

REVISED JANUARY 2010

2010
PAEMST
RESOURCE GUIDE
AND
OPERATIONAL HANDBOOK
FOR
STATE-LEVEL
MATHEMATICS
COORDINATORS

Disclaimer: Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.

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PAEMST OVERVIEW

PAEMST Program Fact Sheet

What Are the Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST)?

The Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST) program was established in 1983 by The White House and is sponsored by the National Science Foundation (NSF). The program identifies outstanding mathematics and science teachers of grades K–12 in the 50 states and four U.S. jurisdictions (eligible jurisdictions include Washington, DC; Puerto Rico; U.S. Department of Defense Education Activity (DoDEA) schools; and the U.S. territories as a group: American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands). These teachers serve as models for their colleagues and as leaders in the improvement of science and mathematics education.

The competition alternates each year between teachers of kindergarten through sixth grade and teachers of grades 7–12. Teachers of kindergarten through sixth grade are eligible to apply from November 2009 to May 2010. Teachers of grades 7–12 will be eligible to apply from November 2010 to May 2011.

How Are PAEMST Awardees Recognized?

Recipients of the award receive the following:

- A citation signed by the President of the United States
- A paid trip for two to Washington, DC, to attend a series of recognition events and professional development opportunities
- A \$10,000 award from NSF

In addition to recognizing outstanding teaching in mathematics or science, the PAEMST program provides teachers with an opportunity to build lasting partnerships with colleagues across the Nation. This growing network of award-winning teachers serves as a vital resource for improving science, technology, engineering, and mathematics education and keeping America globally competitive.

Who Is Eligible To Be a PAEMST Awardee?

To be eligible in 2010, PAEMST nominees must:

- Teach mathematics or science at the kindergarten through sixth grade level in a public or private school
- Teach in one of the 50 states or four U.S. jurisdictions. The jurisdictions are Washington, DC; Puerto Rico; DoDEA schools; and the U.S. territories as a group (American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands).
- Hold at least a bachelor's degree from an accredited institution

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- Be full-time employees of the school or school district as determined by state and district policies and teach at least 50 percent of the time
- Have at least five years of full-time, grades K–12 teaching experience prior to the 2009–2010 academic school year
- Not have received the PAEMST award at the national level in any prior competition or category

How Are Teachers Nominated?

Anyone—principals, teachers, parents, students, members of the general public—may nominate a teacher by completing the nomination form available on the PAEMST Web site, <http://www.paemst.org>. Self-nominations are encouraged.

How Are Awardees Selected?

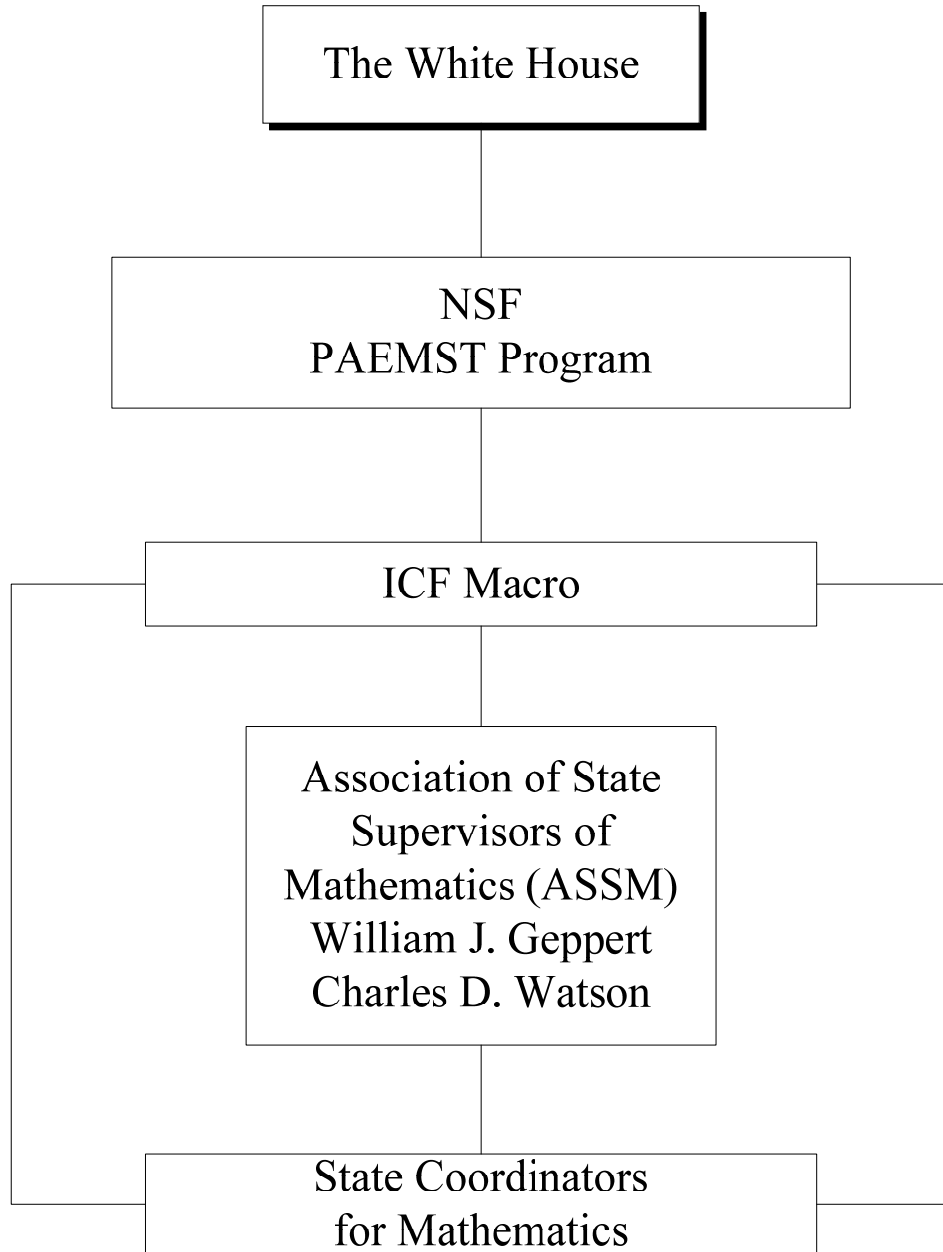
Each application will be evaluated using the following five Dimensions of Outstanding Teaching:

- Mastery of mathematics or science content knowledge appropriate for the grade level taught
- Use of instructional methods and strategies that are appropriate for the students in the classroom and that support student learning
- Effective use of assessment strategies to evaluate, monitor, and improve student learning
- Reflective practice and lifelong learning to improve teaching and student learning
- Leadership in education outside the classroom

There is a two-tier review process:

- At the state level, coordinators convene local selection committees, which include prominent mathematicians, scientists, mathematics/science educators, and past awardees. These committees select up to three finalists in mathematics and up to three finalists in science for recognition at the state level. To ensure consistency across the country, all state selection committees will score their applications using the review criteria and scoring information presented in the application packet.
- At the national level, NSF convenes a national selection committee composed of prominent mathematicians, scientists, mathematics/science educators, and past awardees that reviews the applications of the state finalists and recommends to NSF up to one finalist in mathematics and up to one finalist in science from each state or jurisdiction. The Director of NSF then submits the recommendations to the President of the United States. All finalists will be subjected to an FBI background check.

