



North Dakota Department of Public Instruction
 Kirsten Baesler, State Superintendent
 600 E Boulevard Ave, Dept. 201
 Bismarck, ND 58505-0440

APPLICATION FOR SELECTION OF REVIEW COMMITTEE MEMBERS

State Academic Content Standards in English Language Arts

September 26, 2022

The North Dakota Department of Public Instruction, Office of Academic Support (STATE) invites any eligible applicant to apply to serve as a review committee member responsible for reviewing and providing comments on provisional drafts of the North Dakota state academic content standards in English Language Arts, prepared by a separate committee of content specialists.

1. Program Summary

The STATE is seeking individuals to serve on the committee to review prospective drafts of state academic content standards in English Language Arts, prepared by a separate committee of content specialists.

2. Definitions

STATE - North Dakota Department of Public Instruction, Office of Academic Support
Business, Industry, and Labor - Representatives of any non-governmental business, industry, or labor interest based in North Dakota, requiring or advancing the employment of a skilled workforce.
Community Leaders - Any elected or appointed 1) public office holder, including members of the State’s Legislative Assembly, local public school boards, or city/county officials; or 2) designated representative of a North Dakota community or educational-based association.
General Public - Any citizen of the State of North Dakota.

3. Contact Information

Davonne Eldredge is the point of contact for this application process. Applicants must direct all communications regarding this Application for Selection to the Point of Contact. Unauthorized contact with other STATE employees regarding the application process may result in the disqualification of the Applicant.

Point of Contact: Davonne Eldredge
Phone: 701-328-4525
Email: deldredge@nd.gov

4. Application Schedule

The following schedule lists the estimated dates the STATE will follow.

Application for Selection Issued	September 26, 2022
Applications Due	October 24, 2022
Evaluation Completed by approximately	November 7, 2022
STATE issues Notification of Selection approximately	November 14, 2022
Contract Start Date	December 13, 2022

5. Assistance to Applicants with a Disability

Applicants with a disability who need an accommodation should contact the point of contact prior to the deadline for receipt of applications so that reasonable accommodations can be made.

6. Specifications

The STATE is searching for the involvement of representatives of business, industry, and labor; community leaders; and the public to serve on the review committee. The review committee will be divided into the following areas:

- a. Business, Industry, and Labor
- b. Community Leaders
- c. General Public

A maximum of up to twenty (20) individuals will be selected.

The Review Committee will review the drafts proposed by the Content Development Committee and provide feedback to the Content Development Committee.

7. Application Submission Information and Deadline for Receipt of Applications

Applicants must submit **ONE (1) ELECTRONIC/PAPER COPY** of their application via mail or e-mail to the Program Administrator listed below. Applications must be submitted by the date specified in the Application Schedule above.

Jane Gratz, Program Administrator
ND Department of Public Instruction
600 E Boulevard Ave, Dept 201,
Bismarck ND 58505-0440
Email: jmgratz@nd.gov

Applicants assume the risk of method of dispatch chosen. The STATE assumes no responsibility for delays caused by any electronic or physical mail delivery service. Failure to submit application by the deadline may cause it to be rejected. Late applications will not be accepted.

8. Location of Work

The work is to be performed, completed, and managed in Bismarck, ND. STATE will determine review location (TBD). Applicants are required to bring personal laptop computers to expedite project activities and enhance participation.

9. Submission Requirements

For the STATE to evaluate applications fairly and thoroughly, applicants must follow the format set out in this Application for Selection and provide all information requested as follows:

- a. Cover letter
- b. Completed Application Form, Attachment A

10. Review Committee Work Schedule

Applicants selected according to the requirements of the Application and evaluation outcome must participate in one draft review of the proposed content standards. The tentative onsite meeting date is:

- December 13, 2022
- April 2023 (TBD)

Should the committee decide, a representative of the review committee may meet with the content specialists to communicate the committee findings on the proposed content standards.

11. Review Committee Member Reimbursement

STATE will reimburse for meals, mileage, and lodging at the state rate, if applicable. See *State Travel Reimbursement Policy for Non-employees*, Attachment C.

