriate a specific illustration of success in one or more of the following: enabling students to develop skills and understanding in science core objectives, furthering the aesthetic intelligence, perceptivity, and sensitivities of students and teachers in the sciences; providing core-based, practical and rejuvenating in-service training for teachers; collaboratively planning with teachers the design of presentations that relate to the core and best meet their local district and/or school needs; providing top-quality, relevant, useful, and engaging educational materials.



BUILDING SUSTAINABLE LOCAL CAPACITY IN THE DISCIPLINE

Directions: CLEARLY integrate this information into the narrative section outlined in the report.

Student Learning Activities

- a. **Goals.** State your organization's specific goals for sharing the discipline creatively and effectively, helping students achieve specific Core Objectives/Life Skills, and how you measure or perceive progress towards those goals.
- b. **Strategies.** Describe strategies used to engage and address students' understanding of the discipline--- involve them in experiences inherent to the process skills and nature of the disciplines, stimulating relevant inquiry and interactivity with the scientists, and to build capacity at the school for continuation of the programmatic goals.
- c. **Summary.** Summarize the progress achieved and what has been learned that will help future work.

Professional Development Activities

- a. **Goals.** State your organization's specific goals for engaging and helping teachers to assist their students' achievement of Science Core Objectives/Life Skills and how you measure or perceive progress towards those goals.
- b. **Strategies.** Describe strategies used for engaging and helping teachers to identify, develop, and/or expand needed instructional skills.¹
- c. **Summary.** Summarize the progress achieved and what has been learned that will help future work.

Collaboration/Community Building

- a. **Goals.** State your organization's specific goals for developing systemic support for Science Education and how you measure or perceive progress² in those goals.
- b. **Strategies.** Describe strategies used for building community partnerships and the effects of your efforts on students, teachers, and school communities.³
- c. **Summary.** Summarize the progress achieved and what has been learned that will help future work.

Operations

- a. **Evaluation.** State your evaluation goals, describe the documentation tools and processes, assessment and evaluation vehicles and processes employed, and what was learned.
- b. **Coverage.** It is requested each district receive all the above services, i.e., collaboration, professional development, student instruction. How did it go? Describe your rationale for the amount and type of services you provided, coordination with the other Science organizations, and how your evaluation of this year's work influences your plans for next year. Include master plan for reaching your targeted age group(s) in every district and school. (RFP and Subsidy organizations are not required to reach all districts and schools.)
- c. **Statistics of Services Delivered.** Submit electronically through ACCESS.

¹For example: Professional development strategies that go beyond one-time activities and are integrated and sustained within the overall plan through methods such as mentoring, peer review, building content knowledge, follow-up activities, and embedding sustainable opportunities for teachers to increase their content knowledge and deliver effective instruction specific to that content knowledge.

²For example: What evidence will be collected from you to know if and how effectively you are collaborating in a systemic way with your constituents (i.e., students, teachers, parents, administrators at the school and district, members of your own organization, USOE, iSEE colleagues, and professional colleagues in other states)?

³For example: Look for descriptions of content focus, instructional design and delivery, formative assessment and evaluation, operational planning, planning for visits, needs assessment, and feedback from visits; is it evident the collaboration efforts inform the development of the organization's programming?

DATA TABLES FOR SERVICES

USE A SEPARATE DATA TABLE FOR EACH PROGRAM. PLEASE DELETE ANY CATEGORY THAT DOES NOT APPLY TO THE PROGRAM.

