



EnvisionEdPlus, LLC
1352 Shelby Circle
Reynoldsburg, OH 43068

Ohio Department of Education
Sarah Gunther, Senior Sourcing Analyst

July 26, 2022

Re: **Negotiation Response:** Summer Learning and Afterschool Professional Development

Dear Ohio Department of Education,

EnvisionEdPlus, LLC, is pleased to submit the requested revisions to our initial Offer to administer a series of professional development to grant recipients of the Summer Learning and Afterschool Opportunities Grant (SLAOG PD) as requested by the Department in its correspondence dated July 22, 2022. This revision also includes the additional scope of work and associated budget to provide PD for ESSER grantees. Within our revised proposal for services, EnvisionEdPlus clearly demonstrates our capacity and expertise to meet the State's desired outcomes for this project.

To ensure clarity, this cover letter provides a short description of our response to each question and when appropriate identifies the page number(s) where changes were made to our initial proposal. Additionally, all changes made to the initial proposal are *written in red* so the Department can quickly and easily see them.

If you have further questions about our negotiation response, please contact me one of the following ways:

Phone number: (614) 893-7341

E-mail address: michele@envisionedplus.com

Mailing address: EnvisionEdPlus LLC, 1352 Shelby Circle, Reynoldsburg, OH 43068

Thank you for considering the enclosed negotiation response.

Sincerely,

Michele D. Timmons
Chief Executive Officer, EnvisionEdPlus, LLC.



ODE Requested Edits and Short Narrative Response

Note: Page numbers within the proposal are included for reference. With the exception of the NEW ESSER Grantee training scope, all updated sections within the proposal are in RED print.

1. Request to include up to 480 additional ESSER Grantees to 5 training sessions.

EnvisionEdPlus is happy to accommodate the additional scope of work. In order to best serve the ESSER grant recipients, EnvisionEdPlus proposes to schedule separate training sessions for these ESSER grantees. To avoid confusion, the ESSER Grantee training scope is described in a separate section of the revised proposal (**pages 28 - 31**). EnvisionEdPlus recommends a six training sequence, rather than five sessions. The additional session is Mind Safe Learning Design Lab (November 2023). This is recommended because program sites are targeting youth who have been negatively impacted by COVID-19 and EnvisionEdPlus' STREAM Model for Mind Safe Learning connects mental health prevention, SEL and academic instruction in a way that recenters and engages all minds so young people can attend to learning.

ESSER grantees will receive the same training content as the SLAOG grantees, but the training schedule will be different. By using the same training content, EnvisionEdPlus is able to offer ESSER grantees training at 34% less cost than SLAOG training with a per participant rate of \$24.46 per training session. The Compensation Payment Structure for this additional scope is found on **page 32**. Additionally, EnvisionEdPlus provided a combined compensation payment structure on **page 33**.

While EnvisionEdPlus highly recommends each organization participate in *Actors and Factors* as part of sustainability planning, we are not able to accommodate the additional ESSER grantees at the FREE pre-conference workshops prior to OAN's Best Foot Forward Conference. However, if the Department is interested in offering this outstanding in-person workshop to ESSER grantees, EnvisionEdPlus would be happy to provide it at a reduced rate.

EnvisionEdPlus generally charges \$55 per participant for this half-day training, but we would offer this to the Department at \$45 per participant. The estimated cost for one session is \$2,025 (approximately 45 participants). Should this be of interest to the Department, the ESSER scope of work can quickly be updated.

2. Page 16, Design Labs. Provide more detail - specifically how EnvisionEdPlus will develop resources to accompany every training session.

EnvisionEdPlus added additional details and clarifying information on **page 16** to enable the Department to better understand the resource development process. See also, **page 25** for additional details on how EnvisionEdPlus will develop resources for every training. This section includes hotlinks to provide specific examples of resources EnvisionEdPlus has developed and curated for other Design Labs.



3. Page 16, POP Sessions. Provide clarification on who the experienced practitioners are. Are these the same individuals who are tasked with facilitating the Design Labs?

The experienced practitioners are not those tasked with facilitating Design Labs. EnvisionEdPlus, Gap-Logic and OAN invite staff from ODE's grants management team and/or other federal grants management experts and outstanding OST professionals from across Ohio's afterschool and summer learning providers to share their knowledge and insights. EnvisionEdPlus added additional clarifying information on **pages 16-17**.

4. Page 16, Documentation. Add a survey at the beginning of each Design Lab.

EnvisionEdPlus already intended to have a survey at the beginning and end of each Design Lab, but since this was not clearly communicated in the initial proposal, EnvisionEdPlus added additional clarifying information on **page 16** to demonstrate this commitment.

5. Pages 16, 17 and 18, Documentation of Professional Learning. Remove the two fee-based options in all locations and update the budget accordingly.

EnvisionEdPlus removed all references to optional fee based activities within the proposal. Graduate credit and micro-credentials will not be offered to participants. There is no change in the budget because EnvisionEdPlus did not request funds from the state for those activities. Fees would have been paid by participants directly to Ashland University for graduate credit or to credentialing organizations.

6. Page 17, Timeline. Update narrative to state ODE approved vs Ohio Approved.

The wording 'Ohio Approved' was used in reference to training that has been approved through the Ohio Child Care Resource and Referral Association's (OCCRRA) Ohio Professional Registry. Submission to, and approval by the Ohio Professional Registry is important because many OST programs are regulated by Ohio Department of Job and Family Services (ODJFS). ODJFS requires OST staff to document participation in approved training via the Ohio Professional Registry. Therefore, EnvisionEdPlus will submit all training materials to both ODE and the Ohio Professional Registry for approval. To increase clarity, the timeline (**pages 18-19**) has been updated to reflect submission to both ODE and the Ohio Professional Registry. The words 'Ohio Approved' have been removed.

7. Page 17, Actors and Factors Workshop. Clarify whether this training is offered on two or four occasions over two years.

Actors and Factors is a half-day training that will be offered for FREE to SLAOG grantees four times during the two-year period as special pre-conference training prior to OAN's annual Best Foot Forward conferences in 2023 and 2024. EnvisionEdPlus will facilitate two sessions - a morning session AND an afternoon session - each year for a total of four sessions over two years. See clarifying information on **pages 17, 21 and 23**.



- Note: Due to facility and schedule constraints, the FREE pre-conference *Actors and Factors* workshops are only available to SLAOG grantees.

8. Page 20, Session 1. Ensure that material presented is specific to federal grants management.

EnvisionEdPlus intended for the session to be specific to federal grants management as well as how to efficiently use Ohio's CCIP grants management system. EnvisionEdPlus added additional clarifying information to the Accountability Design Lab summaries on **page 20** (session 1) and **page 22** (session 5) to demonstrate this intention.

9. Page 20, Sessions 2 and 3. Provide additional options for those that do not implement STEAM. ODE has a particular interest in literacy.

To better align with Department priorities, EnvisionEdPlus adjusted the flow of workshops and changed some content so that we have a stronger literacy focus and to decrease the feel that workshops are STE(A)M exclusive. In the revised proposal, both Session 3 and Session 6 have a strong literacy focus. We also replaced the STEAM Integration Design Lab with a Career Connections Design Lab (new Session 7) which meets needs of non-STEAM and STEAM programs. See **pages 20-23** for additional details on each session.

Original SLAOG Session Title	Revised SLAOG Session Title
Session 1: Accountability Design Lab I	Session 1: Accountability Design Lab I
Session 2: Making Learning Stick Design Lab	Session 2: Family & Community Engagement Design Lab
Session 3: STE(A)M Integration Design Lab	Session 3: Mind Safe Learning Design Lab
Session 4: High Quality OST Program Design Lab	Session 4: High Quality OST Program Design Lab
Session 5: Accountability Design Lab II	Session 5: Accountability Design Lab II
Session 6: Making Learning Stick Design Lab 2	Session 6: Literacy is FUN-damental Design Lab
Session 7: Family & Community Engagement Design Lab	Session 7: Career Connections Design Lab
Session 8: Sustainability Design Lab	Session 8: Sustainability Design Lab

10. Page 20, Sessions 2 Making Learning Stick. Provide additional clarification on this session.

The workshop originally titled Making Learning Stick Design Lab (formerly session 2) is now referred to as the Mind Safe Learning Design Lab and the summary has been completely revised to more clearly describe the session (see **page 21**). Also, this workshop has been moved to Session 3. The original title and summary made it sound like the content was STEAM exclusive - which it is not. The 9 STREAM strategies also intentionally require students to



practice Ohio's K-12 speaking and listening standards, which had not been called out in the original proposal. **Page 21** also includes a hotlink to the resource EnvisionEdPlus shares with all participants during STREAM Model training.

11. Page 21. Clarify whether *Actors and Factors* will be the same each year. If so, what is the benefit of attending twice?

Yes, *Actors and Factors* will be the same each year. Past experience demonstrated that 35-45 participants is optimal for this workshop. For 161 organizations, we need four sessions to accommodate one leader from each organization over the two-year period (assuming 40 participants per session). We do not intend for a participant to complete *Actors and Factors* more than once. Additional clarifying information on **page 17** is provided to assist the department in better understanding this free sustainability and partnership training.

- Note: The FREE pre-conference *Actors and Factors* workshops are only available to SLAOG grantees.

12. Page 22, Session 7. Move the family engagement session seven (7) to Session two (2) since it is more applicable to all participants.

The family engagement session has been moved to session 2 and session 7 has been replaced by Career Connections Design Lab. Additional clarifying information on **page 21** (session 2) and **page 23** (session 7).

13. Page 26. Additional details on cost assumptions for virtual training.

On **page 29-30**, EnvisionEdPlus updated the cost assumptions for all virtual training.