12. General Approval Information

- A. Application Evaluations** - All applications will be reviewed to determine if they meet all requirements. A review committee will evaluate responsive applications.
- B. Notification of Selection** - Committee selections will be based solely on the evaluation scores set forth in the Application for Selection. See Evaluation Criteria, Attachment B.

The STATE reserves the right to adjust the size of the final committee membership to provide optimal benefit to the STATE's interests.

The NDDPI point of contact for the Application will issue a written Notification of Selection to all applicants. The Notification of Selection will set out the names of all Applicants and identify those selected per the specifications in the Application for Selection. The scores and placement of Applicants will not be part of the Notification of Selection.

13. Confidentiality

Applicant shall not use or disclose any information it receives from STATE under this Contract that STATE has previously identified as confidential or exempt from mandatory public disclosure except as necessary to carry out the purposes of this Contract or as authorized in advance by STATE. STATE shall not disclose any information it receives from Applicant that Applicant has previously identified as confidential. STATE determines in its sole discretion is protected from mandatory public disclosure under a specific exception to the North Dakota public records law, NDCC ch. 44 04. The duty of STATE and Applicant to maintain the confidentiality of information under this section continues beyond the term of this activity.

14. Independent Entity

Applicant is an independent entity under the Contract. Applicant is not a state employee for any purpose, including the application of the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act, the North Dakota Unemployment Compensation Law, and the North Dakota Workforce Safety and Insurance Act. Applicant retains sole and absolute discretion in the manner and means of carrying out Applicant's activities and responsibilities of the Review Committee, as specified in the Application for Selection.

15. Conflict of Interest

Applicants must disclose any instances where any individuals working on the Contract has a possible conflict of interest and, if so, the nature of that conflict (e.g., employed by the State of North Dakota). The STATE reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the Applicant's proposal. The STATE's determination regarding any questions of conflict of interest is final.

16. Compliance with Public Records Laws

Applicant understands that, under the Contract's Confidentiality clause (Section 16), STATE must disclose any records it receives from Applicant to the public upon request. Applicant further understands that any documents obtained or generated by Applicant under the Contract, except for records that are confidential under the Contract, may, under certain circumstances, be open to the public upon request under the North Dakota public records law. Applicant agrees to contact STATE promptly upon receiving a request for information under the public records law and comply with STATE's instructions on responding to the request.



North Dakota Department of Public Instruction

APPLICATION FOR SELECTION OF REVIEW COMMITTEE MEMBERS

**State Academic Content Standards In
English Language Arts**

Application Form

Instructions for completing Application Form: Please complete the application in its entirety. Additional pages or materials other than requested will not be accepted.

I. BACKGROUND INFORMATION – Complete all information in its entirety.

Name of Applicant: _____

Home Mailing Address: _____

Business Name (if applicable): _____

Business Address: _____

Home/Cell Phone Number: _____

Home Email Address: _____

Work Phone Number: _____

Work Email Address: _____

II. STAKEHOLDER INFORMATION

A. Identify the stakeholder group you are applying to represent (select one):

- Business, Industry, and Labor Community Leader General Public

B. Describe your role within the stakeholder group represented above.

III. PLEASE PROVIDE BRIEF NARRATIVE RESPONSES TO THE FOLLOWING QUESTIONS.

A. What role should state content standards serve in setting academic expectations, local curriculum, and the delivery teaching strategies?

B. Describe the role(s) you have had in committee-based strategic planning. When encountering team members with differing approaches or conflicting interests, what strategies did you use?

C. How do you view your role as a member of the Review Committee, and how your involvement may affect the future of education in North Dakota?

[Empty response box]



North Dakota Department of Public Instruction

EVALUATION CRITERIA REVIEW COMMITTEE MEMBERS

State Academic Content Standards in English Language Arts

Maximum Points Available 100

1. PROFESSIONAL CONTENT AND STUDENT SUPPORT FOCUS 15 Points Maximum

Applicant will receive up to 15 points total, proportional to the number of completed required elements. Each required element is worth 3 points each.

- a. Content Area
- b. Grade Level
- c. Specialty Areas
- d. Student Demographic Categories
- e. Title I School Program

2. PROFESSIONAL REFLECTIONS 75 points Maximum

Applicant will receive up to 25 points for each of the narrative responses. Each narrative response will receive a score determined to be appropriate for demonstrated clarity, understanding of the question's subject matter, and depth of professional insight. Point distribution will be determined by the following criteria.