PAEMST Program Organization Chart



2010 PAEMST Timeline

September 1, 2009:	Begin 2010 PAEMST funding cycle for State Coordinators.
October 2009:	2010 nomination form available (kindergarten through sixth grade)
October 15–16, 2009:	Annual State Coordinators Meeting in Arlington, VA
November 2009:	2010 application available (kindergarten through sixth grade)
Fall 2009/Winter 2010	Recognition Event in Washington, DC, for 2008 PAEMST awardees (kindergarten through sixth grade)
Fall 2009/Winter2010:	Recruitment of applicants in the states; mentoring of applicants. 2009 State Finalists certificates distributed.
Spring 2010:	The White House announces the 2009 PAEMST awardees (grades 7–12).
Spring 2010:	Recognition Event in Washington, DC, for the 2009 PAEMST awardees (grades 7–12)
May 3, 2010:	2010 online application (kindergarten through sixth grade) closes. (Normally the online application closes on May 1, but in 2010, this day falls on the weekend.)
May/June 2010:	State selection committees select up to three finalists in mathematics.
June 15, 2010:	Names may be sent to ICF Macro before June 15 by e-mail. All names and videos must be received by ICF Macro by the June 15 deadline.
Summer/Fall 2010:	Upon NSF approval, ICF Macro will notify State Coordinators that they may notify state finalists of their selection and may hold state award ceremonies. Those not selected as state finalists may also be notified.
Summer/Fall 2010:	State Coordinators may distribute certificates for 2010 state finalists.
July 15, 2010:	State Coordinator online annual report is due.
July/August 2010:	National Selection Committee reviews the applications of state finalists and makes recommendations to NSF.

- August 15, 2010: Submit final reimbursements to the ASSM PAEMST Coordinator on or before this date.
- August 31, 2010: Funding cycle for the 2010 PAEMST program ends.
- Fall 2010: State finalists are recognized in the states and jurisdictions.
- Spring 2011: The White House announces the 2010 PAEMST awardees.
- Spring 2011: Recognition Event in Washington, DC, for the 2010 PAEMST awardees

Frequently Asked Questions

1. Why is the PAEMST program important?

The program was established in 1983 to identify outstanding mathematics and science teachers of grades K–12 and award the highest recognition for teachers in the United States. These teachers serve as models for their colleagues and as leaders in the improvement of mathematics and science education at the national and state levels.

2. What are the roles of NSF and ASSM?

The PAEMST program is administrated by NSF on behalf of The White House. ASSM, as a subcontractor, administers the PAEMST program with the mathematics coordinators in every state and jurisdiction.

3. How are PAEMST finalists notified?

Until The White House announces the PAEMST awardees, all communication regarding the nomination process is confidential. The White House releases the names of awardees shortly before the recognition ceremonies. NSF notifies awardees and releases the names to State Coordinators. The timing of the announcement varies greatly.

4. How may awardees use the \$10,000?

The \$10,000 cash award can be used at the awardee's discretion and is taxable income.

5. What is my role as a State Coordinator?

The State Coordinator runs the PAEMST program within his or her state or jurisdiction. State Coordinators recruit eligible nominees, plan recognition events, select and assign mentors to nominees, and coordinate the selection committee to choose the three state finalists to forward to ICF Macro by June 15. Each State Coordinator must submit an Agreement Form to the ASSM PAEMST Coordinator for each year that he or she runs the program (see page 10).

6. Is there any funding for running the program in my state or jurisdiction?

Yes, each state receives up to \$4,000, and each jurisdiction receives up to \$1,200. This is on a reimbursement basis only. **State Coordinators do not receive a stipend for running the program.**

7. Can I pay stipends to the mentors or selection committee?

Yes. If the stipend is more than \$599, you must supply the Social Security number of the person receiving the stipend so that ASSM can issue a Form 1099-MISC to the Internal Revenue Service. **State Coordinators do not receive a stipend for running the program.**

**STATE
COORDINATOR
RESPONSIBILITIES**

Presidential Awards for Excellence in Mathematics and Science Teaching

STATE COORDINATOR AGREEMENT FORM

ASSM 2010- Mathematics

To ensure continuity in the program at the state and national level, the state coordinator shall:

- Keep accurate records of the number of nominations received, as well as the number of completed applications
- Keep accurate records and financial documentation for all expenses incurred for the coordination of the state-level program, including all in-kind contributions
- Keep accurate records of how much of the \$4,000 or \$1,200 was spent and in which category the expenses occurred
- Submit timely documentation for the full PAEMST cycle to the ASSM PAEMST Coordinator and ICF Macro
- Notify the ASSM PAEMST Coordinator of changes of names, positions, contact information, e-mail addresses, and similar information as soon as possible

I agree to comply with these requests:

STATE _____ DATE _____

ASSM MEMBER _____
(Please print)

(Signature)

State Coordinator, if not an ASSM member indicated above:

(Please print)

(Signature)

Contact Information: _____

Phone: _____ Fax: _____

Email address: _____

Return to ASSM Coordinator **before December 1, 2009**: William J. Geppert, Jr., 5 Sydenham Court, Rehoboth Beach, DE. 19971

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Application Screening Responsibilities

Initial Screening

- Be sure that all submissions are carefully screened on arrival to ensure that they conform to the requirements presented in the 2010 Application Packet. (Go to www.paemst.org to access the current nomination form and application guidelines.)
- If a submission exceeds the page limitations set by the guidelines, the pages beyond the limit should be removed before the selection committee review.
- The screening process should be completed well before the applications are judged by the state selection committee. Submissions that do not conform should be disqualified and eliminated from the judging process. (For help completing this process, see the sample screening checklist included in this section.)
- Before the state selection committee meets, doublecheck that each submission is complete.