- SLAOG and ESSER training costs are separated. ESSER training costs are 34% lower than SLAOG because ESSER grantees are participating in the same content - just on a different schedule.
- The SLAOG virtual training fee of \$17,828 per training (4 trainings per year = \$71,310) includes all direct costs associated with project management, oversight/ finance management, training design, training facilitation, as well as resource development creation/curation and registration, communication and data collection. A breakdown of each of these areas is provided within the proposal.
 - The average cost per person is \$36.91 per session.
- The ESSER virtual training fee of \$11,815 per training (5 trainings in FY23 = \$59,075; 1 in FY24 = \$11,815) includes all direct costs associated with project management, oversight/finance, training preparation, training facilitation, as well as reviewing and refreshing all resources. A breakdown of each of these areas is provided within the proposal.
 - The average cost per person is \$24.46 per session.



14. Page 27. Provide clarification and verification of the budget. Some of the calculations appear to be inaccurate.

EnvisionEdPlus clarified and verified all budget calculations. Additionally, the budget has been updated to include the additional training sessions for the ESSER grantees (see **pages 30-33**).



Mandatory Requirements

Offerer Experience Requirements

- 3-5 years grant management experience working with schools, districts, and community-based organizations

Michele Timmons, CEO, and Tricia Moore, COEO, both have extensive experience in grant management. Michele has been writing and managing grants for schools, districts and community-based organizations (CBOs) since 2000. Tricia has been doing this work for 10 years. Tricia and Michele are very familiar with Ohio's CCIP system and provide training and support to schools and CBOs on Ohio's CCIP grant management and reporting. EnvisionEdPlus intends to contract with Nichelle Harris as Project Manager and Michele Ritchlin as an Out-of-School (OST) Professional Learning Quality Consultant. Both Ms. Harris and Ms. Ritchlin are well-versed in grant management in Ohio's CCIP system as they previously worked for organizations that received 21st Century Community Learning Center grants and were directly responsible for managing the grants. (See Staffing Plan pp 12-14)

- Experience providing training for summer learning and afterschool programs preferred

EnvisionEdPlus has been providing training for summer learning and afterschool programs since 2016 when we first began collaborating with the Ohio Afterschool Network. Michele Timmons also trained OST professionals from 2006 - 2012 while working for the Muskingum Valley ESC. Michele Timmons and Tricia Moore have vast experience facilitating state level training for OST professionals during OAN Quarterly Meetings, OAN Best Foot Forward annual conferences and statewide Off to a Great Start conference. Ms. Harris and Ms. Ritchlin also have extensive experience providing training for summer learning and afterschool programs. In previous roles, both have been directly responsible for providing ongoing training for 30-60 staff who provide direct OST program services. Also, in their roles as current and past OAN Executive Directors Ritchlin and Harris (respectively) have provided statewide training, in-person and live virtual, through OAN Quarterly Meetings, OAN Best Foot Forward annual conference and the statewide Off to a Great Start conference.

EnvisionEdPlus is well respected nationally and has trained hundreds of OST professionals in 10 states. Most recently, EnvisionEdPlus provided four live virtual trainings during spring 2021 for Colorado Afterschool Partnership and OAN members on key topics including equity, sustainability and mental health. Also in 2021, Tricia Moore and Nichelle Harris co-facilitated workshops for *Design to Grow: Cultivating Communities of Belonging in Summer Learning*, a two-day, tri-state conference sponsored by Colorado Afterschool Partnership, Montana Afterschool Alliance and Wyoming Afterschool Alliance. This spring, EnvisionEdPlus presented on family engagement at the 2022 National Afterschool Association convening.

Staff Experience Requirements

- Master's degree in education and/or social work

Michele Timmons, EnvisionEdPlus CEO, has a Master's Degree in Education. She will be Project Director.

Dr. Thomie Timmons, Chief Learning Officer, has a Doctorate in Education. He will be Training Quality Specialist.

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



- Preferred experience in working with summer learning and afterschool programs

EnvisionEdPlus has been working with summer learning and afterschool programs since 2016 when we first began collaborating with the Ohio Afterschool Network. Since then we have worked with hundreds of OST professionals and in 10 states. Michele Timmons has also provided direct support to OST programs from 2006 - 2012 while working for the Muskingum Valley ESC. Tricia Moore was a member of the Ohio Afterschool Network's Strategic Leadership Team from 2016-2021. As past and current OAN Executive Directors, Nichelle Harris and Michele Ritchlin worked statewide in support of summer learning and afterschool programs. Also, both have been program directors for high quality OST programs in Lancaster and Marysville school districts.

Required Registration

EnvisionEdPlus, LLC is registered with the Ohio Secretary of State and as a supplier in Ohio/Buys.

Certifications and Affirmations

EnvisionEdPlus, LLC is an Encouraging Diversity, Growth and Equity (EDGE) certified business.

- Certification number: EDGE-221532

EnvisionEdPlus, LLC is a Women-owned Business (WBE) certified business.

- Certification number: WBE-00260

EnvisionEdPlus, LLC, affirms it is the prime Offeror. EnvisionEdPlus affirms it shall not and shall not allow others to perform work or take data outside the United States without express written authorization from DAS.

EnvisionEdPlus affirms that all personnel provided for the Project, who are not United States citizens, will have executed a valid I-9 form and presented valid employment authorization documents. EnvisionEdPlus affirms that any small business program participants will provide necessary data to ensure program reporting and compliance.

EnvisionEdPlus agrees that it is a separate and independent enterprise from the State of Ohio, the Department of Education, and the Department of Administrative Services.

EnvisionEdPlus has a full opportunity to find other business and has made an investment in its business. Moreover EnvisionEdPlus will retain sole and absolute discretion in the judgment of the manner and means of carrying out its obligations and activities under the Contract. This Contract is not to be construed as creating any joint employment relationship between EnvisionEdPlus or any of the personnel provided by EnvisionEdPlus, the Ohio Department of Education, or the Department of Administrative Services.

EnvisionEdPlus affirms that the individuals supplied under the Contract are either: (1) employees of EnvisionEdPlus with EnvisionEdPlus withholding all appropriate taxes, deductions, or contributions required under law; or (2)

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



independent contractors to EnvisionEdPlus. EnvisionEdPlus affirms that it has obtained a written acknowledgement from its independent Contractors that they are separate and independent enterprises from the State of Ohio and the Department of Administrative Services and the Ohio Department of Education for all purposes including the application of the Fair Labor Standards Act, Social Security Act, Federal Unemployment Tax Act, Federal Insurance Contributions Act, the provisions of the Internal Revenue Code, Ohio tax law, worker's compensation law and unemployment insurance law.

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



Offerer Profile

Organizational history

[EnvisionEdPlus](#), LLC is a Limited Liability Company (S Corporation) founded by Michele D. Timmons in May of 2013. We are a small and nimble organization. Four core staff members are adept at high-quality ESSA aligned professional learning, project management, communications, facilitation, partnership development and evaluation- in both the K-12 education and OST sectors. With a strong reputation for innovation we attribute our success to having a comprehensive understanding of education and youth development, careful alignment of priorities among partners, and attention to details that make significant impacts in schools, districts, communities and the children they serve.

At EnvisionEdPlus, we envision a future where EACH young person CAN and DOES achieve their full potential:

- **To learn, think and innovate** without limitations.
- **With equitable access** to systems of learning support, personalized to meet evolving needs in a complex, changing world.
- **To thrive** in education and youth-centered programs that are continuously improving.
- **To benefit** from robust, intentional education, industry, and community collaborations.

Four Core Values drive all work within our organization.

Relentless Pursuit of Equity

We are uncompromising in our dedication to supporting underserved schools, youth organizations and communities, bringing greater equity (access, opportunity, learning) to young people and the adults who serve them, ensuring each youth will thrive in school and beyond.

Innovation with Purpose

We are methodical in our “throw away the box” approach to solving complex problems challenging schools, youth serving organizations and communities. We value innovation that is intentional and practical, and provide to improve success outcomes for young people, families, communities and the adults who serve them.

Empowering Others to Drive Change

Through capacity building, we empower people, schools, youth-serving organizations and community collaborators to continuously assess, design and iterate sustainable solutions that meet their local needs while ensuring equity of access, opportunity and learning.

Authentic Collaboration for Positive Impact

We act as a catalyst for authentic collaboration bringing together motivated people, aligned community partners, and engaged industry allies. Together, we harness our power, resources and drive to amplify successful outcomes for young people, the adults who serve them, our communities and beyond.

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



Organizational Capacity

EnvisionEdPlus has worked with youth-serving agencies and schools across the Midwest and as far away as California and Maryland. We have well-established relationships across the K-12 and OST continuum, including youth serving not-for-profit organizations, statewide afterschool networks, private schools, community schools, STE(A)M designated schools, traditional public school districts, and regional education service organizations. Our team has provided professional services for hundreds of organizations in 74 of Ohio's 88 counties and 28 states including Alabama, Arkansas, Arizona, California, Colorado, Florida, Georgia, Illinois, Indiana, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Montana, North Carolina, New Mexico, Ohio, Oklahoma, Oregon, Pennsylvania, Tennessee, Texas, Utah, Vermont, Virginia, Wyoming, and the District of Columbia. We have also reached international audiences in Egypt, Indonesia, Palestine, Thailand, and Swaziland.

In addition to our four core staff, EnvisionEdPlus' expertise and capacity are enhanced by more than a dozen consultants and business partners in Ohio, Michigan and the District of Columbia. That means project teams are customized precisely according to clients' needs. EnvisionEdPlus specializes in providing professional services in the most in-demand educational areas including: OST learning program design (including start up, redesign and continuous improvement), STE(A)M pedagogy, trauma skilled education, personalized and competency based learning, college and career pathways, work-based learning, problem based learning, healthy youth development, innovative school design and multi-tiered systems of support. Collectively, our team has successfully supported practitioners in nearly every K- college educational setting: OST programs in schools, churches, nonprofits, and for-profit companies; urban, suburban and rural districts; traditional public and charter schools, and including STE(A)M and private schools; career technical education centers; institutions of higher education; as well as statewide afterschool networks, State Support Teams and educational service centers.

