PRE K – 6th Grade Teachers

ROUND #2 – SPRING 2019 “NOOKS & EBOOKS
Deadline: March 15, 2019

It’s the “18th” 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

The Montaquila Literacy Endowment Committee a second round of funding for the 2018-2019 school year.

- Round Two: PreK-6th grade teachers may apply for a $2000.00 award for NOOKS and EBOOKS.
- Download and complete a copy of the 2019 Spring Proposal Application and Revised Guidelines from the CPS website. Be sure to secure the proper quotes for the NOOKS and EBOOKS from Kate Laprise at Barnes & Noble.
- Submit Proposal Applications for Round Two to the Grant Office at Briggs by Friday, March 15, 2019.
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

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.”
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 desire to request the SAMSUNG GALAXY TAB A NOOKS, EBooks and APPS must contact at Barnes & Noble (401-826-8885) for two quotes – one for NOOKS/cover/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. Suggested activities include:

- 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), Grant Fiscal Director, at Briggs by November 30, 2018.

1) All applications must reflect Joan’s intent and follow proposal guidelines. The proposal must be well-written – 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 a Final Award Report to document evidence of Tablet/book use in order 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 must be used for each vendor. **We recommend that you secure a detailed quote 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”)

   The Applicant and Building Principal must sign the proposal and retain a copy 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 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, Grant Fiscal Director, 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, 2019.** (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) **Teacher Retirement:** The materials are the property of the Cranston Public Schools, and thus, **should remain in the same classroom to be used by the new teacher.** The name of the new teacher must be recorded on an Asset Transfer Form and sent to the Grant Office.

2) **Room Change within a School:** The teacher who initially received the award is teaching the same grade, but has changed rooms. The new room number must be recorded on an Asset Transfer Form and sent to the Grant Office.

3) **Grade Change within a School:** The teacher who initially received the award has changed grades within a building. The materials & equipment should remain in the same classroom with the new teacher’s name recorded on an Asset Transfer Form and sent to the Grant Office. The teacher who changed grades will be given priority over other applicants to acquire books and NOOKS for their new classroom.

3) **Transfer to Another School:**
   a. **If teaching the same grade,** the teacher may take the materials to use in their new classroom. An Asset Transfer Form must be completed and sent to the Grant Office to show the new school is acquiring the materials/equipment.
   b. **If teaching another grade,** the materials **must remain** in their former classroom to be used by the new teacher whose name must be recorded on an Asset Transfer Form and sent to the Grant Office. The teacher who transferred will be given priority over other applicants to acquire books and NOOKS for their new classroom.
NOTES ON ORDERING BOOKS (2018-2019)

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 CONERNS, PLEASE CONTACT: SHARON PISCITELLI, GRANT FISCAL DIRECTOR (EXT. 8154): SPISCITELLI@CPSED.NET

LIST OF VENDORS

AMAZON.COM  ****DO NOT ORDER FROM THIS SOURCE****

BARNES & NOBLE (Do not use BARNESandNOBLE.com) APPROXIMATELY 20% DISCOUNT PER TITLE. NO SHIPPING CHARGES. YOU PICK UP THE ORDER. GET A QUOTE FROM KATE LEPRISÉ (crm2159@bn.com). SUPPLY ISBN #, TITLE, AUTHOR.

BARRINGTON BOOKS APPROXIMATELY 20% DISCOUNT PER TITLE. NO SHIPPING CHARGES. YOU PICK UP THE ORDER. GET A QUOTE FROM KATIE RENDINE AT (401) 432-7222 OR EMAIL HER AT SCHOOLS@BARRINGTONBOOKS.COM

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 FISCAL DIRECTOR (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: March 15, 2019

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

<table>
<thead>
<tr>
<th>VENDOR ____________________________</th>
<th>Address ____________________________</th>
<th>Phone ____________________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Item Number or ISBN</th>
<th>Title</th>
<th>Quantity</th>
<th>Retail Cost Per Title</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Discount</td>
</tr>
<tr>
<td>Shipping &amp; Handling = 10%</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>
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.
   • 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.

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

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

Please check one of the following:

___Strongly Recommended (Full payment)  ___Recommended (Partial Payment)

___ No, does not meet the criteria

COMMENTS:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

_____________________________
Committee Reviewer

Montaquila Literacy Endowment Fund, Spring 2019
JOAN E. MONTAQUILA
LITERACY ENDOWMENT FUND
2018-2019

“THE SAMSUNG GALAXY TAB A NOOK (7.0)”
Policies & Procedures

DEVICE: $123.49
PROTECTION PLAN: $ 42.49
COVERS: 2-Way Stand $ 35.96 Total = $201.94 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 $201.94 = $1615.52 (Tablet, protection plan & 2-way stand 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 Kate Leprise at Barnes & Noble (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 NOOK Tablets 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 copy of the Final Award Report and photos to the Grants Office. Email reports & photos will not be accepted.