

PRE K– 6th Grade Literacy Teachers

We are pleased to announce that Endowment funds are available on a first-come, first-serve basis for Literacy Teachers to apply for an award for this year only!!

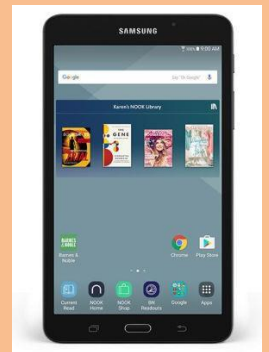
It's the "17th year" of the

JOAN E. MONTAQUILA LITERACY ENDOWMENT FUND



“There is no doubt in my mind that learning to read successfully is the basis of all children’s future and giving them every opportunity to learn and love to read is a definite obligation of the Cranston Public Schools.”

Joan E. Montaquila



- ❖ Download a copy of the 2017-2018 revised guidelines and proposal application from the CPS website. (<http://cpsed.net/grants/montaquila.pdf>)
- ❖ Follow the guidelines to complete the application and secure the proper quotes from vendors.
- ❖ Submit your proposal application to the Grant Office at Briggs by Friday, January 18, 2018.

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Joan E. Montaquila enjoyed an award-winning and self-fulfilling career as a Cranston teacher and principal for twenty-eight years. She was loved and respected by her students, colleagues, staff, family, and friends. Children were Joan’s first priority and her deepest belief about their development was that learning to read successfully is the basis of their entire future.

Joan felt it was the duty of educators to give children every opportunity to **LEARN TO READ** and **LOVE TO READ**. Out of this philosophy Joan’s dream was born:

THE JOAN E. MONTAQUILA LITERACY ENDOWMENT FUND

Joan’s wish was that this gift be used strictly for the benefit of the elementary school student literacy program, grades kindergarten through sixth. All teachers who are involved with children in grades K-6 may write a simple grant proposal for funds to support literacy initiatives and activities.

In her words:

“This endowment is a way of expressing my appreciation to all of the schools in Cranston and specifically the Literacy Department for making 28 years of my life so worthy and self-satisfying.”

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PROPOSAL GUIDELINES

(REVISED September 2017)

WHY ARE THERE SPECIFIC GUIDELINES?

Specific guidelines have been established that reflect the intent of Joan's wishes, thus, proposals requesting trade books will be given priority over requests for the Samsung Galaxy Tab A Nooks, EBooks and APPS. **All guidelines must be followed when completing the proposal application to be considered for an award.**

WHO CAN APPLY FOR "BOOKS"?

All teachers who work with students in grades Pre K-6, including specialists in the areas of speech/language, ELL, guidance, art, music, and physical education/health. Teachers are strongly encouraged to write their own proposals. There is a **\$1000.00** limit per proposal. **Literacy Teachers and Librarians may assist teachers by suggesting lists of resources. All books must remain in classrooms for use by the teachers and students and cannot under any circumstances be sent home.**

WHO CAN APPLY FOR "SAMSUNG GALAXY TAB A NOOKS, EBOOKS & APPS"?

Classroom teachers in grades K-6 (including self-contained Special Ed.) may apply for NOOK Samsung Tab4s, EBooks & APPS. There is a **\$2000.00** limit per proposal. The number of EBook titles that can be ordered will depend upon the cost per title. **Teachers who want to request the SAMSUNG GALAXY TAB A NOOKS, EBooks and APPS must contact Katie Rendine at Barnes & Noble (401-826-4261 OR crm2159@bn.com) for two quotes – one for NOOKS/covers/protection plan and one for the EBooks. Attach each quote to a separate budget sheet when submitting the proposal.**

WHAT KINDS OF "EBOOK" TITLES CAN BE ORDERED?

In order to make the most of the Samsung Galaxy Tab A Nooks and EBooks, you may want to order:

- Multi-level titles to accommodate diverse student reading levels (LIT Circles/Differentiated Library)
- Nonfiction to support Math, Social Studies and Science
- Titles that meet the Common Core Standards

All Samsung Galaxy Tab A Nooks and EBooks will be inventoried and tagged prior to delivery. They must be housed in a secure place within the teacher's classroom. Under no circumstances are they to leave the classroom or be allowed to go home.

WHAT KINDS OF ACTIVITIES ARE ENCOURAGED?

A variety of activities may serve as the basis for a teacher to request funding up to **\$1000.00 for trade books** or **\$2000.00 for the Tablets and EBooks**. **This amount must include the shipping & handling fees.** The following activities serve as a small sample:

- To support the teaching of literacy skills to enhance reading development & enjoyment
- To support the development of young writers
- To encourage reading & understanding of the content areas (Math, Science & Social Studies)
- To enhance a literacy project
- To support an integrated unit

HOW MAY THE FUNDS BE USED?