For this project, EnvisionEdPlus is partnering with two OST outstanding leaders to further enrich our capacity to provide high quality professional learning for OST professionals. Ms. Nichelle Harris, Principal Education Consultant at Gap-Logic, and Michele Ritchlin, Director at the Ohio Afterschool Network are widely recognized in this field. Both have led high quality OST programs in Ohio (See Staffing Plan pp 12-14) and bring a wealth of experience and knowledge to this team that is unsurpassed in the field.

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



Capability and Unique Qualifications as Experienced Offeror

EnvisionEdPlus is uniquely qualified as an experienced Offeror to administer a series of professional development to grant recipients of the Summer Learning and Afterschool Opportunities Grant.

I. Outstanding reputation for providing high quality and interactive live virtual training to K-12 educators and OST professionals.

Like the rest of the world, by spring of 2020 EnvisionEdPlus entered the world of live virtual learning. While many adult learners have experienced live virtual training that is lecture based and uninspiring, our live virtual learning sessions are active, engaging and highly regarded by participants. The following table offers a quick snapshot of post event feedback on our live virtual training sessions for OST professionals from the last two years.

Live Virtual Training Experience	2020: ReStart ReDesign Lab for Afterschool	2021: PD for Colorado and Ohio Afterschool Networks	FY2022: OAN Entrepreneurship Ed Professional Learning Community
The Zoom platform met my needs as a learner.	4.6 out of 5	4.3 out of 5	4.7 out of 5
Virtual training was a great alternative to F2F. I would recommend it to others.	4.1 out of 5	4.1 out of 5	4.7 out of 5
The vast majority of information shared was helpful/relevant to my role.	3.9 out of 5	Question not asked	4.7 out of 5

As clearly evidenced above, historically our live virtual training has been highly valued by OST professionals and the value add is continuing to rise over time. Even though OST professionals love in-person training, they see EnvisionEdPlus live virtual training as a great alternative and recommend it to others.

Understanding the value of our high quality professional learning is so important, EnvisionEdPlus contracts with an external evaluator to review all training evaluation data (face to face, live virtual and asynchronous) and provide semi-annual reports on our training outcomes. The evaluator then meets with our team to make recommendations for improving our training outcomes and for improving our evaluation surveys themselves. As per our external evaluation results, the data above is consistent across time and between the K-12 education and OST sectors.

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



2. Extensive experience supporting effective grant management in K-12 education and OST.

One of the primary company requirements for this project is that offerors have 3-5 years experience working with schools, districts and community-based organizations (CBO) on grant management. EnvisionEdPlus is very unique in that our expertise is in BOTH grant management and high quality professional learning and we serve K-12 education as well as OST organizations. Very few companies offer all of these services and even fewer have significant understanding and connections in both K-12 education and OST. Below are a few examples of how our team has successfully provided direct grant management and outcome reporting in Ohio's CCIP grant management system.

- OST Program Grant management (Current)
 - Perry Local School District (Lake County) *21st Century Community Learning Center* (2019 - 2022)
 - Manage 3 grants and collaborate with external evaluator to ensure program success
- K-12 Education Grant Management (Past)
 - Trumbull County ESC *Striving Readers* Grant Management and Reporting (2018 - 2020)
 - Mahoning County ESC *Straight A Innovation Fund* Grant Management and Reporting (2016-2018)

3. EnvisionEdPlus' Design Lab professional learning model is an effective strategy for incubating, supporting and sustaining innovation in both K-12 and OST learning environments.

As described in the Work Plan (see pages 16-25) EnvisionEdPlus proposes to use its highly successful Design Lab model as the strategy for each of the four annual professional learning experiences. Through our Design Lab model, participants learn key content in the morning, have personal interaction with others who are already successfully implementing the content and then have facilitated planning time to create local plans for how they will implement what they learned within their own programs and/or organizations.

Since 2016, EnvisionEdPlus has closely collaborated with state and national experts, including Ohio Department of Education (ODE) staff to create and facilitate a unique professional learning model referred to as a "Design Lab". EnvisionEdPlus Design Labs are day-long, high quality professional learning experiences where teams (educators or OST staff) learn proven strategies to improve outcomes and are empowered to drive change through intentional innovation and authentic collaboration. Our Design Lab professional learning model has provided thousands of educators and OST professionals with information, tools, expert thought partners and facilitated work time to support the development of local solutions to common challenges. EnvisionEdPlus Design Labs have engaged hundreds of school and OST program teams in creating personalized learning initiatives, ensuring equity and meeting the needs of the whole child while implementing Ohio's new graduation requirements, developing local Re-Start plans following the onset of COVID-19 and incubating career and college ready pathways that personalize learning for high school students and better prepare them for success after graduation.

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



EnvisionEdPlus has designed and facilitated 38 Design Labs assisting 1,450 Ohio educators, OST professionals, ESC and State Support Teams to design local plans to equitably address some of their most pressing challenges. Design Labs were initially regionally held, face-to-face experiences. With the onset of COVID-19, EnvisionEdPlus embraced live virtual learning which enabled us to dramatically increase reach so we can serve communities across Ohio, the US and around the world. Given this success, nearly all Design Labs are now live virtual learning experiences.

Personalized Learning Design Labs (2016, 2017). 2 face to face (F2F) events, 18 schools, 130 participants

- Teams prototyped their school's personalized learning initiative, connected with national experts, learned strategies for financing personalized learning efforts and prepared 'pitches' to share their plans.

Operation Graduation Design Labs (2019 - 2021). 20 events, 247 schools, 979 participants (10 F2F, 10 live virtual)

- High school teams unpacked Ohio's new graduation requirements and changing mandates related to COVID-19, met state and national experts on learning supports, data collection, industry credentials and partners and developed local strategies to successfully and equitably meet student needs.

Re-Start Design Labs (2020). 4 live virtual events, 64 schools, 5 OST programs, 137 participants

- Ohio STEM Learning Network and OAN partnered with EnvisionEdPlus to assist schools and OST programs to design innovative strategies to provide high quality and equitable learning experiences for all students, regardless of where or when learning would take place when their schools re-started in the fall of 2020.

Doable Credentials Design Labs (2021). 4 live virtual events serving 30 schools, 164 participants

- High school teams created career readiness pathways that can be effective and sustainable within a 'regular' high school to ensure equity of access to career readiness skill-building and industry-recognized credentials, especially for disadvantaged youth and students with disabilities.

Career Readiness Pathway Design Labs (2021-2022). 4 events, 4 schools, 20 participants (1 F2F, 3 live virtual)

- EnvisionEdPlus is working deeply with four schools across Ohio to create a six sustainable career readiness pathway where students, especially at-risk youth, would develop entrepreneurial mindsets and earn industry recognized credentials via a blend of in-person, remote and hybrid learning, preparing them for success.

Doable Preapprenticeship Design Labs (2021-2022). 4 live-virtual events, 5 schools, 20 participants

- EnvisionEdPlus is working deeply with 5 schools across Ohio to create nearly a dozen sustainable pre-apprenticeship programs where students, especially at-risk youth, will develop academic and professional skills essential to become high quality school district employees in a variety of classified occupations.



Relevant Experience on Three Similar Projects

Notation: EnvisionEdPlus includes evaluation surveys at the conclusion of each professional learning session. Participants must complete the evaluation survey to receive their certificate of completion. This helps EnvisionEdPlus reach our goal that at least 85% of participants complete post training evaluations. At least semi-annually our external evaluator reviews all evaluation data from post-training evaluation surveys and meets with our team to make recommendations for improving our training outcomes and for improving our evaluation surveys themselves.

I. **Re-Start Re-Design Lab for Afterschool** (June 2020 - 2-day live virtual training)

Partners: *EnvisionEdPlus and Ohio Afterschool Network*

Facilitators: Tricia Moore (EnvisionEdPlus), Nichelle Harris (then OAN Director)

Description: Engage small teams of OST professionals to think through how their organizations would respond to new COVID-19 requirements and how they might adopt best practices when re-opening in the fall of 2020. The *Re-Start Re-Design Lab for Afterschool* was a special two-day, live virtual event that included pre-work, large-group presentations and discussion, small-group sessions with state and national experts, and personalized coaching sessions between expert facilitators and OST teams. Teams then began restart plans for fall.

Participants: Eight (8) teams located across five (5) Ohio counties (Athens, Franklin, Fulton, Morrow, Wood).