Committee Selection

- The selection process may vary from state to state; for example, some states assemble a selection committee at a specific site for an all-day session, and others complete the entire process by mail. The State Coordinator must ensure that the selection committee is broadly representative and includes prominent mathematicians, scientists, mathematics/science educators, and past awardees. Your committee should be large enough to ensure that each submission is evaluated by at least three to five evaluators.
- You may wish to verify by phone that potential committee members are willing and able to serve before you issue formal invitations. District-level staff often require at least 4–6 weeks' advance notice to be able to serve on such committees and usually need approval from someone, often the superintendent of schools.
- You may wish to invite the president of your state's mathematics teachers or supervisors association to designate several teachers at appropriate grade levels as possible members of the selection committee. If appropriate, you may wish to invite the presidents themselves to serve on the committee. The goal is to have well-qualified individuals serve on the committee.
- See the accompanying sample letters that can be used as models in the process of forming the selection committee. Take care to follow your local and/or state protocols in selecting committee members.

Committee Logistics

- Allow ample time for activities such as scheduling the selection committee meeting, finding a site, recruiting committee members, arranging for parking and lunch, and making any necessary copies of the submissions for members to judge.
- Record the names and organizational affiliations of the members of your state selection committee.

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- Be sure to inform the members of your state selection committee about the confidentiality of the submissions and the necessity of maintaining the confidentiality of the selections before they are announced.

Alert the committee members about issues related to conflict of interest. Members should make judgments based only on the submissions and the quality evident therein, without allowing personalities or other issues to unduly influence their judgment. Members should not judge submissions about which they cannot be fully objective and open-minded.

- Make sure each evaluator has a copy of the scoring guide. If your evaluators do not complete this form online, please provide enough copies so that they can complete one form for each application. Emphasize that evaluators must follow the scoring guide.
- Make arrangements to reimburse committee members for expenses such as travel, accommodations, meals, and substitutes as needed. State PAEMST program administrative funds can be used for this purpose, either for reimbursements or direct payments to vendors.
- Reminder: The State Coordinator should not judge the application submissions but should instead work to ensure that the entire process is conducted in accordance with local protocols and program guidelines.

Coordinator Logistics

- Be sure you will have enough time after the selections to meet the deadline for submitting the state finalists' names and videos to ICF Macro (no later than June 15).
- If the committee selects more than three finalists, only three should be forwarded to NSF.

For Your Information: National Selection Process

NSF oversees and coordinates the national selection process with the help of ICF Macro. The National Selection Committee may recommend a finalist from each discipline and state to be an awardee. The National Selection Committee is representative of the following groups: State Coordinators; mathematics and science education professionals from institutions of higher education, business, and industry; and past awardees.

Even though careful screening of submissions has been done at the state level and again by NSF, the National Selection Committee can recommend that an applicant be disqualified because of noncompliance with requirements or for other sufficiently substantive reasons. Even if only one state finalist has been forwarded to the National Selection Committee, that person is not automatically named a PAEMST awardee. A Federal Bureau of Investigation check will be conducted for all potential awardees.

After the selection process is completed, the list of recommended candidates is sent to The White House for acceptance. After this process, The White House publicly releases the final list of PAEMST awardees. The timing of this announcement varies greatly. Upon release of the announcement, State Coordinators will be notified.

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2010 PAEMST Screening for Eligibility

Mathematics—Kindergarten Through Sixth Grade

Name of Applicant: _____ **State:** _____

Please check the application submission for each of the following:

	<p>Applicant Eligibility:</p> <p>Application provides evidence that the teacher:</p> <ul style="list-style-type: none"> • Teaches mathematics at the kindergarten through sixth grade level • Has at least a Bachelor’s degree • Is a full-time employee of the school or school district and teaches at least 50% of the time • Had at least five years of full-time, K-12 teaching experience prior to the 2009–2010 academic school year • Has not received the PAEMST award at the national level for his or her state or jurisdiction in any prior competition or category <p>Please note: ICF Macro will check to ensure that state finalists have not received the award at the national level in any other state.</p>
	<p>Administrative Component:</p> <ul style="list-style-type: none"> • Teacher Information Form • Employment Verification Form signed and dated by the principal or a school district official • Three signed and dated letters of recommendation are required. These can be from parents, colleagues, administrators, students, or others who can describe how the applicant’s work has had a positive impact on student learning of mathematics or science. One of these three letters must be from a school or school district official. • A resume (maximum of two pages) that outlines the applicant’s education, employment history, and participation in professional development activities is required.
	<p>Narrative Component:</p> <p>Written response and supplemental materials addressing the five Dimensions of Outstanding Teaching:</p> <ul style="list-style-type: none"> • Applicant addressed each of the five Dimensions of Outstanding Teaching and did not exceed 15 pages of narrative. • Supplemental materials such as student work, assessment items, or publications did not exceed 10 pages.

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	<ul style="list-style-type: none"> • Responses are in order and labeled with the appropriate heading, and each prompt is answered separately. Using the recommended Dimensions of Outstanding Teaching template (available online) will ensure that applicants meet these guidelines. • Narrative responses must use 8.5- by 11-inch page dimensions, use 12-point font, be double-spaced, have at least 1-inch margins on all sides of the page, have continuous pagination, and include a footer with the applicant’s name and Teacher ID. • References in the narrative to the supplemental materials or the video should be noted according to the guidelines provided in the 2010 Application Packet.
	<p>Video Component:</p> <ul style="list-style-type: none"> • Submitted two DVD copies of the recording (in DVD-VIDEO format) of a classroom period • The video did not exceed 45 minutes or one class period, whichever is shorter. • The video footage was continuous, unedited, and without any stopping and restarting of the camera. No other supplemental video material may be submitted.

The video must adhere to all district or school requirements and guidelines for parental release or student permission related to classroom videotaping.

Please note: Videos submitted as part of the application will be used throughout the PAEMST selection process and will be seen by reviewers, contractors managing the program, and NSF staff.

Tracking/Followup Checklist for PAEMST Tasks

After the meeting of the state selection committee, perform the following tasks:

- I = Date Initiated
- P = Date Progress Checked
- D = Date Done
- W = Who's Responsible

	I	P	D	W
1. Doublecheck state finalists' submissions according to the 2010 Application Screening Form for eligibility, completeness, and conformity with all guidelines and requirements before submitting them to ICF Macro/NSF.				
2. Make a copy of all state finalists' videos before forwarding the original DVD's to ICF Macro.				
3. Submit the names of state finalists by June 15 via the State Coordinator Portal.				
4. Send state finalists' videos to ICF Macro via secure means (e.g., FedEx or USPS Express Mail), with a request for notification of receipt, no later than June 15.				
5. Store all applicant videos, committee member forms, and score sheets for one year.				
6. Process travel vouchers and expense reimbursement requests from committee members.				
7. Send thank-you letters to selection committee members.				
8. After receiving national approval, notify the state finalists; provide applicant feedback if appropriate.				
9. Notify applicants who were not selected; provide applicant feedback if appropriate.				
10. Provide information to immediate supervisor, state public relations person, and the assistant commissioner or commissioner, on the status of PAEMST activity and data about state finalists.				
11. For ASSM record-keeping purposes, update your state's list of state finalists; update it again when PAEMST awardees are announced.				