These supplemental funds may be primarily used to purchase literature-based resources to enhance the development of reading, writing, listening and speaking skills in all areas of the curriculum. Keep in mind that these supplemental funds should not replace the district's basic obligations (ie. textbooks, DVDs, etc). Monies may be used to purchase:

- Specific titles for building a Classroom Library (**Excludes leveled reader kits/large Content Area kits**)
- Multiple copies of specific supplementary trade books for LIT Circles
- Fiction/Nonfiction related to the content areas or fine arts (**Excludes textbooks/workbooks**)
- Blank books for Young Authors
- NOOK Samsung Tablets & E Books (**K-6 Classroom & Self Contained Special Ed. teachers only**)

WHAT ARE THE PROPOSAL PROCEDURES?

The proposal form & guidelines are available on the CPS website and may be submitted in writing or by email (pdf) to Sharon Piscitelli (spiscitelli@cpsed.net) at Briggs by November 17, 2017.

- 1) **All applications must reflect the intent and follow the proposal guidelines.** The proposal must be well written and **must have a proper title, a detailed description that explains the award's intended purpose, measurable & detailed activities, and detailed expected learning outcomes.**
- 2) **Classroom teachers are strongly encouraged to write their own proposals. All previous years' recipients must submit evidence of Tablet/book use to apply and qualify for a new award.**
- 3) Itinerants may submit one proposal for each of their assigned schools.
- 4) **These endowment funds should be viewed as supplemental funds and not replace the district's obligations (Fund I) that include providing required textbooks.**
- 5) A separate Budget Sheet should be used for each vendor. **We recommend that you secure a detailed quote or shopping cart from each vendor and attach a copy to the Budget Sheet.** Be sure to include shipping charges or vendor discounts where applicable. (See "Directions for Ordering" – if ordering from Barnes & Noble)

The Applicant and the Building Principal must sign the proposal and should retain a copy of the proposal for future reference.

WHO WILL REVIEW THE PROPOSALS?

All members of the Montaquila Literacy Endowment Fund Committee will read and comment on the proposals **as they are received** to determine the final selection of recipients. The committee uses specific criteria to determine whether applications get full, partial, or no funding. (Refer to the Sample Screening Form) Recommendations for full or partial funding will be forwarded to the Grant Fiscal Office.

WHEN WILL NOTIFICATIONS BE SENT OUT?

Each proposal **will be reviewed upon its receipt** by the Committee. **The earlier it is received, the sooner you will receive the Committee's decision.** Each recipient and the building principal will be notified by email.

WHAT ARE THE PROCEDURES FOR ORDERING UPON RECEIVING AN AWARD?

Recipients must submit a Requisition Form from the building principal and attach the Budget Sheet(s). **No substitutions of titles can be made without permission of the Committee.** The building principal must sign the Requisition Form and generate and fax the Purchase Order(s) for the specific vendor(s) to the Grant Office.

WHAT ARE THE POST AWARD REQUIREMENTS?

All Samsung Galaxy Tab A Nooks will be inventoried and tagged prior to delivery. When the devices arrive at the school, the recipient and the principal must sign the green purchase order and return it to Sharon Piscitelli at Briggs. **All books must be stamped with the Joan E. Montaquila stamp** from the Grant Office (ext. 8154).

Award recipients must complete and submit a hard copy of the Final Award Report Form and attach photos of the activities and samples demonstrating evidence of student learning and enjoyment by **September 1, 2018.** (Recipients will not be allowed to apply for a future award until these requirements are completed.)

TO WHOM WILL THE AWARDED ITEMS (BOOK) BELONG?

Joan's wish that Cranston's students be given the "opportunity to learn and love to read" can only be fulfilled if the materials remain available to them. To fulfill this intent, it is important for the following to take place:

- 1) **Should the award recipient change grade and remain in the same school,** he/she has the option of taking the trade books/NOOKS & Readers/EBooks to the new grade or give them to the teacher who will be teaching the grade for which they were intended.
- 2) **Upon the recipient's retirement,** the trade books/NOOK Readers, Nook Samsung Tab4s & Samsung Galaxy Tab A Nooks, EBooks remain the property of Cranston Public Schools for teacher and student use.