Evaluation Survey Highlights

- 89% of respondents reported their team identified next steps that they needed to take to begin implementing a plan for Re-Start.
- 91% of respondents reported that the Zoom platform met their needs as a learner. All but one participant reported that they actively engaged in the learning.
- 82% of respondents reported that this virtual Design Lab was a great alternative to face to face training. They would recommend it to others.
- Key Qualitative Data:
 - “The positive and encouraging words from the facilitators were very much appreciated. You “got us” and our challenges. Thank you for that!”
 - “I liked that we could chat in the chat box and provide information/lessons to each other.”
 - “I liked hearing from the other teams, but feel like maybe we should provide more examples on how to be successful with virtual learning in the Afterschool programs”

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



2. Career Pathways Design Lab (June 2021 - June 2022: F2F, live virtual & job-embedded virtual coaching)

Partners: EnvisionEdPlus, Ohio Afterschool Network (OAN), Young Entrepreneur Institute (YEI)

Facilitators: Michele Timmons (EnvisionEdPlus), Tricia Moore (EnvisionEdPlus), Liz Nusken (OAN Consultant), Kelly Biggar (YEI Afterschool Program Manager)

Description: Perry Local Schools and OAN were awarded a RemotEDx Industry Credential Grant in 2021 to use EnvisionEdPlus' Design Lab professional learning model to create a six sustainable career readiness pathways where students, especially at risk youth, will develop entrepreneurial mindsets and earn industry recognized credentials via a blend of in-person, remote and hybrid learning, preparing them for success well beyond graduation. Pathways must also enable students to remotely complete at least six of 12 credentials and their OhioMeansJobs Readiness Seal during school, in the community and within OST programming. During fall semester 2021, EnvisionEdPlus, OAN and YEI collaborated to design and facilitate two (2) day-long live virtual training sessions, two (2) day-long in-person training sessions and one (1) live virtual critical friend review. During the critical friend review experts in education, innovation, entrepreneurship and workforce development listened to each school's plan and provided authentic feedback to enhance school plans. In spring semester, schools received one-one consulting to help them as they prepare for implementation in the fall of 2022

Participants: Perry Local Schools (Lake County), Blanchester Local Schools (Clinton County), Walnut Township (Fairfield County), Riverside Local Schools (Lake County)

Evaluation Survey Data Highlights

- 93% of respondents reported their team identified next steps that they needed to take in the near future.
- 85% of respondents reported that the Zoom platform met their needs as a learner and 89% of participants reported that they actively engaged in the learning.
- 83% of respondents reported that this virtual Design Lab was a great alternative to face to face training. They would recommend it to others.
- Key Qualitative Data:
 - Most helpful aspect of the session: 'collaboration time', "create plan and set tasks", "information on types of resources available was awesome!", "breakout sessions and clear timelines", "time with team and support from Michele et al"
 - It was a great experience. We benefited from listening to the other schools and from getting feedback from the panel [critical friend review panel]. "Zoom was very well done, I am just ready to begin meeting in person. Thank you for doing such a great job!"
 - "I like that the set up of the meeting changed from whole group to group breakouts multiple times to help break up the meeting."

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



3. **YWCA Columbus Professional Learning** (November 2020 - April 2021) Multi-day live virtual training, coaching and asynchronous PD course facilitation

Facilitators: Tricia Moore (EnvisionEdPlus), Jim Still-Pepper (EnvisionEdPlus contractor)

Description: Over a six month period, EnvisionEdPlus provided whole staff live virtual training to all 60+ YWCA Kids Place staff to build their capacity to address the impacts of trauma on the children they serve and to more effectively manage problem student behaviors. EnvisionEdPlus provided live virtual coaching and facilitated asynchronous PD courses for program site directors and other key staff building their leadership skills and ability to effectively supervise and support program staff.

Evaluation Survey Data Highlights

- 89% of respondents reported the training met their needs as an adult learner.
- 86% of respondents reported that the Zoom platform met their needs as a learner and 85% of participants reported that they actively engaged in the learning.
- 86% of respondents reported that this virtual Design Lab was a great alternative to face to face training. They would recommend it to others.

Key Qualitative Data:

- “I loved the analogies, the breakdowns and the examples. The passion of the presenters was really demonstrated throughout the training. “
- “A bit long, but the best training we've had in a bit.”
- “The model of the brain! That was so cool and a great visual aid to see how the amygdala can hijack the rest of the brain.”
- “I enjoyed zoom training and I would not change a thing.”
- “Continue frequent breaks; makes time fly faster”

References

EnvisionEdPlus welcomes and encourages the Department to contact our references and discover the outstanding value add we bring to our schools, districts, ESC and CBO partners.

- Live Virtual Training Participant
 - Lori Garrison, Champaign Co YMCA (Site Director for Graham Local)
 - garrisonl@grahamlocalschools.org or (937) 663-4127
 - Megan Nyce, Colorado Afterschool Partnership (Director)
 - megan@coloradoafterschoolpartnership.org
- Grant Management Client
 - Dr. Robert Marino, Trumbull County ESC (Assistant Superintendent)
 - robert.marino@trumbullesc.org or (330) 505-2800

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



Staffing Plan

Key Personnel Roles and Duties (See Resumes)

Michele D. Timmons, EnvisionEdPlus, Founder and Chief Executive Officer.

Role in Project. Project Director and Co-Facilitator

Key Project Duties. Project oversight and ultimately responsible for project success. Provide support to project staff and ODE staff to ensure all aspects of the project are operating smoothly. Attend and participate in annual overview convening with ODE personnel. Attend monthly meetings as necessary to ensure project success. Responsible for all financial aspects of the project. Support training design and co-facilitate training as applicable.

Experience with similar projects and roles. Michele has designed and facilitated thousands of high quality, active and engaging professional learning experiences for thousands of adult learners over the last 31 years. She developed the EnvisionEdPlus Design Lab professional learning model in 2016 and replicated this model 37 times in both K-12 education and OST settings. Since starting EnvisionEdPlus in 2013, she has acted as both the Chief Financial Officer and CEO. As an alumni of the prestigious Goldman Sachs 10,000 Small Business Program and her participation in the Emerging Entrepreneur Experience program, Timmons has developed the financial and leadership skills to ensure company sustainability and growth. In just the last three years, Michele has collaborated with nearly a dozen ODE staff in designing and facilitating face to face and live virtual professional learning reaching hundreds of educators and OST professionals. She is also currently coordinating professional learning and supporting grant management on five Ohio Department of Education grants including two RemotEDx (Kenton City and Perry Local), two Amplifying Graduation Pathways (Young Entrepreneur Institute and Junior Achievement of the Mahoning Valley) and one Innovative Workforce Incentive Program (Painesville Local) grants.

Nichelle Harris, Gap-Logic, Principal Education Consultant.

Role in Project. Project Manager and Lead Facilitator

Key Project Duties. Primary liaison between ODE and project team. Collaborate with logistics specialist on marketing, registration and all training event logistics. Direct management of day to day project activities. In collaboration with the project team and with approval from ODE staff, create training materials, resources and survey content for all training events. Schedule and attend all meetings with ODE staff. Collaborate with ODE contracted external evaluator for the Summer Learning and Afterschool Opportunities Grant to ensure training alignment, program improvement, and sustainability. Regularly review and, as needed, update training schedule based on project team, ODE, external evaluator, and grant recipient feedback. Collaborate with EnvisionEdPlus' contracted external evaluator to ensure training surveys allow for participant feedback on content, delivery, resources and that the questions are designed in such a way that they are similarly aligned for data analysis purposes but specific to each

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



training and provide useful data. Collect, analyze and report on participant attendance, training experiences and effectiveness. Manage Ohio Approved process. Create Annual Findings Report and submit to ODE as per guidelines.

Experience with similar projects and roles. As Managing Director of Education for the YWCA Columbus, Nichelle has designed and facilitated dozens of training opportunities (face to face and live virtual) for her staff of more than 60 OST professionals. Nichelle is also an experienced professional learning facilitator at the national level. In her past role as OAN Director, Nichelle managed multiple grants and contracts including funds from ODE and the Mott Family Foundation, coordinated the Network's quarterly meetings for OST professionals across Ohio. As OST program director in Marysville, Nichelle collaborated with district officials to ensure OST program sustainability, managed grant funds and reported regularly on program outcomes.

Tricia A. Moore, EnvisionEdPlus, Chief Operation and Engagement Officer.

Role in Project. Project Assistant Director and Co-Facilitator

Key Project Duties. Direct supervision (including hiring and quality assurance) of project staff and all contractors that will provide services to the project. Actively participate in all phases of the project including all meetings with ODE staff. Provide training, guidance and support to Project Manager to ensure the Design Lab model is implemented with fidelity. Co-design and co-facilitate project training. Review and approve key communications before distribution. As applicable, manage the Digital Promise microcredential integration.

Experience with similar projects and roles. As Chief Operation and Engagement Officer, Tricia is adept at hiring, supervision and coordination of contractors. She has actively participated in the design and facilitation of nearly all 38 Design Labs, continuing to fine tune the model over time. In her previous roles as an education sector journalist and a school district communications director is well versed in designing communications and effectively messaging information for a variety of audiences.

Dr. Thomie Timmons, EnvisionEdPlus, Chief Learning Officer.

Role in Project. Training Quality Specialist

Key Project Duties. Collaborate with training designers and facilitators to ensure all training content is high quality, engaging and uses best practices for adult learning. Use an equity lens to review all content and training plans. Provide guidance and support to the project team to ensure all training and materials are a) visually appealing and similarly formatted, b) provide appropriate ADA accommodations for adult learners, and c) culturally relevant and appropriate for the intended audience. As applicable, manage the Ashland graduate credit process.

Experience with similar projects and roles. As EnvisionEdPlus' Chief Learning Officer and a former school district Innovation Coordinator, Dr. Timmons has a wealth of experience designing and facilitating active and engaging adult learning. As a result of his doctoral studies in Social Justice in Education, Dr. Timmons has developed a keen

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



awareness of equity and regularly advises the EnvisionEdPlus team and clients on strategies to increase equity. Timmons also puts his fine arts degree to use assisting EnvisionEdPlus and our partners in improving the visual appearance of training and marketing materials.

Michele Ritchlin, Ohio Afterschool Network, Executive Director.

Role in Project. Professional Learning Quality Consultant, Co-Facilitator

Key Project Duties. Collaborate with training designers and facilitators to ensure all training content is high quality, engaging and directly aligned to the needs of the field. Co-facilitate trainings as applicable. Co-market all training opportunities to engage both grantees and other OAN members in high quality professional learning. Collaborate with EnvisionEdPlus to offer a free in-person pre-conference training to grantees prior to OAN's annual Best Foot Forward conferences in 2023 and 2024.