	# of Students	# of Teachers	# of Schools	# of Districts	# of Programs	Length of Program	# of Staff/Volunteers
Outreach							
In-Depth Classroom							
Classroom							
Grade-Level Assembly							
Multi-grade Assembly							
Presentations							
Field Trips							
Core-Based Program or Performances							
Facilitated Exhibits							
Self-Guided							
Teacher PD							
In-Depth Professional Development							
Outreach Workshops							
In-House Workshops							
Teacher Resources							

FINANCIAL INFORMATION

2007-2008 Summary

Legislative Appropriation	Funding Leveraged from Other Sources	Total Expenditures on Approved Education Programs	Legislative Appropriation % of Total Expenditures

2007-2008 Expenditure Summaries by Service Types

Items	From State Science funding	From Additional funding sources	Total
Outreach			
Personnel			
Travel			
Materials			
Other (identify)			
Program Total			
Field Trips			
Personnel			
Travel			
Materials			
Other (identify)			
Program Total			
Teacher Professional Development			
Personnel			
Travel			
Materials			
Other (identify)			
Program Total			
Teacher Resources			
Personnel			
Travel			
Materials			
Other (identify)			
Program Total			
Totals for all service types			

OVERALL ITEMIZATION

I. Detail of other sources of Income supporting Education Program

(Those in addition to own organization and legislative appropriation)

Organization	Amount

II. Detail of Direct Education Program Expenditures – *breakdown detail attached*

Salaries	Supplies and Equipment	Travel	Program Production Cost-- programs solely for schools	TOTAL

Education “Only” Staff/Presenter Detail

Position Title	# of persons serving in this position	Salary and Benefits

III. Detail of Allocated Expenditures (partially school-related costs) - *breakdown detail attached*

Salaries	Allocated “O & M”	Other Allocated Costs	Allocated Program Production Costs	TOTAL

Allocated Staff/Presenter Detail

Position Title	Allocated percentage	Allocated Salary and Benefits

STATISTICAL SUMMARIES

District Summary Report - Outreach						
Districts	# of Students	# of Teachers	# of Schools	# of Community Participants	Total # of Instructional Hours	# of Programs
Alpine						
Beaver						
Box Elder						
Cache						
Carbon						
Daggett						
Davis						
Duchesne						
Emery						
Garfield						
Grand						
Granite						
Iron						
Jordan						
Juab						
Kane						
Logan						
Millard						
Morgan						
Murray						
Nebo						
North Sanpete						
North Summit						
Ogden						
Park City						
Piute						
Provo						
Rich						
SLC						
San Juan						
Sevier						
South Sanpete						
South Summit						
Tintic						
Tooele						
Uintah						
Wasatch						
Washington						
Wayne						
Weber						
Charter						
TOTALS						

For key, see appendix B

District Summary Report – Field Trips						
Districts	# of Students	# of Teachers	# of Schools	# of Community Participants	Total # of Instructional Hours	# of Programs
Alpine						
Beaver						
Box Elder						
Cache						
Carbon						
Daggett						
Davis						
Duchesne						
Emery						
Garfield						
Grand						
Granite						
Iron						
Jordan						
Juab						
Kane						
Logan						
Millard						
Morgan						
Murray						
Nebo						
North Sanpete						
North Summit						
Ogden						
Park City						
Piute						
Provo						
Rich						
SLC						
San Juan						
Sevier						
South Sanpete						
South Summit						
Tintic						
Tooele						
Uintah						
Wasatch						
Washington						
Wayne						
Weber						
Charter						
TOTALS						

For key, see appendix B

District Summary Report – Teacher Professional Development						
Districts	# of Students	# of Teachers	# of Schools	# of Community Participants	Total # of Instructional Hours	# of Programs
Alpine						
Beaver						
Box Elder						
Cache						
Carbon						
Daggett						
Davis						
Duchesne						
Emery						
Garfield						
Grand						
Granite						
Iron						
Jordan						
Juab						
Kane						
Logan						
Millard						
Morgan						
Murray						
Nebo						
North Sanpete						
North Summit						
Ogden						
Park City						
Piute						
Provo						
Rich						
SLC						
San Juan						
Sevier						
South Sanpete						
South Summit						
Tintic						
Tooele						
Uintah						
Wasatch						
Washington						
Wayne						
Weber						
Charter						
TOTALS						