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12. Prepare and distribute press releases about state finalists.				
13. In accordance with the guidelines, prepare and submit the State Coordinator's online annual report. (Deadline is July 15.)				
14. Process and pay any PAEMST-related expenses.				
15. Prepare and submit requests for PAEMST expense reimbursement. (Deadline is August 15.)				
16. Prepare and send internal thank-you letters to those who provided in-house assistance (e.g., secretary who assembled selection committee materials, operations person who managed statewide mailings, and print shop that duplicated materials).				
17. Prepare for state recognition events, board resolutions, and similar activities for state finalists (and awardees if appropriate).				
18. Distribute state finalist certificates according to ASSM guidelines.				
19. After awardees are announced by The White House, prepare and distribute press releases about your state's awardees (in coordination with ICF Macro publicity efforts).				
20. Update procedures for next year, noting what worked and what did not. Include solutions to any problems encountered and notes for future reference.				
21. Inform ASSM of any changes in your State Coordinator role/position.				

Presidential Awards for Excellence in Mathematics and Science Teaching**2010 ASSM Guidelines/Forms for Reimbursement****Roles and Responsibilities of PAEMST Mathematics State Coordinators****For Recruitment:**

- Work toward active recruitment of high-quality applicants, especially those of underutilized groups throughout the year.
- Distribute NSF PAEMST brochures to key math organizations, past awards winners, and school personnel to assist in the recruitment of applicants.
- Recommend submission of applications from qualified applicants through various state, regional or local sources and contacts, including the resubmission of past applications.
- Conduct recruitment activities such as workshops, presentations, and e-mail listings for teacher nominees and applicants in the state PAEMST program.

For Mentoring/Coaching:

- Use funds to organize a Mentoring/Coaching Committee to nominate, recruit, and mentor individuals to apply for the PAEMST program.
- Aid the committee in its mission to have at least 12 completed applications for the 2010 cycle.
- If you are paying someone for mentoring and the amount exceeds \$599 per IRS fiscal year, please provide the mentor's Social Security number to ASSM.

For Selection Committee:

- Organize the selection committee so that you have three persons for six applications.
- Selection committee members must be trained on the use of the online application in the 2010 PAEMST year. All applicants are now required to include a video/DVD with the application. All applications are completed online.
- Record and report the total number of nominations and applications received in your state for NSF records. Record and report the number of semifinalists sent to NSF. The award will alternate yearly by grade level, kindergarten through sixth grade in 2010 and grades 7–12 in 2011.
- Work toward a revolving membership of the selection committee, allowing new, qualified participants to be involved. Ensure that both content and pedagogical expertise are represented on the selection committee.
- Ensure that applications that do not meet the established criteria (e.g., failing to follow the guidelines, false content, misrepresentations of facts or conditions) are rejected confidentially and are not sent to the National Selection Committee.
- Submit finalists' names and videos to ICF Macro by June 15, 2010.
- Note: The nominations process will be done online. The 2010 application form is scheduled to be available in November 2009.

For Recognition:

- Coordinate recognition opportunities at appropriate opportunities to enhance the visibility of the program and to promote excellence in mathematics teaching.
- Keep an accurate record of awards activities held for Awardees and finalists, including any support materials and strategies, news releases, brochures, etc.

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- Work toward more effective utilization of the expertise of the Awardees and finalists at the state level, keeping records of such strategies and impact.
- Funds **may not** be used to provide cash awards or other gifts to Awardees and State Finalists. Funds may be used for purchasing items such as frames for certificates, plaques, keepsakes, or holding a modest recognition event (lunch, banquet, etc.) Requests for funds in this category not to exceed \$2,000.
- **For Reimbursement:**
- Complete an Online Report at www.paemst.org by July 15, 2010.
- Keep accurate records of the number of requests for application packets and the number of completed applications.
- Keep accurate records and financial documentation for all expenses incurred for the coordination of the state-level program, including all in-kind contributions.
- Record anecdotal problems or issues involved with the program for discussion among State Coordinators, the ASSM PAEMST Coordinator and national program managers.
- Notify the ASSM PAEMST Coordinator of changes in names, positions, contact information, e-mail addresses, and related information as soon as possible to ensure continuity in the program at the state and national levels.
- Keep accurate records when requesting an honorarium including the social security numbers and list expenses separately such as mileage expenses, hotel expenses, food, parking, and other incidental expenses.
- **Submit final reimbursements to the ASSM PAEMST Coordinator on or before August 15, 2010.**

PAEMST Reimbursement Policies:

Funds for the PAEMST program are run on a calendar year based on the year in which national awardees are selected. Reimbursement for the 2010 cycle will occur from September 1, 2009, through August 15, 2010.

No state will receive more than a total of \$4,000 for coordinating the mathematics awards program. **No jurisdiction will receive more than \$1,200.** You may send forms and receipts as many times as you need to get reimbursed. Just copy the forms, filling out Part B for which you (or others) are going to be reimbursed.

- a) Send a form with **original receipts/invoices** to Bill Geppert at the address below.
- b) Checks will be sent to those indicated on the form within 72 hours.

Questions? Contact: William J. Geppert, Jr. ASSM PAEMST Coordinator
5 Sydenham Court
Rehoboth Beach, DE 19971
Home: (302) 226-3699
geppwj@aol.com

PAEMST 2010 Funds Request- ASSM

State Coordinator Name: _____ State: _____

Address: _____

Phone: _____

E-mail Address: _____

List person(s) to whom checks are to be written in Part B

Send requests to:

William J. Geppert, Jr., ASSM PAEMST Coordinator
5 Sydenham Court
Rehoboth Beach, DE 19971

ITEMIZED EXPENDITURES FOR TIME PERIOD: _____ to _____

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Please attach receipts, invoices or other documentation justifying each expense. Receipts and invoices must clearly identify the vendor name and address, date of purchase, and description of goods or services.