**JOAN E. MONTAQUILA
LITERACY ENDOWMENT FUND
2017-2018**

“THE SAMSUNG GALAXY TAB A NOOK (7.0)”

Policies & Procedures

DEVICE:	\$134.40	
PROTECTION PLAN:	\$ 38.69* (new price)	
COVERS: 2-Way Stand -	\$ 35.96	Total = \$209.05 per device
Kimono Sleeve -	\$ 22.46	Total = \$195.55 per device

Based upon a \$2000.00 award:

- The selection of cover determines the price and the quantity that can be requested.
(Example: 8 tablets x \$209.05 = \$1672.40 (Tablet, protection plan & 2-way stand cover)
OR
(Example: 8 x \$195.55 = \$1564.40 (Tablet, plan protection & Kimono sleeve cover)
- The number of EBooks that can be ordered will depend upon the total cost of each book. The EBooks may include multi-leveled titles to accommodate diverse reading levels, Nonfiction for supporting reading in the content areas, and titles that meet the Common Core Standards)
- APPS vary in price and must fall within the approved list of educational APPS.
- An applicant must contact Katie Rendine at Barnes & Noble (401-826-4261 or crm2159@bn.com) to acquire a quote for the total purchase. This quote must be attached to the budget page when submitting the proposal to the Grants Office.
- Only the titles and apps requested and approved by the Committee will be loaded onto the Samsung NOOKTablets by Barnes & Noble. No substitutions can be made without approval from the Committee.

Upon receiving approval and an award:

- The applicant and principal must submit one purchase order for the NOOKS and one purchase order for the EBooks.
- All NOOK Tablets will be inventoried and a tagged prior to delivery to the teacher.
- All NOOK Tablets must be housed in a secure place in the teacher’s classroom and under no circumstances can they leave the classroom or be allowed to go home.
- You will receive ongoing support from Barnes & Noble to assist you in using the NOOK Samsung Tablets.

Next year, look forward to:

- Applying for funds to receive additional NOOKS or to add to your collection of EBooks, provided you document their use by submitting a hard copies of the Final Award Report and photos to the Grants Office.

JOAN E. MONTAQUILA LITERACY ENDOWMENT FUND

(2017-2018)

DIRECTIONS FOR SUBMITTING VENDOR INFORMATION

- PLEASE PROVIDE A BLANK ORDER FORM (ORIGINAL OR COPY) SHOWING THE VENDOR'S CONTACT INFORMATION IF YOU ARE USING A CATALOG. IF THERE IS NO FORM, PLEASE **SUPPLY THE VENDOR'S COMPLETE ADDRESS, AND PHONE/FAX NUMBERS.**
- IF YOU HAVE A VENDOR QUOTE, PLEASE ATTACH IT TO THE REQUISITION.
- PLEASE REMEMBER TO INCLUDE SHIPPING AND HANDLING. IF YOU DO NOT KNOW THE EXACT AMOUNT OR PERCENTAGE, CALL THE VENDOR OR CHECK THEIR WEBSITE FOR SHIPPING RATES. IF YOU STILL CANNOT OBTAIN A SHIPPING RATE, PLEASE ESTIMATE AT 10%. IF SHIPPING IS FREE, PLEASE WRITE "FREE SHIPPING AND HANDLING" ON THE REQUISITION.
- WHEN SENDING YOUR REQUISITIONS TO THE GRANT OFFICE FOR PROCESSING, YOU DO **NOT** HAVE TO RE-WRITE EVERY TITLE FROM YOUR PROPOSAL. PLEASE WRITE "PER ATTACHED" IN THE DESCRIPTION AREA AND ATTACH A VENDOR QUOTE (PREFERABLE) OR THE BUDGET SHEET FROM YOUR PROPOSAL. A **SEPARATE REQUISITION** MUST BE ISSUED FOR **EACH VENDOR.**
- SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT: SHARON PISCITELLI, GRANT OFFICE (EXT. 8154): SPISCITELLI@CPSED.NET

LIST OF VENDORS

- **AMAZON.COM** ****THIS IS STRICTLY FOR ORDERING BOOKS****
KEEP IN MIND THAT PRICES FLUCTUATE DAILY AND THEY MAY VARY FROM THE TIME YOU SUBMIT THE BUDGET PAGE AND THE TIME THE ITEMS ARE ACTUALLY ORDERED
- **BARNES & NOBLE BOOKS (Must contact Katie Rendine directly for ordering.)**
APPROXIMATELY 20% DISCOUNT PER TITLE. NO SHIPPING CHARGES. YOU PICK UP THE ORDER. GET A QUOTE FROM **KATIE RENDINE** AT **826-4261** OR **CRM2159@BN.COM**. SUPPLY ISBN #, TITLE, AUTHOR.

TWO SEPARATE BUDGET PAGES WITH QUOTES ATTACHED MUST BE SUBMITTED: ONE FOR BOOKS/NOOKS (INCLUDES COVERS & PROTECTION PLANS) AND ONE FOR E-BOOKS.

- **FOLLETT LIBRARY SERVICES**
ALWAYS FREE SHIPPING.
FOLLETTBOUND BOOKS ARE HALF THE PRICE OF THE PUBLISHERS EDITIONS, ARE HARD-COVERED AND HAVE A LIFETIME GUARANTEE.
NOT ALL TITLES ARE AVAILABLE IN "FOLLETTBOUND"; THEREFORE, YOU SHOULD ORDER 20-30% OVER THE GRANT PROPOSAL AND PRIORITIZE THE SELECTIONS. A NOTATION MUST BE MADE: "ORDER NOT TO EXCEED \$(Your Grant Award Amount)".