Experience with similar projects and roles. As OAN Executive Director, Ms. Ritchlin has surveyed the OST field to improve her understanding of the professional learning needs of her membership. In this role, she has also developed significant skill at designing and facilitating OST professional learning in a virtual environment. As a former non-profit Executive Director (Afterschool Programs of Lancaster) she managed more than a million dollars in 21st Century Community Learning Center grants and supervised and trained a staff of thirty. These skills, plus her recent experience developing and implementing extensive educational afterschool and summer programs will be essential to the success of the proposed training schedule.

Kelley Albright, EnvisionEdPlus, Digital Platform Media Specialist.

Role in Project. Logistics Specialist

Key Project Duties. Assist Project Manager in designing and communicating all information to grantees across multiple platforms. Manage marketing, social media, registration, evaluation and certificate related activities. Manage digital platforms and tools. Coordinate relevant ADA accommodations to ensure virtual training meets adult learner needs. Monitor and track participant attendance. Ensure all resources are easily accessible in a virtual format and readily available to grant recipients. Collaborate with Training Quality Specialist to ensure all resources and materials are visually appealing and similarly formatted. Support Project Manager in ensuring training surveys are issued to all participants and that data is available for analysis as per Department guidance.

Experience with similar projects and roles. In her role as Digital Platform Media Specialist for EnvisionEdPlus, Kelley is responsible for all marketing, registration, evaluation and certificate related activities for 100% of our events. In just the last 128 days Kelley has successfully managed 28 live virtual events. Kelley regularly collaborates with EnvisionEdPlus leadership to create informative, effective and visually appealing communication and marketing materials. She is also responsible for creating content and managing EnvisionEdPlus' website and social media.

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



Contingency Plan if Key Personnel Become Unavailable.

Short term unavailability of key personnel. Each training session will have two lead facilitators and a backup facilitator. If one of the leads becomes unavailable for a particular training session, the backup will co-facilitate with the other lead facilitator. Additionally, all EnvisionEdPlus staff are cross trained so multiple team members are able to manage any of the required project work when, if a short term unavailability occurs.

Long term unavailability of key personnel. EnvisionEdPlus has recently completed succession planning so if there is a long term unavailability of executive staff, plans are in place to ensure the company will remain solvent and able to continue performing all work until the situation is resolved or new staff are hired. If there are consultant availability challenges, EnvisionEdPlus will collaborate with OAN leadership and/or board to identify and recruit a high quality replacement. Given the depth and breadth of the network that OAN and EnvisionEdPlus have within the field, we do not anticipate significant challenges finding consultants with outstanding skills and experience facilitating training and managing project activities. In the case of a long term unavailability, EnvisionEdPlus will immediately notify the Department of Education, explain the situation and share the specific plan for recruiting a replacement. This plan will include the short term solution to ensure the project continues without interruption and the timeline for recruiting, identifying and hiring the replacement. Upon request, the Department will be given the opportunity to vet the new team member prior to them joining the project team. Upon hiring, EnvisionEdPlus leadership will provide sufficient training and mentoring to ensure the person is successful in their new role.



Work Plan: Summer Learning and Afterschool Time PD

I. 8 Required Live Virtual Training Sessions

EnvisionEdPlus proposes to provide 8 training sessions (4 per fiscal year) using the EnvisionEdPlus Design Lab framework (described below) for each session.

The EnvisionEdPlus Design Lab Framework

Logistics. All 8 Design Labs will be live virtual (9am -3pm). Movement and lunch breaks are included. Each participating grantee will bring a team of 2-3 key staff to participate in each Design Lab. While having a consistent team is recommended, it will not be required. Typically Design Labs are facilitated by a team of four - with 3 co-facilitators and 1 team member who monitors chat and provides technical support to participants. All Project Staff will be cross trained to ensure success in case of emergency unavailability.

Resource development. EnvisionEdPlus will develop resources to accompany each training session. Resources will include copies of the slide deck, all materials shared by POP Session presenters, and planning tools that are used during facilitated planning time. As applicable to content, EnvisionEdPlus will also develop and/or curate additional resources that support the session's learning and implementation. Resources will be easily accessible and readily available to grant recipients for application purposes. All resource materials shall be visually appealing and similarly formatted. All training material will be shared with participants via a Google Drive Resource Folder.

- **See also page 24** (Resource Development Plan).

Instructional Model. EnvisionEdPlus carefully embeds each of [John Heron's four stages of adult learning](#) (affective, imaginal, conceptual, and practical) within each training session. Facilitators will model active and engaging instructional strategies for quality remote learning. While time blocks will vary based on content and participant needs, each Design Lab will include the following components.

- **Pre-session Survey:** Identify current understanding of content.
- **Hook Activity:** Reset and engage the brain.
- **Presentation of Core Content:** Active learning strategies so content 'sticks'. Breakouts to process learning and better comprehend content.
- **POP Sessions:** Short breakouts where groups engage with and learn from experienced practitioners currently implementing core content with success.
 - EnvisionEdPlus, Gap-Logic and OAN recruit experts in the field and outstanding OST professionals from across Ohio's afterschool and summer learning providers to share their knowledge and insights with participants.



- For example, for Session I (federal grants management) we would invite individuals from the ODE grant management office and/or other experts in federal grants management to give pointers and answer questions. We would also recruit grantees who have a strong track record of compliance on federal grants so participants are learning from and with colleagues. POP Session Presenters would share how they ensure compliance and how they use the information they collect to continuously improve program quality.
- **Facilitated Planning:** Tools and resources will be provided to help each grantee team design their local plan to implement their learning within their program or organization.
- **Accountability:** Each grantee team will publicly present their plans. They will receive and give feedback to others to advance everyone's work. Post session survey/evaluations.

Documentation of Professional Learning. At the end of each Design Lab participants will complete an online evaluation survey. Upon submission, participants will automatically receive a Certificate of Participation. All training will be submitted to the Ohio Child Care Resource and Referral Association's (OCCRRRA) [Ohio Professional Registry](#) so that each training is 'Ohio Approved' which is a requirement for all OST providers who are regulated by the Ohio Department of Job and Family Services (ODJFS).

2. **FREE** In-Person Training on Partnerships & Sustainability

The Ohio Department of Education has made it clear to grantees that these awards are start-up funds. At the end of this grant cycle, grantees will be expected to locally sustain their programs. Strong partnership engagement and sustainability planning are critically important for long term program success. In 2018, EnvisionEdPlus and the Ohio Afterschool Network co-created *Actors and Factors: A Game of Partnership and Sustainability* to develop OST professionals' skills to engage partners and promote program sustainability. This 'gamified' in-person training has been used with great success with leadership teams from 21st CCLC funded programs during Sustainability Design Labs provided by EnvisionEdPlus and OAN. During COVID-19, we created a virtual version of *Actors and Factors*, but it was much more impactful in-person. So *Actors and Factors* has not been available for nearly two years.

Given the impact that *Actors and Factors* can have on leadership teams, OAN is generously inviting all **SLAOG grantee organizations to send at least one leader to** participate in *Actors and Factors: A Game of Partnership and Sustainability*, during a special pre-conference training prior to OAN's annual Best Foot Forward conference (February 2023 and February 2024). **This fun, active and engaging in-person half-day training will be offered two times during each conference (one AM session and one PM session).** The goal is for each of the 161 grantee



organizations to attend this impactful training once during the two year period. *Actors and Factors* will be **free** to these grantees, and no costs will be charged to the State.

Timeline for SLOAG PD Deliverables (trainings, resources, surveys, reports)

Fiscal Year 2023

Upon Award: Subcontractor agreements, finalize fiscal processes and monthly meetings with the Department.

August 2022: Participate in Department overview meeting (in-person) to finalize content and adjust timelines or other activities as needed. Create content, resources, surveys and registration for Design Lab 1. Submit Design Lab 1 plans to ODE (10 business days prior to the event) **and also to Ohio Professional Registry for approval.**

September 2022: Participate in monthly Department meeting (live virtual) and make adjustments to project plans based on feedback. Facilitate Design Lab 1 **and document participation in Ohio Professional Registry.** Analyze Design Lab 1 data and use lessons learned when creating content, resources, surveys and registration for Design Lab 2. Submit Design Lab 2 plans to ODE (10 business days prior) **and also to Ohio Professional Registry for approval.**

October 2022: Participate in monthly Department meeting (live virtual), share data, use feedback to make project plan adjustments. Facilitate Design Lab 2 **and document participation in Ohio Professional Registry.**

November - December 2022: Participate in monthly Department meeting (live virtual), share data and make adjustments to project plans based on feedback. Analyze Design Lab 2 data and use lessons learned when creating content, resources, surveys and registration for Design Lab 3. Update *Actors and Factors: A Game of Partnership and Sustainability* for OAN's Best Foot Forward pre-conference. **Submit *Actors and Factors* plans to ODE (10 business days prior to the event) and also to Ohio Professional Registry for approval.**

January 2023: Participate in monthly Department meeting (live virtual), share data from Design Lab 2 and make adjustments to project plans based on feedback. **Submit *Design Lab 3* plans to ODE (10 business days prior to the event) and also to Ohio Professional Registry for approval.**

February 2023: Participate in monthly Department meeting (live virtual), adjust project plans based on feedback. Facilitate Design Lab 3 and *Actors and Factors*, analyze data and use lessons learned when creating content, resources, surveys and registration for future. **Document participation in Design Lab 3 within Ohio Professional Registry.** Submit Design Lab 4 plans to ODE (10 business days prior) **and Ohio Professional Registry for approval.**

March 2023: Participate in monthly Department meeting (live virtual) and make adjustments to project plans based on feedback. Facilitate Design Lab 4, analyze data and use lessons learned when creating content, resources, surveys and registration for future events. **Document participation in Design Lab 3 within Ohio Professional Registry.**

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



April - June 2023: Participate in monthly Department meeting (live virtual). Compile all data, analyze and prepare annual findings report. Submit findings report before June 30.