For key, see appendix B

District Summary Report – Teacher Resources						
Districts	# of Students	# of Teachers	# of Schools	# of Community Participants	Total # of Instructional Hours	# of Programs
Alpine						
Beaver						
Box Elder						
Cache						
Carbon						
Daggett						
Davis						
Duchesne						
Emery						
Garfield						
Grand						
Granite						
Iron						
Jordan						
Juab						
Kane						
Logan						
Millard						
Morgan						
Murray						
Nebo						
North Sanpete						
North Summit						
Ogden						
Park City						
Piute						
Provo						
Rich						
SLC						
San Juan						
Sevier						
South Sanpete						
South Summit						
Tintic						
Tooele						
Uintah						
Wasatch						
Washington						
Wayne						
Weber						
Charter						
TOTALS						

For key, see appendix B

Appendix A

Program Details	
Outreach	
In-Depth Classroom	A series of programs or residencies delivered to a single classroom emphasizing lower teacher to student ratio which target specific core objectives for that grade.
Classroom	Programs delivered to a single classroom which target specific core objectives for that grade.
Grade-Level Assembly	Programs delivered to multiple classrooms of a single grade which target specific core objectives for that grade.
Multi-grade Assembly	Programs administered to multiple grades which may include relevant core objectives from participating grades.
Presentations	Fully produced, professional presentations
Field Trips	
Core-Based Program or Performances	Programs lead by education staff based on the Utah State Core. Includes pre- and post-visit activities.
Facilitated Exhibits	Education staff member lead exploration of exhibits which may include pre and post visit activities.
Self-Guided	Self Guided Field Trips are teacher facilitated lead exploration of exhibits and may include supporting curriculum resources and educational staff.
Teacher Professional Development	
In-Depth Professional Development	Programs with multiple on-going contacts aimed at providing teachers with knowledge and on-going support and training to increase their ability and skill in teaching across various science subject areas.
Outreach Workshops	Off-site programs aimed at providing teachers with knowledge and training to increase their ability and skill in teaching across various science subject areas.
In-House Workshops	On-site programs aimed at providing teachers with knowledge and training to increase their ability and skill in teaching across various science subject areas.
Teacher Resources	Topic relevant lesson plans and resources, based on Utah State Core, used by teachers to supplement their classroom teaching activities.

<p># of Students</p>	<p>Number of students who have received services between July 1, 2007 and June 30, 2008. Students are to be counted once per program.</p>
<p># of Teachers</p>	<p>Number of teachers who have received services between July 1, 2007 and June 30, 2008. Teachers are to be counted once per program.</p>
<p># of Schools</p>	<p>Number of schools that have received services between July 1, 2007 and June 30, 2008. Schools are to be counted once per program.</p>
<p># of Districts</p>	<p>Number of districts that have received services between July 1, 2007 and June 30, 2008. Districts are to be counted once per program.</p>
<p># of Programs</p>	<p>Number of times this program has been delivered between July 1, 2007 and June 30, 2008. Programs are to be counted only once.</p>
<p>Length of Program</p>	<p>Length of this program in hours.</p>
<p># of Staff/Volunteers</p>	<p>Average number of staff/volunteers who deliver the program.</p>

Appendix B

Statistical Summaries

Statistical Summaries	
# of Students	Number of students has received services between July 1, 2007 and June 30, 2008. Students are to be counted once per program.
# of Teachers	Number of teachers that have received services between July 1, 2007 and June 30, 2008. Teachers are to be counted once per program.
# of Schools	Number of schools that have received services between July 1, 2007 and June 30, 2008. Schools are to be counted once per program.
# of Community Participants	Participants of community events which can include student and teachers or community members that participate in regular iSEE programs.
Total # of Instructional Hours	Total # of hours of programs delivered to each district.
# of Programs	Number of times this program has been delivered between July 1, 2007 and June 30, 2008. Programs are to be counted only once.