Part A:

Recruitment

Expense

Postage and supplies \$ _____
 Travel and lodging \$ _____
 Administrative/clerical \$ _____
 Mileage _____ @ \$0.50 \$ _____
 Other: _____ \$ _____
 Other: _____ \$ _____

Subtotal Recruitment: \$ _____

Recognition

Expense

Postage and supplies \$ _____
 Travel and lodging \$ _____
 Food and beverage \$ _____
 Plaques/certificate frames \$ _____
 Mileage _____ @ \$0.50 \$ _____
 Other: _____ \$ _____
 Other: _____ \$ _____

Subtotal Recognition: \$ _____

Mentoring/Coaching

Expense

Postage and supplies \$ _____
 Travel and lodging \$ _____
 Administrative/clerical \$ _____
 Honorarium/stipend \$ _____
 Mileage _____ @ \$0.50 \$ _____
 Other: _____ \$ _____
 Other: _____ \$ _____

Subtotal Mentoring/Coaching: \$ _____

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Selection Committee

Expense

Postage and supplies \$ _____

Travel and lodging \$ _____

Food and Beverage \$ _____

Administrative/clerical \$ _____

Honorarium/stipend \$ _____

Mileage _____ @ \$0.50 \$ _____

Other: _____ \$ _____

Other: _____ \$ _____

Subtotal Selection Committee: \$ _____

TOTAL REQUESTED: \$ _____

SIGNATURES:

State Coordinator

Date

Send requests to:

William J. Geppert, Jr., ASSM PAEMST Coordinator
5 Sydenham Court
Rehoboth Beach, DE 19971

Part B:

State _____

Checks are to be written to (PLEASE PRINT):

<p>Name: _____</p> <p>Address: _____</p> <p>Amount: _____ # of Receipts _____</p> <p>SSN: _____ (if applicable)</p> <p>Recruitment: \$ _____</p> <p>Recognition: \$ _____</p> <p>Mentor: \$ _____</p> <p>Selection: \$ _____</p>	<p>Name: _____</p> <p>Address: _____</p> <p>Amount: _____ # of Receipts _____</p> <p>SSN: _____ (if applicable)</p> <p>Recruitment: \$ _____</p> <p>Recognition: \$ _____</p> <p>Mentor: \$ _____</p> <p>Selection: \$ _____</p>
<p>Name: _____</p> <p>Address: _____</p> <p>Amount: _____ # of Receipts _____</p> <p>SSN: _____ (if applicable)</p> <p>Recruitment: \$ _____</p> <p>Recognition: \$ _____</p> <p>Mentor: \$ _____</p> <p>Selection: \$ _____</p>	<p>Name: _____</p> <p>Address: _____</p> <p>Amount: _____ # of Receipts _____</p> <p>SSN: _____ (if applicable)</p> <p>Recruitment: \$ _____</p> <p>Recognition: \$ _____</p> <p>Mentor: \$ _____</p> <p>Selection: \$ _____</p>

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PAEMST
SAMPLE LETTERS
FOR
STATE-LEVEL
MATHEMATICS
COORDINATORS

Invitation To Nominate Teacher for PAEMST
--

TO: {PrincipalsOfStateSchoolDistricts}

FROM: {StateProgramCoordinator}

RE: PAEMST Nomination Form

DATE: {DateSentToPrincipals}

Are there teachers in your school/county, with at least five years of teaching experience in mathematics prior to nomination, whom you believe are worthy of state and national recognition for their excellence in teaching mathematics? If so, we invite you to nominate those teachers for the Presidential Award for Excellence in Mathematics and Science Teaching (PAEMST). Please go to the PAEMST Web site to complete an online nomination form.

For further information about PAEMST, please read the enclosed information or go to the PAEMST Web site at www.paemst.org. If you have any questions, please feel free to call {StateProgramCoordinator} at {StateProgramCoordinator'sPhoneNumber}.

Transmittal Letter

{DateOfLetter}

{NameOfRecipient}

{AddressOneOfRecipient}

{AddressTwoOfRecipient}

{AddressThreeOfRecipient}

Dear {NameOfRecipient}:

It is an honor to inform you that you have been nominated to compete for the Presidential Award for Excellence in Mathematics and Science Teaching (PAEMST). This annual award has been given to outstanding elementary/secondary mathematics teachers from each state for more than 25 years. Please go to www.paemst.org to complete an online application. I have enclosed a brochure for your information.

You are to be commended on receiving this nomination. I strongly encourage you to submit a completed application. State finalists will be selected by June 15 and will be announced in the winter of {YEAR}.

If you have any questions, you may contact me at {###/###-####} or {e-mail}. Please complete your online application packet by May {Date}, {YEAR}. Please also make sure that your video submission is postmarked by May {Date} and is sent to my attention: {StateProgramCoordinator}, Attn: PAEMST.

Congratulations on your nomination!

Sincerely,

{NameOfStateProgramCoordinator}

{TitleOfStateProgramCoordinator}

Invitation To Serve on Selection Committee

{DateOfLetter}

{NameOfRecipient}

{AddressOneOfRecipient}

{AddressTwoOfRecipient}

{AddressThreeOfRecipient}

Dear {NameOfRecipient}:

You have been recommended to serve on a committee to select state-level finalists for this year's Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST) program. The committee will review the application materials and select three teachers of mathematics as state-level finalists. The committee will meet on {DateOfCommitteeMeeting} from {StartTime} until {EndTime} at {LocationOfMeeting}. Lunch will be provided. We have written to your superintendent, {NameOfSuperintendent}, about the formation and purpose of the committee and to request approval for your participation as a member of the committee. Your travel expenses will be reimbursed; original receipts for tolls or other travel expenses must be submitted along with your request for reimbursement for mileage at a rate of {StateRate} cents per mile. The expense of hiring a substitute teacher will be reimbursed, if necessary.

If you cannot serve on the PAEMST selection committee or if you have any questions, please contact {NameOfStateProgramCoordinator}, mathematics program coordinator for PAEMST in {NameOfState}, at {###/###-####} or {e-mail}.

I look forward to working with you at the PAEMST selection committee meeting on {DateOfMeeting} at {LocationOfMeeting}.

Sincerely,

{NameOfStateProgramCoordinator}

{TitleOfStateProgramCoordinator}

Selection Committee Participation Supervisor Approval

{DateOfLetter}

{NameOfRecipient}, Superintendent
{SchoolDistrict}
{AddressOneOfRecipient}
{AddressTwoOfRecipient}
{AddressThreeOfRecipient}

Dear {NameOfRecipient}:

Each May, the {NameOfState} State Department of Education invites educators to serve on a selection committee that selects mathematics teachers as state-level finalists in the Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST) program. A committee composed of teachers, college and university professors, department chairs, supervisors, administrators, past awardees, and community representatives is now being formed.

The Department requests that you make it possible for {NameOfDesiredCommitteeMember} from your {School/District} to serve as a member of the PAEMST mathematics selection committee. This committee will meet on {DateOfMeeting} from {StartTime} until {EndTime} at {MeetingSite}. Substitute teacher and travel expenses will be reimbursed.

Please contact {StateProgramCoordinator}, mathematics coordinator for the state-level PAEMST program, at {###/###-####} if you have any questions concerning the participation {NameOfDesiredCommitteeMember} on the selection committee. Thank you for your assistance in this important selection process.