Fiscal Year 2024

August 2023: Participate in Department overview meeting (in-person) to finalize content, project plans and adjust timelines as needed. Create content, resources, surveys and registration for Design Lab 5. Submit Design Lab 5 plans to ODE (10 business days prior to the event) **and also to Ohio Professional Registry for approval.**

September 2023: Participate in monthly Department meeting (live virtual) and make adjustments to project plans based on feedback. Facilitate Design Lab 5 **and** analyze data and use lessons learned when creating content, resources, surveys and registration for Design Lab 6. **Document Design Lab 5 participation in Ohio Professional Registry.** Submit Design Lab 6 plans to ODE (10 business days prior) **and to Ohio Professional Registry for approval.**

October 2023: Participate in monthly Department meeting (live virtual), share data, use feedback to make project plan adjustments. Facilitate Design Lab 6. **Document Design Lab 6 participation in Ohio Professional Registry.**

November - December 2023: Participate in monthly Department meeting (live virtual), share data and make adjustments to project plans based on feedback. Analyze Design Lab 6 data and use lessons learned when creating content, resources, surveys and registration for Design Lab 7. **As needed, make updates to *Actors and Factors* and submit revisions to ODE and Ohio Professional Registry by December 30.**

January 2024: Participate in monthly Department meeting (live virtual), share data and make adjustments. Submit Design Lab 7 plans to ODE (10 business days prior to the event) **and also to Ohio Professional Registry for approval.**

February 2024: Participate in monthly Department meeting (live virtual) and make adjustments to project plans based on feedback. Facilitate Design Lab 7 and *Actors and Factors*. Analyze Design Lab 7 and *Actors and Factors* data and use lessons learned when creating content, resources, surveys and registration for Design Lab 8. Submit Design Lab 8 plans to ODE (10 business days prior to the event) **and also to Ohio Professional Registry for approval.** **Document Design Lab 7 and *Actors and Factors* participation in Ohio Professional Registry.**

March 2024: Participate in monthly Department meeting (live virtual) and make adjustments to project plans based on feedback. Facilitate Design Lab 8, analyze data and **document participation in Ohio Professional Registry.**

April - May 2024: Participate in monthly Department meeting (live virtual). Prepare an annual findings report.

June 2024: Participate in monthly Department meeting (live virtual). Submit findings report before June 30.

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



Training Schedule for both years

Training Basic Information. EnvisionEdPlus will provide four (4) trainings for grant recipients during each fiscal year. All training will be interactive in nature. All topics will strengthen summer learning and afterschool program development. Each year, one (1) of the four (4) trainings will focus on grant management. Resources and surveys will also be developed to accompany training to provide materials for grantees to support program sustainability and data for ODE to ensure effectiveness. EnvisionEdPlus affirms that all training, resources, and survey content will be provided to ODE at least 10 days in advance of each training (or on a timeline defined by ODE) to be reviewed and approved by ODE prior to implementation. EnvisionEdPlus is responsible for monitoring participant attendance and including this data in the annual findings report. In collaboration with OAN, we identified Fridays as the best day for training in the OST field, as many programs do not serve students on Fridays. No grantees will be charged a fee to participate in the pre-conference *Actors and Factors* workshop. Each training will directly teach and practice at least one competency from the *Ohio Core Knowledge and Competency for Afterschool Professionals (CKC)*.

Key Deliverables for Each Design Lab. Prior to leaving a Design Lab, each grantee team will publicly present their plans for implementing what they learned. They will receive and give feedback to others to advance everyone's work. Participants will be asked to complete both a pre session and post session survey.

Session 1: Accountability Design Lab (Friday, September 16, 2022)

Summary. Present effective **federal** grant management strategies, including use of **federal** funds, data collection and reporting within Ohio's CCIP grants management system. Share strategies for using data to understand how their program is impacting student outcomes.

Anticipated Facilitators. Nichelle Harris, Michele Timmons, Tricia Moore, Michele Ritchlin

Core Skills Learned.

1. Ensure baseline knowledge of effective grant management. (ODE requirement)
2. Develop an understanding of how to use data to monitor student progress and continuously improve the program. (CKC: Observation & Assessment, Foundations & Principles, 1.2 and 2.2)

Session 2: Family and Community Engagement Design Lab (Friday, October 14, 2022)

Summary. Enhance empathy skills as we Walk a Mile in the shoes of our children and our families. Design professional learning experiences for staff and community partners to more effectively engage with the children and families served by OST programs.

Anticipated Facilitators. Nichelle Harris, Michele Timmons, Tricia Moore, Michele Ritchlin

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



Core Skills Learned.

1. Understand and empathize with the experiences and needs of children and families. (CKC: Family, School and Community Relationships, Positive Family Relationships, 1.1 and 3.2)
2. Develop skills to advocate for and train others to ensure mutually respectful and collaborative relationships with families. (CKC: Family, School and Community Relationships, Family Systems, Community Collaborations, 2.4)

Session 3: Mind Safe Learning Design Lab (Friday, February 3, 2023)

Summary. The [STREAM Model for Mind Safe Learning](#) engages Out-of-School Time (OST) professionals in learning how to use research-based and evidenced-based practices that work hand-in-hand with brain science to create a mind safe learning environment. This model was co-designed by Dr. Thomie Timmons and a licensed mental health therapist to help educators and OST professionals better understand how to weave effective mental health prevention and social emotional learning practices with quality academic instructional strategies to create mind safe learning environments that support and nurture EACH young person. Participants will learn and practice 9 STREAM model strategies that help connect hands, hearts, and minds, so that trauma impacted youth (and any young person) can better access their 'thinking brain'. Each of the STREAM Model strategies intentionally integrates Ohio's K-12 Speaking and Listening Standards (Comprehension, Collaboration, Presentation of Knowledge and Ideas) and can be used in any academic or out-of-school time learning setting to recenter and engage young brains.

Anticipated Facilitators. Nichelle Harris, Tricia Moore, Dr. Thomie Timmons, Michele Timmons

Core Skills Learned.

1. Learn to use 9 strategies for creating a mind safe environment within OST learning. (CKC: Learning Environments & Experiences, Learning Experiences, 1.7, 2.4, 2.12)

FREE Actors and Factors Workshop @ OAN Best Foot Forward Pre-conference (TBD Feb, 2023)

Summary. See page (17)

- Two half-day sessions (one in AM, one in PM); grantee organizations send one representative to participate
- Goal: serve 25% of grantee organizations at each session.

Anticipated Facilitators. Nichelle Harris, Michele Timmons, Tricia Moore, Dr. Thomie Timmons

Core Skills Learned.

1. Develop advocacy skills to effectively communicate with and engage partners. (CKC: Family, School and Community Relationships, Community Collaborations, 2.4 and 3.5)

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



Session 4: High Quality OST Program Design Lab (Friday, March 17, 2023)

Summary. BYOD (Bring Your Own Data) Day! Teams analyze 1st semester student data and program outcome data. Conduct a SWOT Analysis (strengths, weaknesses, opportunities and threats). Learn best practices to address key challenges such as recruitment/retention of students and staff, meeting individual student needs and program quality. Prepare to use new learning in planning for program year two.

Anticipated Facilitators. Nichelle Harris, Michele Timmons, Tricia Moore, Michele Ritchlin

Core Skills Learned.

1. Using innovative strategies to evaluate and improve practice. (CKC: Professional Development, Continuous & Reflective Professional Development, 2.2)
2. Reflective inquiry to inform and improve personal practice and program. (CKC: Professional Development, Professionalism in Practice, 3.11)

The FY 2024 training schedule is tentative. It may change based on participant interests, needs and FY2023 feedback.

Session 5: Accountability Design Lab II (Friday, September 15, 2023)

Summary. Deepen teams' understanding of effective **federal** grant management strategies, including use of **federal** funds, data collection and reporting within Ohio's CCIP grants management system. Share new strategies for using data to communicate the program's impact to key stakeholders including parents, school/district leadership and potential funders.

Anticipated Facilitators. Nichelle Harris, Michele Timmons, Tricia Moore, Michele Ritchlin

Core Skills Learned.

1. Advanced knowledge of effective grant management. (ODE requirement)
2. Develop communication strategies to improve stakeholder understanding of program quality. (CKC: Family, School and Community Relationships, Community Collaborations, 1.1 and 3.3)

Session 6: Literacy is FUN-damental Design Lab (Friday, October 13, 2023)

Summary. Introduce ways OST can thread literacy instruction and practice throughout a program and still be FUN. Participants will discover active, engaging and free (or inexpensive) resources and activities that build literacy skills in interesting and fun ways. All resources and activities shared will be in alignment with *Ohio's Plan to Raise Literacy Achievement*.

Anticipated Facilitators. Nichelle Harris, Michele Timmons, Tricia Moore, Dr. Thomie Timmons

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



Core Skills Learned.

1. Learn to use 3 additional strategies for deepening a mind safe environment within OST learning. (CKC: Learning Environments & Experiences, Learning Experiences, 1.7 and 2.4)

Session 7: Career Connections Design Lab (Friday, February 23, 2024)

Summary. Introduce Ohio's [Career Connections](#) framework. Build awareness of resources, tools and activities like INFOhio's [OpenSpace](#), OAN's [STEM](#) resources, and Young Entrepreneur Institute's [entrepreneurship](#) resources. Engage participants in collaborating with community partners to effectively provide career awareness (K-5), career exploration (6-8) and career planning (9-12) experiences within their programs.

Anticipated Facilitators. Nichelle Harris, Michele Timmons, Tricia Moore, Dr. Thomie Timmons

Core Skills Learned.

