

State Of Maine
Department Of Education

Instructions for the
Gifted and Talented Educational Program
Applications for 2016-17

School administrative units (SAU) that received approval for the Initial Application for the 2015-16 school year must complete the Program Renewal Application. It is available on the Maine DOE's Gifted and Talented [website](#) as an RTF document.

SAUs that DO NOT have a previously approved Initial Application must complete the Initial Application. Please contact GT.DOE@maine.gov for the *Initial Application*.

The following laws and rules regulate Maine's gifted and talented programs. The applications for initial program approval, renewal and waiver follow the statutory requirements.

Maine Revised Statutes Title 20-A, Chapter 311, section 8101-A(1) and (2) state:

1. Implementation. Each school administrative unit (SAU) shall implement a gifted and talented education program. The Commissioner may provide technical assistance to a SAU in planning and implementing its gifted and talented education program.

2. Costs; approval. Costs of gifted and talented education programs approved by the Department are subsidizable costs under the Essential Programs and Services Funding Act.

Maine Department of Education (05-071) Rules Chapter 104:

104.13 Program Approval: General Principles. Each SAU shall apply annually to the Department for approval of its gifted and talented program(s) on forms provided by the Department. The superintendent of the SAU is responsible for supplying all information necessary for a determination that the program is entitled to approval. The application form must be signed by the superintendent of the SAU in which the program is located certifying that the form contains information that is accurate at the time of reporting.

104.16 (Renewal) Annual Program Approval. To maintain program approval status, the following information shall be required annually of each school unit:

1. Any information that represents an alteration, addition, or deletion to any program category (104.14 1-9) as reported and approved in the original Program Approval Application (Plan).

2. Results of the annual self-evaluation process.

***Failure to submit required reports and applications in a timely manner shall be grounds for loss of program approval and of State subsidy aid.

SAUs choosing to apply for a one-year waiver from offering gifted and talented programming may do so by completing the *Application for One-Year Waiver*, which is available on the Maine DOE's Gifted and Talented [website](#) as an RTF document.

Maine Revised Statutes Title 20-A, Chapter 311, section 8101-A(3) states:

Waivers. Beginning with the 2012-13 school year, a school administrative unit (SAU) that did not operate a gifted and talented program in the 2011-12 school year may apply to the Commissioner for a one-year waiver of this requirement if full implementation of this requirement presents an undue burden. The Commissioner may grant the SAU a waiver upon receipt of an application from the SAU that includes the basis for the waiver request. Financial hardship is one criterion the Commissioner must consider in determining whether to grant a waiver. The Commissioner has the authority to grant a one-year waiver to a SAU and a one-year waiver extension. Any additional request for extensions must be submitted and reviewed on an annual basis.

Instructions for ALL applications:

- **All** applications are due by **September 30, 2016** and must be submitted electronically to GT.DOE@maine.gov.
- Applications must reflect the current status of the SAU's gifted and talented program(s).
- The SAU's gifted and talented program budget proposal included as part of the application must also be reported in the Maine Education Data Management System (MEDMS) financial system as part of the SAU's Annual Budget Reporting.
- SAUs will be notified of approval/non-approval status in writing.
- Final applications and accompanying approval/non-approval letters and approved budgets will be posted on the Maine DOE's Gifted and Talented [website](#).
- Steps for application completion and submittal –
 - Open the blank application file and save it to your local network.
 - Complete the application electronically and save again to your local network.
 - Print the completed application and have it physically signed and dated by the SAU superintendent.
 - Scan the completed, signed and dated application (as a PDF file) and submit it electronically to GT.DOE@maine.gov (***Unsigned and/or undated applications will not be accepted.***)
- Steps for application revisions –
 - Once revisions have been made save the file to your local network.
 - Print the completed application and have it physically signed and dated by the SAU superintendent (you must include the revision date).
 - Scan the completed, signed and dated application (as a PDF file) and submit it electronically to GT.DOE@maine.gov (***Unsigned and/or undated applications will not be accepted.***)
 - All revisions must be submitted within 30 days of the request by the Department's consultant.

Instructions specific for the Renewal Application:

To maintain program approval status, a school administrative unit (SAU) must annually report any information that represents an ***alteration, addition, or deletion*** to any program category (Maine DOE Chapter 104.14, 1-9) as reported and approved in the Initial Application.

Indicate if there are alterations, additions, or deletions to any program category **by marking the appropriate box**. If you have alterations, additions, or deletions, **please describe them completely** using as much space as necessary.

1. Provide a detailed description of the SAU's philosophy for the gifted and talented program(s). These should be reported separately (by academics and arts) in the spaces provided.
2. The abstract should provide a general description specific to the delivery of the program(s). These should be reported separately (by academics and arts) in the spaces provided. *(For example, grades 3-5 consultation model for identified ELA students, grades 3-5 pull out services for identified math students, grades 3-5 differentiation in the regular classroom for identified arts students, etc.).*
3. Identify the goals, objectives and activities for each program component, K-12 *(not by content area; categorized by academics and arts)*. These should be reported separately in the spaces provided.
4. Provide a detailed identification process for each of the three categories in which gifted and talented children are identified *(general intellectual ability, academic aptitude, and artistic ability)* in the spaces provided. *Note: In the academic areas, at least one measure must be objective. This is not the case with the arts.*
 - Describe the SAU's procedure to identify a transfer student from another district or school *(regardless of previous GT identification)*. Include the notification of parent/s or guardian in this response.
 - List reasons for exiting the program and describe the SAU's procedure when considering the removal of a student from the program. Include the notification of parent/s or guardian in this response.
 - Describe the SAU's procedure if a parent, teacher, or student appeals the decision of the gifted and talented identification committee. Include the notification of parent/s or guardian in this response.
5. List any gifted and talented workshops, conferences, book studies, etc. that directly relate to the professional development of personnel responsible for gifted and talented services.
6. Describe the management structure of the gifted and talented program(s). This includes but is not limited to the roles and responsibilities of administrators and teachers of the gifted and talented. Which department does the gifted and talented program(s) rest, to whom does the GT teacher report, etc.?