Sincerely,

{NameOfStateProgramCoordinator}
{TitleOfStateProgramCoordinator}

cc: {ListOfThoseWhoMustBeCopied}

Agenda for State Selection Committee Meeting

TO: {WhomItMayConcern}

FROM: {StateProgramCoordinator}

SUBJECT: Selection of {YEAR} PAEMST Awardees

Thank you for agreeing to participate in this year's Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST) selection process for mathematics teachers. As a State reviewer you will have access to all application materials for your assigned teachers submitted through the PAEMST Web site, www.paemst.org. Additionally, the 2010 scoring tool (Microsoft Word) is available online for download to help you complete your review. A user name and password will be sent to you at {email address} that will provide you with access to the site.

Our selection meeting will occur at {SiteOfJudging} on {DateOfJudging}, beginning at {StartTime}. You will be the guest of {StateOrganization} for lunch. The meeting should end by {EndingTime}.

Selection is based on teachers' responses to the five Dimensions of Outstanding Teaching, as listed on the template scoring forms. Your task is to score each applicant's online submission according to the stated criteria.

Please bring all your notes with you to the selection meeting, since it is unlikely that all the judges will select the same teachers. Our task on {Date} will be to review the application materials of potential finalists and then reach agreement on the top three. These three will be forwarded to the National Selection Committee for review.

Thank you for your willingness to help. I look forward to working with you on {DATE}.

Enclosures

Thank You for Serving on the Selection Committee

{DateOfLetter}

{NameOfRecipient}

{AddressOneOfRecipient}

{AddressTwoOfRecipient}

{AddressThreeOfRecipient}

Dear {NameOfRecipient}:

Your service on the selection committee enabled us to choose outstanding teachers of mathematics from our State to honor in the Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST) program. Thank you for serving as a member of the state-level selection committee for mathematics for PAEMST. Enclosed is a certificate of thanks from the State Department of Education in recognition of your participation on the state-level PAEMST selection committee for mathematics.

The White House will announce the national-level PAEMST awardees. As you know, all the state-level finalists will be publicly recognized and honored at a meeting of the State Board of Education. In addition, the mathematics finalists will be honored by the {State Mathematics Organization} and the {State Meeting For Mathematics}.

I wish you continued success in your professional endeavors and hope that you will be able to serve on a PAEMST selection committee again in the future.

Sincerely,

{NameOfStateProgramCoordinator}

{TitleOfStateProgramCoordinator}

Enclosure

Congratulations to State Finalist From State Coordinator

{DateOfLetter}

{NameOfStateFinalist}

{SchoolOrDistrictOfStateFinalist}

{AddressOneOfStateFinalist}

{AddressTwoOfStateFinalist}

{AddressThreeofStateFinalist}

Dear {NameOfStateFinalist}:

Congratulations on your selection as a state-level finalist for the Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST) program. This prestigious award recognizes your outstanding contributions as a teacher of mathematics in {NameOfState}. You will soon be invited to attend a regular monthly meeting of the {NameOfState} State Board of Education. At that meeting, you will be congratulated publicly by the Board and receive a Board Resolution saluting your accomplishment. Should you have questions about your award or other matters pertaining to PAEMST, please feel free to contact me at {###/###-####} or {e-mail}.

I look forward to meeting you at the State Board of Education meeting and wish you continued great success in your endeavors as a teacher of mathematics.

Sincerely,

{NameOfStateProgramCoordinator}

{TitleOfStateProgramCoordinator}

cc: {ListOfWhoNeedsToBeCopied}

Congratulations to State Finalist From Chief State School Officer

{DateOfLetter}

{NameOfStateFinalist}

{AddressOneOfStateFinalist}

{AddressTwoOfStateFinalist}

{AddressThreeOfStateFinalist}

Dear {NameOfStateFinalist}:

I am pleased to congratulate you on your selection as one of the {NameOfState} state-level finalists in the {ApplicationYear} Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST) program. I commend you on your selection from the field of outstanding candidates for this prestigious award.

Your application packet has been submitted for review by a national selection committee. The White House will announce the results of the national selection process. The timing of the announcement depends largely on The White House schedule, but it usually occurs in the spring.

State-level finalists in both mathematics and science will be invited to attend a meeting of the State Board of Education so that the Board can recognize and honor you publicly. The Department will be in touch with you about the details of the meeting once the schedule has been set. You may also be honored by several mathematics organizations at their annual meetings.

Best wishes for your continued success.

Sincerely,

{NameOfChiefStateSchoolOfficer}

{TitleOfChiefStateSchoolOfficer}

cc: {ListOfThoseWhoMustBeCopied}

{AssistantCommissionerOrDeputySuperintendent,Etc.}

{CountySuperintendent}

{DistrictSuperintendent}

{SchoolPrincipal}

Congratulations to Awardee From State Coordinator
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{DateOfLetter}

{NameOfPresidentialAwardee}
{SchoolOrDistrictOfPresidentialAwardee}
{AddressOneOfPresidentialAwardee}
{AddressTwoOfPresidentialAwardee}
{AddressThreeofPresidentialAwardee}

Dear {NameOfPresidentialAwardee}:

Congratulations on your selection as a {NameOfState} awardee for the Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST) program. This prestigious award recognizes your outstanding contributions as a teacher of mathematics in {NameOfState}. You will soon be invited to attend a regular monthly meeting of the {NameOfState} State Board of Education. At that meeting, you will be congratulated publicly by the Board and receive a Board Resolution saluting your accomplishment. Should you have questions about your award or other matters pertaining to PAEMST, please feel free to contact me at {###/###-####} or {e-mail}.

I look forward to meeting you at the State Board of Education meeting and wish you continued great success in your endeavors as a teacher of mathematics.

Sincerely,

{NameOfStateProgramCoordinator}
{TitleOfStateProgramCoordinator}

cc: {ListOfWhoNeedsToBeCopied}

Principal/Superintendent Notification of Finalist
--

{DateOfLetter}

{NameOfRecipient}

{AddressOneOfRecipient}

{AddressTwoOfRecipient}

{AddressThreeOfRecipient}

{AddressFourOfRecipient}

Dear {TitleAndNameOfRecipient}:

The {NameOfState} state selection committee for the Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST) program has selected {NameOfStateFinalist} from your {School/District} as a state-level finalist for {K-6/7-12} grade teachers of mathematics. State-level finalists will be honored at state ceremonies this year.

Each application submitted by a state-level finalist is forwarded to a national selection committee composed of mathematics educators, teachers, and past awardees who will meet in Washington, DC, to select the PAEMST awardees at the national level. The teachers chosen to be PAEMST awardees will be notified by The White House and will receive \$10,000 and be honored at various ceremonies.

