



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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GOVERNOR

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STATE SUPERINTENDENT

MEMORANDUM

DATE: July 21, 2016

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: Venessa A. Keesler, Ph.D. 
Deputy Superintendent, Division of Educator, Student and School
Supports

SUBJECT: Educator Evaluation Staffing Grant Interim Financial Progress Report
and Educator Evaluation Staffing Final Financial Progress Report

The purpose of this communication is to prepare Intermediate School Districts (ISDs), Local Education Agencies (LEAs), and Public School Academies (PSAs) for the upcoming deadlines that coincide with the educator evaluation training grant and the educator evaluation staffing grant for implementing the training required under section 95a of the State School Aide Act, PA 94 of 1979. This memo provides relevant timelines and practical steps that districts and PSAs should take to be ready for interim and final progress reports.

Educator Evaluation Training Grant

Each grant recipient must submit an interim progress report and a final report. The final report must state the training was provided, how the training is connected to the use of the evaluation tools, training dates, name(s) of the person(s) providing the training, and verification that all constituent districts and PSAs agreed to the service agreement.

Educator Evaluation Staffing Grant (MAISA Regions)

Each grant recipient must submit an interim progress and a final report. The final report must state the name of the ISD that was responsible for hiring staff and providing a description of how the funded position(s) supported educator evaluation training and implementation throughout the region.

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Interim Report

The interim progress and financial report consists of a short description of project activities to date, summary of financial expenditures, and summary of anticipated expenditures.

Final Report

The final project and final expenditure report consists of the following:

- Project narrative with a description of the completed project and perceived outcomes for education delivery, and includes information described under the grant programs on the previous page.
- Summary of final grant expenditures, including dates of expenditures. Format may be in the form of a copy of a financial account or listing of expenditures.
- Financial narrative that includes information described under the grant programs on the previous page.
- Copy of the implemented training calendar.
- Evidence of the completed project, such as copies of invoices, contracts, photographs, or other evidence to the satisfaction of the Michigan Department of Education (MDE).

Some Important Dates to Know

July 1, 2015: Beginning date of expenditure period

September 30, 2016: Interim Progress and Financial Report DUE

September 30, 2017: Grant end date and end of expenditure period

November 30, 2017: Final Project Report and Final Expenditure Report DUE

For additional information on educator evaluations and financial reports that are due, please visit our website at:

http://www.michigan.gov/documents/mde/FinalProgressReportEdEvalFunds716_530040_7.pdf or send questions to MDE-EdEvals@michigan.gov.

cc: Michigan Education Alliance