1. Utilize a variety of active and engaging resources that promote learning about careers. (CKC: Learning Environments & Experiences, Learning Experiences, 3.1)
2. Collaborate with community partners to expand career awareness, exploration and planning experiences. (CKC: Learning Environments & Experiences, Learning Experiences, 2.6; and Family, School and Community Relationships, Community Collaborations, 2.2)

FREE Actors and Factors Workshop @ OAN Best Foot Forward Pre-conference (TBD Feb, 2024)

Summary. See page 17. This is a repeat of 2023 training.

- Two half-day sessions (one in AM, one in PM); grantee organizations send one representative to participate
- Goal: serve 25% of grantee organizations at each session.

Anticipated Facilitators. Nichelle Harris, Michele Timmons, Tricia Moore, Dr. Thomie Timmons

Core Skills Learned.

1. Develop advocacy skills to effectively communicate with and engage partners. (CKC: Family, School and Community Relationships, Community Collaborations, 2.4 and 3.5)

Session 8: Sustainability Design Lab (Friday, March 8, 2024)

Summary. Introduce grantees to the OAN Keep the Lights On Sustainability Toolkit and other high quality sustainability resources for OST programs. Share strategies for accessing funding to support continuation and expansion. Create plans for post-grant sustainability.

Anticipated Facilitators. Nichelle Harris, Michele Timmons, Tricia Moore, Michele Ritchlin

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



Core Skills Learned.

1. Develop basic understanding of effective strategies for program sustainability. (CKC: Family, School and Community Relationships, Family Systems, Community Collaborations, 3.2)
2. Enhance skills at collaborating with families, partners, district/school staff and funders to promote sustainability. (CKC: Professional Development, Leadership & Advocacy, 2.5)

Plan to Develop Resources and Administer Surveys

Resource Development Plan.

As per EnvisionEdPlus's Design Lab framework (see page 16), as part of training design the Project Team will design and curate resources to accompany each training specific to the content subject matter. All registrants will receive access to a Google Drive folder where resources and materials from each project training will be kept. Sessions will be recorded and the recordings will be included within each session's folder. Materials from each of the eight (8) Design Labs will be housed within one main Google Drive folder. This will enable any grantee who registers for at least one of the training sessions to access recordings and materials from every session. **Resources will be easily accessible and readily available to grant recipients for application purposes. All resource materials shall be visually appealing and similarly formatted.**

Please click the hotlink to view the [ReStart for Afterschool](#) participant folder and the [Operation Graduation Design Lab 3.0](#) participant folder. These folders demonstrate how EnvisionEdPlus ensures all materials are readily available and easily accessible, in a virtual format. It also shows how materials are visually appealing and similarly formatted. While EnvisionEdPlus now brands materials a little differently, the folders provide a great overview of the depth and breadth of materials shared in different live virtual adult learning experiences. ODE staff will receive access to the folders in advance of the training and have the opportunity to vet materials prior to use. During monthly meetings, the Project Team will work with ODE team members to identify key materials the Department wants to share.

Survey Development Plan.

As mentioned previously, EnvisionEdPlus takes data collection and evaluation of professional learning very seriously. Systems are already in place to survey each participant before and after each training session. Pre-session surveys are generally interactive in nature and included during or immediately after the Hook Activity. This data will assist co-facilitators in understanding each participants' baseline understanding of concepts or skills that will be covered as well as pre-learning perceptions and misconceptions. All co-facilitators are adept at quickly adjusting content and pace of learning based on this information. Throughout the training, EnvisionEdPlus will check for understanding and provide opportunities for participants to process their learning. At the end of each training session, all participants will be expected to complete the post-training evaluation survey. EnvisionEdPlus uses a straightforward evaluation survey for all training sessions that allow for participant feedback for both the training content, delivery, and resources. These surveys also include questions about the effectiveness of the live virtual platform and learner engagement in the experience. During the initial project meeting (August 2022), EnvisionEdPlus will share the current iteration of the evaluation survey and request feedback from ODE staff. The recommendations will be

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



reviewed by both EnvisionEdPlus' external evaluator and the Department's chosen external evaluator to ensure that each survey is specific to the training offered but similarly aligned for data analysis purposes.

Please click the hotlink to view the [ReStart for Afterschool](#) evaluation survey and the [Doable Preapprenticeship Design Lab](#) evaluation survey as examples of the quality of post-training evaluation surveys.

Plan for Communication and Reporting on Annual Findings

Plan for Effective Communication with ODE Personnel.

As identified in the Staffing Plan (See pp. 12-14) Nichelle Harris has been identified as the Project Manager and will be the liaison between ODE and the Project Team. This will ensure ODE has a single point of contact at all times, minimizing the opportunity for miscommunication. The Project Director (Michele Timmons) and Assistant Project Director (Tricia Moore) will be copied on all communication keeping executive leadership informed at all times.

Monthly Project Meetings with ODE. At the beginning of the project, Project Manager and the ODE team lead will set the calendar for monthly live virtual meetings. They will also co-create monthly meeting agendas which will include topics such as training data check-ins, topics for training, survey results and content, timeline with deliverables, etc. This team will also troubleshoot conflicts or other challenges that arise during the project. Project Manager will share agendas and virtual meeting links with all relevant team members in advance of the monthly meetings, co-facilitate meetings with ODE lead, take notes during meetings and share notes in a timely manner. All live virtual meetings will be recorded and recordings will be shared among team members (ODE and project team). EnvisionEdPlus will ensure that at least the Assistant Project Director and Project Manager will attend each of these meetings. The Project Director and other Project Team members will participate as appropriate due to topics.

August Annual Review Meetings. All Project Team members will participate in the annual in-person review meetings enabling ODE staff to meet and develop a collegial relationship with the project team. The Project Director, with support from the Project Manager and other team members will provide a synopsis of training schedule and content for the upcoming year in addition to the support provided to grant recipients. As necessary ODE and the Project Team will collaboratively make changes to content and timeline to ensure the project meets intended outcomes and clearly addresses the needs of grantees.

Bi-weekly Project Team Meetings. At the start of the project, the Project Team will create a bi-weekly meeting and work schedule to effectively manage the project and ensure outcomes are met on time and within budget. The Project Director will facilitate these meetings. The Assistant Project Director and/or Project Manager will facilitate additional meetings or work sessions to complete defined project tasks.

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



Plan for Annual Findings Report.

Data Check Ins. During bi-weekly check-ins the Project Manager will share relevant data and request Project Team input to continuously improve project implementation. As described in the timeline (see pages 18-19) data from each training evaluation survey will be collected, analyzed and shared with the ODE team during monthly meetings. The Project Manager will then ensure recommendations for change are implemented within the next training session.

Annual Finding Report. Since data will be monitored and reported following each training session, the Project Team will have little difficulty in completing the Annual Findings Report. The report will include summaries of each training, survey results, in addition to any other data or feedback collected from grant recipients. The Project Manager will be responsible for creating a draft report for the EnvisionEdPlus Project Team by the end of April each year. The team will review the report and make edits as needed to ensure accuracy. Key findings will be shared informally with the ODE team during the May monthly meeting. The Training Quality Specialist and Logistics Specialist will update the report, ensuring it is visually appealing and properly formatted by early June. The final version will be submitted to ODE no later than June 30th of each year. All materials developed as a result of the contract shall remain the property of the Department of Education.



ADDITIONAL Scope of Work: ESSER Grant Recipient PD

EnvisionEdPlus proposes to provide **6 training sessions** (instead of 5 sessions) using the EnvisionEdPlus Design Lab framework (described on pages 16-17 of the SLAOG work plan) for each session. It is anticipated that each session will have up to 480 participants (160 ESSER grantee organizations * teams of 3). Unless otherwise noted, all other components of the SLAOG work plan (pages 24 - 26) also apply within this additional scope of work. The additional proposed session Mind Safe Learning Design Lab (November 2023) is a critical strategy to help programs build capacity to mitigate the effects of trauma, especially trauma as a result of the pandemic. Since the STREAM Model integrates speaking and listening standards, it also provides an extra 'dose' of literacy connections.

While EnvisionEdPlus highly recommends each organization participate in *Actors and Factors* as part of sustainability planning, we are not able to accommodate the additional ESSER grantees at the FREE pre-conference workshops prior to OAN's Best Foot Forward Conference. However, if the Department is interested in offering this outstanding in-person workshop to ESSER grantees, EnvisionEdPlus would be happy to provide it at a reduced rate.

EnvisionEdPlus generally charges \$55 per participant for this half-day training, but we would offer this to the Department at \$45 per participant. The estimated cost for one session is \$2,025 (approximately 45 participants). Should this be of interest to the Department, the ESSER scope of work can quickly be updated.

ESSER Session 1: Accountability Design Lab (Friday, September 30, 2022)

Summary. Present effective federal grant management strategies, including use of federal funds, data collection and reporting. Share strategies for using data to understand how their program is impacting student outcomes.

Anticipated Facilitators. Nichelle Harris, Michele Timmons, Tricia Moore, Michele Ritchlin

Core Skills Learned.

1. Ensure baseline knowledge of effective grant management. (ODE requirement)
2. Develop an understanding of how to use data to monitor student progress and continuously improve the program. (CKC: Observation & Assessment, Foundations & Principles, 1.2 and 2.2)

ESSER Session 2: Mind Safe Learning Design Lab (Friday, November 18, 2022)

Summary. The [STREAM Model for Mind Safe Learning](#) engages Out-of-School Time (OST) professionals in learning how to use research-based and evidenced-based practices that work hand in hand with brain science to create a mind safe learning environment. This model was co-designed by Dr. Thomie Timmons and a licensed mental health therapist to help educators and OST professionals better understand how to weave effective mental health prevention and social emotional learning practices with quality academic instructional strategies to create mind safe

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



learning environments that support and nurture EACH young person. Participants will learn and practice 9 STREAM model strategies that help connect hands, hearts, and minds, so that trauma impacted youth (and any young person) can better access their 'thinking brain'. Each of the STREAM Model strategies intentionally integrates Ohio's K-12 Speaking and Listening Standards (Comprehension, Collaboration, Presentation of Knowledge and Ideas) and can be used in any academic or out-of-school time learning setting to recenter and engage young brains.