Enclosed is a copy of the letter congratulating {NameOfStateFinalist} on being selected as a state-level finalist. Please extend your heartiest personal congratulations to {NameOfStateFinalist} on the occasion of {his/her} having been selected for this prestigious honor in recognition of truly outstanding teaching and leadership in mathematics.

Sincerely,

{NameOfStateProgramCoordinator}

{TitleOfStateProgramCoordinator}

Enclosure

cc: {ListOfAnyWhoMustBeCopied}

Thank You for Applying to the Program
--

{DateOfLetter}

{NameOfRecipient}

{AddressOneOfRecipient}

{AddressTwoOfRecipient}

{AddressThreeOfRecipient}

{AddressFourOfRecipient}

Dear {TitleAndNameOfRecipient}:

Thank you for completing and submitting your application as a candidate for this year's Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST) program recognizing {K-6/7-12} grade teachers of mathematics in {NameOfState}. The selection process for our State for {YEAR} has now been completed. Although you were not selected as a state-level finalist, we thank you for your application and hope that you will continue making significant contributions toward improving the teaching of mathematics in our State. We invite you to reapply for the PAEMST program in the future and look forward to hearing from you again.

Sincerely,

{NameOfStateProgramCoordinator}

{TitleOfStateProgramCoordinator}

Invitation to State Awards Reception

{DateOfLetter}

{RecipientOfLetter}

{AddressOneOfRecipient}

{AddressTwoOfRecipient}

{AddressThreeofRecipient}

Dear {RecipientOfLetter}:

I am writing to you on behalf of {NameAndTitleOfChiefStateSchoolOfficer} to invite you to attend the {DateOfMeeting} State Board of Education meeting when the Board plans to honor you as one of the state-level finalists in the Presidential Awards for Excellence in Mathematics and Science Teaching program.

Please plan to arrive for the meeting at {LocationOfMeeting} by {#:# a.m./p.m.} on {DateOfMeeting}. I will be there to meet you and brief you on the event.

If you cannot attend the meeting or if you have any questions regarding this matter, please call me at {###/###-####}.

Sincerely,

{NameOfStateProgramCoordinator}

{TitleOfStateProgramCoordinator}

cc: {ListOfWhoMustBeCopied}

Invitation To Serve as a Mentor
--

TO: {WhomItMayConcern}

FROM: {StateProgramCoordinator}

SUBJECT: Announcement of {YEAR} PAEMST Awards

You have been recommended to serve as a mentor to applicants for the Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST). This annual award has been given to an outstanding elementary/secondary mathematics teacher from each state for more than 25 years. Applications are completed online and nominees are asked to submit a video of themselves teaching a lesson. Please go to <http://www.paemst.org> and visit the [Awards Process](#) section where you can review the 2010 Application Packet. I have also enclosed a brochure for your information.

As a mentor, you are asked to recruit and coach at least one or two applicants for the award. This may include assisting applicants with videotaping and the completion of the narrative application. One of our goals is to increase the number of qualified applicants this year. Funds will be available for a small honorarium and to help defer expenses as you assist in this process.

If you have any questions, you may contact me at {###/###-####} or {e-mail}.

Letter to Nominee Naming Mentor
--

{DateOfLetter}

{NameOfNominee}

{AddressOneOfNominee}

{AddressTwoOfNominee}

{AddressThreeOfNominee}

Dear {NameOfNominee}:

In order to assist you in the process of completing and submitting your application to the Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST) program, the following person will be contacting you within the next two weeks:

{NameOfMentor}

{AddressOneOfMentor}

{AddressTwoOfMentor}

{TelephoneNumberOfMentor}

{E-mailAddressOfMentor}

{NameOfMentor} will serve as your mentor throughout the PAEMST application process. The mentoring could range from answering questions to reviewing and editing your application. Mentoring could be face-to-face or via e-mail depending on the time and resources available to both of you.

Again, I offer my congratulations on your nomination and look forward to receiving your application packet. Your application must be submitted online by May {Date}.

Sincerely,

{NameOfStateProgramCoordinator}

{TitleOfStateProgramCoordinator}

cc: {NameOfMentor}

Nominee Followup Letter

{DateOfLetter}

{NameOfNominee}

{AddressOneOfNominee}

{AddressTwoOfNominee}

{AddressThreeOfNominee}

Dear {NameOfNominee}:

This letter is to remind you that the deadline for submitting your application to the Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST) program is May {Date}. I realize there are great demands on your time, both in the classroom and in your personal life. However, past applicants have expressed how much this process has improved their teaching and given them a sense of professional accomplishment.

Please take the time to complete your PAEMST application. We need quality applicants so that we can recognize quality teaching. If I can be of any assistance, please contact me at {###/###-####} or {e-mail}. I look forward to receiving your application packet and hope to see you at the awards ceremonies.

Sincerely,

{NameOfStateProgramCoordinator}

{TitleOfStateProgramCoordinator}

**MEDIA
AND
PUBLIC RELATIONS**

State Board of Education Resolution for State Finalist

WHEREAS, The White House has awarded Presidential Awards for Excellence in Mathematics and Science Teaching to outstanding teachers of mathematics and science from elementary, middle, and secondary schools across the Nation; and

WHEREAS, through state selection committees, mathematics finalists and science finalists were chosen from each state; and

WHEREAS, {NameOfStateFinalist} of {DistrictOrSchoolOfStateFinalist} was chosen as one of {NameOfState}'s state finalists to receive an award for excellence in mathematics teaching; now, therefore, be it

RESOLVED that the {NameOfState} State Board of Education congratulates {NameOfStateFinalist} upon the honor of being selected as one of {NameOfState}'s truly outstanding teachers of mathematics.

Date

{NameOfPresidentOfBoard}, President
State Board of Education

{NameOfSecretaryOfBoard}, Secretary
State Board of Education

Timeline for Media-Related Activities
--

- Early Spring**
1. Prepare or update list of key media contacts with telephone numbers (share this task with local school district volunteers), including:
 - Education reporters at major daily newspapers
 - Assignment editors at television and radio stations
 - Editors at local weekly or monthly magazines and newspapers
 2. Determine each magazine/station/newspaper's policies and guidelines for accepting letters to the editor and op-ed pieces.
- Late Summer**
1. Distribute news releases announcing state finalists (up to three per discipline per state).
 2. Arrange special events in schools and communities to recognize the finalists and awardee and highlight the importance of mathematics.
 3. Contact local and state school boards' communications officers. Inform them of the awards and enlist their help and resources to publicize the state finalists and awardee.
- Fall**
1. Build community and media interest around state finalists:
 - Invite reporters to observe teachers at work in the classroom. Give reporters the opportunity to do this individually or in pairs, rather than as one large group event. In a large city, provide several days from which reporters can choose—a single, huge media event will not generate as much interest as the opportunity for some degree of exclusivity.
 - Seek out opportunities for finalists to appear at community events (e.g., fairs, malls, Chamber of Commerce/Rotary/Kiwanis meetings).
 - Create a special event to highlight finalists in their communities, such as a student-led mathematics activity or school or community mathematics days.
 2. Schedule visits by the finalists and awardee with potential sponsors (local foundations, corporations, business groups, or universities).
 3. Make followup calls to assignment editors to generate interest in stories (offer the opportunity for one-on-one interviews and/or classroom visits).