REQUISITIONS MUST SPECIFY "**PLEASE SUPPLY FOLLETTBOUND**".

ALSO SPECIFY "**NO PROCESSING**" – "**NOT FOR LIBRARY USE**". THESE ARE CLASSROOM BOOKS, NOT LIBRARY BOOKS.

- **FOLLETT EDUCATIONAL SERVICES**

(REP: KIMBERY CHMIELOWICZ 800-621-4272, X-4105) 35 – 40% DISCOUNT ON ALL PAPERBACK NOVELS
FREE SHIPPING & HANDLING
SEE HANDOUT.

- **SCHOLASTIC. INC.**

DISCOUNTS RANGE FROM 25 – 30%. HOWEVER, NO DISCOUNT IS ALLOWED ON SETS OR COLLECTIONS. THE DISCOUNT APPLIES TO PAPERBACK BOOKS ONLY. PLEASE CHECK THE WEBSITE FOR MORE INFORMATION. SHIPPING CHARGES ARE 9% OF THE ORDER.

SCHOLASTIC NEWSLETTER ** DO NOT TO USE THIS SOURCE ******

- **SUNDANCE PUBLISHING**

OFFERS DISCOUNTS AS FOLLOWS:

\$100-499	20%
\$500-999	25%
OVER \$1000	30%

PLEASE NOTE THAT DISCOUNT DOES NOT APPLY TO SUNDANCE EXCLUSIVES, AUDIOCASSETTES, VIDEOS, OR CD'S!

SHOULD YOU HAVE ANY QUESTIONS OR CONERNS, PLEASE CONTACT: SHARON PISCITELLI, GRANT OFFICE (EXT. 8154): SPISCITELLI@CPSED.NET

**PROPOSAL APPLICATION
FOR
THE JOAN E. MONTAQUILA LITERACY ENDOWMENT FUND**

Please review the Proposal Guidelines and the Guidelines for Ordering from Vendors prior to completing this form. (If preparing a separate document, this sheet must be the cover sheet)

Name: _____ School: _____ Grade _____

Email Address: _____ **DEADLINE: November 17, 2017**

Title of Proposal: _____

Description of activities: _____

Expected Learner Outcomes: _____

Total Amount Requested: _____

(On the attached sheets, please provide an itemized budget)

Your signature _____ Date _____

Your Principal's signature _____ Date _____

THE JOAN E. MONTAQUILA LITERACY ENDOWMENT FUND
Itemized Budget

Please be specific in providing an itemized budget.
(Attach copy of the quote and catalogue page)

VENDOR _____
Address _____
Phone _____

Item Number or ISBN	Title	Quantity	Retail Cost Per Title	Total Cost

PLEASE NOTE:

- ❖ The **TOTAL** must not exceed \$1000.00 for Trade Books or \$2000.00 for Tablets/EBooks/APPS.
- ❖ The principal and applicant must each retain a copy of the proposal for future reference.
- ❖ The principal must sign off as the materials that are ordered are received in the building.

Subtotal	
Vendor Discount	
Shipping & Handling = 10%	
TOTAL	

**JOAN E. MONTAQUILA
LITERACY ENDOWMENT FUND
(Revised Sample) Screening Form**

1. All committee members will review each proposal.
2. Each proposal should be rated using the following criteria.

Application Number _____

- Strongly Recommended (Full Payment)
- Recommended (Partial Payment – recommend an amount on the line provided)
- No, does not meet the criteria

3. Where possible, please comment to support your decision.
4. All screened proposals will be forwarded to Sharon Piscitelli in the Grants Office.

YES	NO	PROPOSAL: Please check all that apply
		*Applicant qualifies (Pre K-6th)
		*Proposal is complete (Well-written with an appropriate title)
		*Student-centered purpose
		*Clearly describes measurable activities
		*Clearly describes expected learner outcomes
		*Budget page(s) are complete and the quotes are attached. The funds are supplemental and reasonable
		*Signatures of both the applicant & principal are present

	LITERACY ACTIVITY: (Check all that apply)		FUNDS WILL BE USED FOR: (Check the one that applies)
	To enhance a literacy activity		Classroom Library that meets reading & interest levels
	To support an integrated unit		Multiple Copies of Books
	To support the development of research skills		Audio Books
	To support the development of Young Authors		Fiction/Nonfiction related content areas & fine arts
	To support the development of young writers		Literature Guides
	To encourage literature discussion groups		NOOK Samsung Tablets/EBooks/APPS
	OTHER:		OTHER:

Please check one of the following:

- Strongly Recommended (Full payment)
 Recommended (Partial Payment)
- No, does not meet the criteria

COMMENTS:

Committee Reviewer