Point Value	Explanation
0-8	Limited narrative development. Narrative demonstrates a limited understanding of the question's content, a lack of clarity, and/or an insufficient development of professional practice.
9-17	Moderate narrative development. Narrative demonstrates a general appreciation of the question's content, clarity is evident without providing detailed information, and/or provides adequate overall development of professional practices.
18-25	Exemplary narrative development. Narrative demonstrates an in-depth understanding of the question's content, clarity is evident and provides detailed information, and/or provides specific, detailed development of professional practices.

- a. Previous participation in standards/curriculum development
- b. Instructional Strategy in Classroom
- c. Examples of previous participation in team centered professional development activities

3. SUPERVISOR'S LETTERS OF SUPPORT 10 Points Maximum

Applicant will receive 10 points for the required submission of a Letter of Support from their supervisor.

Travel reimbursement will be made according to ND OMB Policies 502-516 (effective February 19, 2021), as outlined below. Payment for travel expenses that exceed the agreed upon budget must be approved by State's project manager.

Per Diem (Meal Allowance):

A contractor shall be reimbursed per diem for meals paid by the contractor while traveling at the request of the State, up to the allowable rates established below (meal receipts are not required.) A contractor will not be reimbursed for the first quarter if travel began after 7:00 a.m. In order to claim expenses for the second and third quarters, the contractor must have been in travel status one hour before the start of the quarter being claimed, and travel status must extend at least one hour into the quarter being claimed. No meals are reimbursed if total travel status is less than 4 hours. Meals in the city of residence/employment and meals provided by a conference are not reimbursable.

Per Diem for travel within North Dakota	Per Diem for travel outside of North Dakota
The maximum meal allowance for each quarter: \$ 7.00 1 st Qtr, 6:00 am to 12:00 pm (20%) \$10.50 2 nd Qtr, 12:00 pm to 6:00 pm (30%) \$17.50 3 rd Qtr, 6:00 pm to 12:00 am (50%) \$35.00 Maximum per day reimbursement for meals	GSA meal allowance rates for city of destination: http://www.gsa.gov/portal/category/100120 . Same quarterly breakdown as in-state allowance.

Lodging:

Copies of itemized lodging receipts are required. State will not reimburse incidental expenses (e.g. movies, phone, etc), however, applicable taxes are reimbursed. Travelers need to exercise diligence in securing hotel rooms at the best possible rate.

In-State Lodging	Out-of-State Lodging
Maximum of ninety percent of the GSA rate for lodging in North Dakota plus applicable state and local taxes. As of October 1, 2019, the GSA rate for lodging in ND will be \$96, therefore the maximum amount that can be claimed is \$86.40 plus applicable taxes (\$96 x 90% = \$86.40). The GSA will update their rates periodically during the biennium and the allowable lodging reimbursement will also change at that time. The state purchasing card should be used for all lodging costs whenever possible. By using the p-card, state lodging expenses should be tax exempt from ND tax.	Lodging costs are reimbursed at actual costs.

Transportation:

- ❖ In-state mileage for personal car use is reimbursed at \$0.625 per mile.
- ❖ Reimbursements for airline ticket or other travel must be specified in the Contract. Contractor will be reimbursed for coach class tickets and must exercise diligence in securing the best possible rates. Receipts showing flight itinerary are required.
- ❖ Luggage fee will be reimbursed only for the first piece of checked luggage unless specified in the Contract.
 - ❖ **Car rental is not an allowable expense. Misc:**
- ❖ All allowable travel expenses (other than meal per diem) greater than \$10 must be documented with itemized receipts (luggage, taxi etc.)
- ❖ Parking fees at a motel/hotel or an airport require a receipt and will only be reimbursed for overnight travel.
- ❖ Contractors are requested to submit reimbursement claims within 30 days of travel. Due to year-end accounting requirements, June travel expenses must be submitted to NDDPI no later than July 14th of any year.
- ❖ Contractors submit reimbursement claims on State form # SFN 9007; include dates of travel and, if claiming per diem, include time of departure from home (office) and time of return to home (office).