Anticipated Facilitators. Nichelle Harris, Tricia Moore, Dr. Thomie Timmons, Michele Timmons

Core Skills Learned.

1. Learn to use 9 strategies for creating a mind safe environment within OST learning. (CKC: Learning Environments & Experiences, Learning Experiences, 1.7, 2.4, 2.12)

ESSER Session 3: Literacy is FUN-damental Design Lab I (Friday, February 10, 2023)

Summary. Introduce ways OST can thread literacy instruction and practice throughout a program and still be FUN. Participants will discover active, engaging and free (or inexpensive) resources and activities that build literacy skills in interesting and fun ways. All resources and activities shared will be in alignment with *Ohio's Plan to Raise Literacy Achievement*. Participants will create plans to use what they learned during programs.

Anticipated Facilitators. Nichelle Harris, Michele Timmons, Tricia Moore, Dr. Thomie Timmons

Core Skills Learned.

1. Learn to use 3 additional strategies for deepening a mind safe environment within OST learning. (CKC: Learning Environments & Experiences, Learning Experiences, 1.7 and 2.4)

ESSER Session 4: Sustainability Design Lab (Friday, April 21, 2023)

Summary. Introduce grantees to the OAN Keep the Lights On Sustainability Toolkit and other OST sustainability resources. Share strategies for accessing funding to support programs. Create plans for post-grant sustainability.

Anticipated Facilitators. Nichelle Harris, Michele Timmons, Tricia Moore, Michele Ritchlin

Core Skills Learned.

1. Develop basic understanding of effective strategies for program sustainability. (CKC: Family, School and Community Relationships, Family Systems, Community Collaborations, 3.2)
2. Enhance skills at collaborating with families, partners, district/school staff and funders to promote sustainability. (CKC: Professional Development, Leadership & Advocacy, 2.5)



ESSER Session 5 High Quality OST Program Design Lab I (Friday, June 2, 2023)

ESSER Session 6 High Quality OST Program Design Lab II (Friday, May 31, 2024)

Summary. BYOD (Bring Your Own Data) Day! Teams analyze this past year's student data and program outcome data. Conduct a SWOT Analysis (strengths, weaknesses, opportunities and threats). Learn best practices to address key program challenges and make implementation plans for improving program effectiveness.

Anticipated Facilitators. Nichelle Harris, Michele Timmons, Tricia Moore, Michele Ritchlin

Core Skills Learned.

1. Using innovative strategies to evaluate and improve practice. (CKC: Professional Development, Continuous & Reflective Professional Development, 2.2)
2. Reflective inquiry to inform and improve personal practice and program. (CKC: Professional Development, Professionalism in Practice, 3.11)

Project Budget

Cost Breakdown (see RFA pg 5)

Key Budget Assumptions

Annual Overview Meeting (In-person - 1 per year)

- The entire six person Project Team will participate.
- The fee is based on a per person hourly rate for a 2-hour in person meeting.
- EnvisionEdPlus did not budget for a separate Annual overview meeting within the ESSER scope because we anticipate that both SLAOG and ESSER planning will occur within one meeting.

Monthly Meeting (Live-virtual-12 per year)

- The Assistant Project Director and Project Manager will participate in all meetings. Other team members will participate as needed at no additional cost.
- The fee is based on an hourly rate for a 2-hour live virtual meeting.
- EnvisionEdPlus did not budget for a separate virtual monthly meeting within the ESSER scope because we anticipate that both SLAOG and ESSER planning will occur within one meeting.

SLAOG Virtual Training (Live-virtual - 4 per year)

- 161 grantee organizations will send one team of three to each Design Lab. A total of 483 participants are anticipated to be served during each session.
- **The average cost per person is \$36.91 per Design Lab**

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



- The \$17,828 fee per training (4 trainings per year = \$71,312) includes all direct costs associated with project management, oversight/finance, training design, training facilitation, as well as resource development creation and curation.
 - General project management is estimated at 59 hours/year (\$7,375).
 - Project oversight and finance management is estimated at 33 hours/year (\$5,775).
 - Training and resource design is estimated at 128 hours per training * 4 trainings/year (\$22,400).
 - Training facilitation (4 trainers) is estimated at 144 hours per training * 4 trainings/year (\$25,200).
 - Design of resource materials to ensure they are visually appealing and similarly formatted is estimated at 15 hours per training * 4 trainings per year (\$9,000).
 - Registration, communication and data collection is estimated at 6 hours per training * 4 trainings per year (\$1,560).

ESSER Virtual Training (Live-virtual-5 trainings year 1 and 1 training year 2)

- 161 grantee organizations will send one team of three to each Design Lab. A total of 483 participants are anticipated to be served during each session.
- **The average cost per person is only \$24.46 per Design Lab.** The overall ESSER training costs are 34% less than SLAOG because EnvisionEdPlus does not have to create content from scratch.
- The \$11,815 fee per training (five trainings in FY23 = \$59,075; 1 training in FY24 = \$11,815) includes all direct costs associated with project management, oversight/finance, training preparation, training facilitation, as well as reviewing and refreshing all resources.

	FY23	FY24
General project management	\$2,500 (20 hours)	\$500 (4 hours)
Project oversight and finance management	\$2,625 (15 hours)	\$525 (3 hours)
Training preparation - 4 team members	\$17,500 (100 hours)	\$3,500 (20 hours)
Training facilitation - 4 team members	\$31,500 (180 hours)	\$6,300 (36 hours)
Resource review and refresh	\$3,000 (30 hours)	\$600 (4 hours)
Registration, communication and data collection	\$1,950 (30 hours)	\$390 (4 hours)



*Findings Report (1 annual report per year **for each project - SLAOG and ESSER**)*

- Each report will include a synopsis of each training session, participant, feedback, and survey results.
- Report will be submitted electronically in PDF format.
- Raw data and any personally identifiable information will not be included in the report.
- **ESSER Report FY24: EnvisionEdPlus will only provide one ESSER training during FY24, so the cost of the annual report is reduced accordingly by 50%.**

VERIFIED SLAOG Compensation Payment Structure FY23

SLAOG FY 23	SLAOG Quantity Unit of Measure	SLAOG Unit Cost	SLAOG Cost Extension
Overview Meeting	1 each	\$1,830	\$1,830
Virtual Dept Meetings	12 each	\$900	\$10,800
Virtual Training	4 each	\$17,828	\$71,310
Findings Report	1 each	\$3,750	\$3,750
			\$87,690

VERIFIED SLAOG Compensation Payment Structure FY24

SLAOG FY 24	SLAOG Quantity Unit of Measure	SLAOG Unit Cost	SLAOG Cost Extension
Overview Meeting	1 each	\$1,830	\$1,830
Virtual Dept Meetings	12 each	\$900	\$10,800
Virtual Training	4 each	\$17,828	\$71,310
Findings Report	1 each	\$3,750	\$3,750
			\$87,690



ESSER PD Compensation Payment Structure FY23

ESSER FY 23	ESSER Quantity Unit of Measure	ESSER Unit Cost	ESSER Cost Extension
Overview Meeting	0 meetings	\$0	\$0
Virtual Dept Meetings	0 meetings	\$0	\$0
Virtual Training	5 each	\$11,815	\$59,075
Findings Report	1 each	\$3,750	\$3,750
			\$62,825

ESSER PD Compensation Payment Structure FY24

ESSER FY 24	ESSER Quantity Unit of Measure	ESSER Unit Cost	ESSER Cost Extension
Overview Meeting	0 meetings	\$0	\$0
Virtual Dept Meetings	0 meetings	\$0	\$0
Virtual Training	1 each	\$11,815	\$11,815
Findings Report	1 each	\$1,875	\$1,875
			\$13,690

Note: While EnvisionEdPlus highly recommends participation in *Actors and Factors* as part of sustainability planning, we are not able to accommodate the additional ESSER grantees due to facility and schedule limitations at the Best Foot Forward Conference. However, if the Department is interested in offering this outstanding in-person workshop to ESSER grantees, EnvisionEdPlus would be happy to provide it at a reduced rate. EnvisionEdPlus generally charges \$55 per participant for *Actors and Factors*, but we would offer this to the Department at \$45 per participant. The estimated cost for one session is \$2,025 half-day session for approximately 45 participants). Should this be of interest to the Department, the ESSER scope of work can quickly be updated.

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com



COMBINED PROJECT Compensation Payment Structure FY23

Combined FY 23	Combined Quantity Unit of Measure	Combined Unit Cost	Combined Cost Extension
Overview Meeting	1	\$1,830	\$1,830
Virtual Dept Meetings	12	\$900	\$10,800
Virtual Training	9	\$29,643	\$130,385
Findings Report	2	\$7,500	\$7,500
			\$150,515

COMBINED PROJECT Compensation Payment Structure FY24

Combined FY 24	Combined Quantity Unit of Measure	Combined Unit Cost	Combined Cost Extension
Overview Meeting	1	\$1,830	\$1,830
Virtual Dept Meetings	12	\$900	\$10,800
Virtual Training	5	\$29,643	\$83,125
Findings Report	2	\$5,625	\$5,625
			\$101,380

Thank you for considering this REVISED proposal.

*Please contact Michele Timmons, EnvisionEdPlus CEO
with comments, questions or to request additional information.*

michele@envisionedplus.com

614.893.7341

Michele D. Timmons, Founder and Chief Executive Officer, EnvisionEdPlus, michele@envisionedplus.com