Professional Staff

- List the professional staff by name for whom you are requesting subsidy. Professional staff refers to teachers and administrators.
- In the endorsement column, indicate whether this person is certified/endorsed in gifted and talented endorsed or holds a transitional endorsement by September 30, 2016.
- Indicate whether the person is working as a teacher or administrator.
- Indicate the grade levels for which the person is responsible.
- Indicate if this person is working full-time or part-time in the Gifted and Talented program.

Auxiliary Staff

- List the auxiliary staff by name for whom you are requesting subsidy. Auxiliary staff refers to educational technicians.
- Write the person's title or role.
- In the endorsement column, indicate whether this person is or is not gifted and talented endorsed or holds a transitional endorsement.
- Indicate the grade levels for which the person is responsible.
- State the name and position of supervisor.
- Indicate if this person is working full-time or part-time in the Gifted and Talented program.

7. Please describe how the SAU determines the effectiveness of the gifted and talented program(s). (*Self-evaluation process and/or procedures*).
8. This is a narrative justification/description of the items included in the proposed budget in number 9.
9. The costs reported here refer to the school year 2016-17. The budget should include both the academic and the arts programs. Individual names, specific titles/names and costs should be reported.

NOTE: To be approved as an allowable cost for the current school year, all personnel listed below must be appropriately certified/endorsed by the application deadline of September 30.

Write professional staff member's name and state elementary and/or secondary salary including benefits.

- The administrator must hold administrative certification but does not have to have the gifted and talented endorsement.
- The teacher must hold a full or transitional gifted and talented endorsement.
- Teachers in the arts must be endorsed and work with only identified gifted and talented arts students in order to receive gifted and talented funding. The percent of time spent with identified students is an allowable cost. Teachers in the arts may be the teacher for gifted and talented arts students if they are under the direct supervision of an endorsed teacher of the gifted and talented or an endorsed administrator; however, that portion of the arts teacher's schedule is not an allowable cost if the teacher is not endorsed.

Write auxiliary staff member's name and state elementary and/or secondary salary including benefits.

- An educational technician must be endorsed or under the direct supervision of an endorsed teacher/administrator of the gifted and talented in order to receive funding.

If the person works part-time as a gifted and talented teacher and part-time as a classroom teacher or administrator, only list the salary that refers to the GT portion of his or her salary.

Write independent contractor's name and state elementary and/or secondary contract amount.

- A mentor must be under the direct supervision of an endorsed teacher of the gifted and talented or a certified administrator.
- A tutor must be under the direct supervision of an endorsed teacher of the gifted and talented or a certified administrator.
- A visiting artist must be under the direct supervision of an endorsed teacher of the gifted and talented or a certified administrator. The portion of the time spent with only identified gifted and talented students is allowable.
- A contractor may provide professional development and/or program consultation.

A. Educational Materials and Supplies - Names and Cost

- Books and supplemental materials for both the academic and visual and performing arts programs used to implement the gifted and talented program for identified students are an allowable cost. These materials must be supplemental to what the regular program finances. For example, a book is purchased for the identified gifted and talented students in order to supplement the textbook. The textbook is not an allowable cost whereas the book is an allowable cost. The name of the book is required. If a gifted and talented student uses pastels for an art project, this is not an allowable cost because all students use pastels. If the identified student requires specialized materials for the art project, then this is an allowable cost.
- Equipment is not an allowable cost. For example, computers, iPads, iPhones, printers, furniture, movable carts, projectors, easels are not allowable costs.

B. Other allowable costs

- Field trips are an allowable cost if the trip is a unique program to meet the needs of gifted and talented students. *(If all students at grade five are going on the field trip, then this is not an allowable cost).* If the field trip is an allowable cost, then the mileage, bus driver, and any admission fees are approvable.

C. Student Tuition

- A regional program is an allowable cost under this section.
- Computer programs/courses for identified students such as Virtual High School, Aleks, Renzulli Learning are allowable costs.
- If students have exhausted the curriculum options at their high school, students may take a college level course at the University. The tuition reimbursement is limited to one course per student per semester. The course will be reimbursed at the state tuition level.

D. Staff Tuition – Professional Development

- The tuition of certified teachers or administrators to university level courses in gifted and talented education is allowed for personnel with direct administrative or instructional responsibility for the gifted and talented program. The tuition reimbursement is limited to one course per person per semester at the state University tuition level. The name(s) of the courses are required.
- The costs of staff development in gifted and talented education for professional staff are allowed if the staff development is conducted by a person from the field of gifted education who will specifically address the needs of gifted and talented students. Staff development may include SAU or school in-service programs, training institutes, workshops, or conferences.
- Registration fees for state, regional, or national Gifted and Talented conferences are allowable costs. The names of the conferences or organizations are required.

Totals

- Copy the subtotals from the previous two pages and total.

All SAUs must insert the results of their gifted and talented program self-evaluation at the end of the Renewal Application. Use as much space as necessary – **ATTACHMENTS WILL NOT BE ACCEPTED.**