4. Work with one newspaper, magazine, or television or radio station in each market or community to schedule a regular appearance by the finalists or awardee (e.g., to answer mathematics questions from readers or provide a “fun fact” each day or week).
5. Remind media of the awards ceremony. Determine the needs of each radio or television station, newspaper, and magazine. (Do they need photos? Do they want to talk with the awardee on the day of the event? In person or by phone?)
6. Keep a list of reporters and editors who are especially interested.
7. Prepare a “best practices” notebook of media contacts, successful events, and interested organizations and corporations.
8. Begin generating ideas for building media coverage and community enthusiasm for the next year’s awards.

Media Relations Overview

Media includes print and broadcast news organizations.

Print

- Daily and weekly newspapers (paid and free delivery)
- Wire services (Associated Press, United Press International)
- Magazines (local city or parenting magazines)

Broadcast

- Commercial radio and television stations
- Cable television stations
- Local network affiliate television stations
- Public radio and television stations

Each news organization has its own goals and objectives.

- Get the most memorable quotes.
- Find stories that grab and keep people's attention.
- Meet the deadline.

As an educator, you are a reliable source—an expert—in the field. You are a valuable resource for news reporters.

- The more visible a particular school or school district in your state becomes because of PAEMST, the more likely you are to establish yourself as a good source of background information, reference materials, and general insight.
- Because the media help shape public opinion about education, this can be a mutually beneficial part of your job.

Prepare a “ready file” of useful information and resources in advance of the PAEMST state finalists announcement.

- Background on the program
- Specific programs worth highlighting in your state
- Data on local teachers, such as mathematics background at elementary and high school level; extent of mathematics coursework offered (e.g., highest levels of each, how much is required for graduation)

Disclaimer: Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.

Sample Press Release Announcing Individual State Finalist
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FOR IMMEDIATE RELEASE
(Date)

Contact: [State Coordinator]
[State Coordinator's Phone Number]

**ARLINGTON TEACHER CHOSEN AS STATE FINALIST
FOR PRESIDENTIAL TEACHING AWARD**

Mary Smith, a fourth grade mathematics teacher at Claremont Elementary School in Arlington, has been selected as a Virginia state finalist for the Presidential Award for Excellence in Mathematics and Science Teaching (PAEMST).

Smith, a teacher in the Arlington County Public School system for 12 years, is now one of three Virginia elementary school mathematics teachers eligible to receive a PAEMST award, the nation's highest honor for U.S. mathematics and science teachers for grades K–12. The awards program is administered by the National Science Foundation (NSF) on behalf of The White House.

PAEMST awardees have been shown to devote more time to professional development, incorporate innovative approaches into their classroom teaching, and be more likely to use computers and other technologies in their classrooms.

Smith is one of six state finalists—three mathematics and three science teachers—chosen from 300 state applicants. “Teaching means more than rote learning to me—it means fun, excitement and a challenge.” says Smith. As a state finalist, she will be recognized by Virginia Governor Tim Kaine at an awards ceremony to be held on November 12 at the Executive Mansion in Richmond. “We always knew she was great, and the kids love her,” says Jane Doe, principal at Claremont Elementary School.

Each year, a national committee of distinguished scientists, mathematicians and educators recommends up to 108 teachers to receive PAEMST awards—up to one mathematics teacher and one science teacher from each state, the District of Columbia, Puerto Rico, the U.S. territories as a group and the schools operated in the United States and overseas by the Department of Defense Education Activity. Teachers who are selected as PAEMST awardees receive a \$10,000 award, a Presidential citation and a trip to Washington, DC, for a series of recognition events, professional development activities and an awards ceremony.

-###-

Instructions to State Coordinators

Substitute information for individual finalists and for any state award ceremony in place of underlined examples provided.

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WEB SITES

PAEMST Web Sites

Program Information

- www.paemst.org (This includes nomination and application information.)

Awardee Alumni Associations

- Association of Presidential Awardees in Science Teaching (APAST): www.apast.org
- Council of Presidential Awardees in Mathematics (CPAM): www.cpam.teachersdg.org
- Society of Elementary Presidential Awardees (SEPA): www.sepamembers.org

Professional Organization

- Association of State Supervisors of Mathematics (ASSM): www.assm.us

**SUGGESTIONS
FOR
IMPROVING
PAEMST
STATE PROGRAMS**

When you send out a letter to the nominees, you might want to include the following Application Guidelines and Checklist for Applicants. These two documents will help them return a quality submission to you.

PAEMST Application Guidelines

The following guidelines have been developed by past awardees to assist mathematics and science teachers with the process of applying for the PAEMST award. If you have questions, ask your State Coordinator, a past awardee, or your mentor.

Guidelines for the Applicant's Resume

- Adhere to the guidelines for the resume as stated in the application requirements. Note the two-page limit. (This document is not included in the 25-page core component page limit.)
- Be sure you are a member of both a state and national organization. The more, the better is a good policy. Include memberships in informal science/mathematics centers, groups, programs, and other similar efforts.
- Try to get published by writing an article for a state science/mathematics newsletter or journal. Most of the editors of publications connected with state-level science/mathematics organizations are in need of articles. Publications will bring attention to your resume.
- Apply for grants, and list the ones that you receive. Many local school districts and foundations offer grant money.
- Continue to take graduate courses or obtain continuing education units to prove you are keeping current in your profession. Note them on your resume.
- Take on leadership positions in your school system, in your state, and with national organizations. List those positions on your resume.
- Be a presenter at state and/or national conferences. List those activities on your resume.
- List all forms of recognition that you have received for your profession. Include school system awards and state and national recognition.

Guidelines for the Dimensions of Outstanding Teaching Narrative and Supplemental Materials

- Use the Dimensions of Outstanding Teaching template (available online) if possible.
- Submit no more than 15 pages of narrative response to the Dimensions.
- Submit no more than 10 pages of supplemental materials.
- Correct grammar, spelling, and punctuation and the appearance of the written application are all key components of a successful application. Be sure to ask someone you trust to critique your written application.

Guidelines for the Video/DVD

- Use a new DVD* to record your lesson. High-quality video and sound are essential to a successful application.
- Discuss with students what you are doing with the lesson ahead of time so that they take some ownership for a successful videotaping session. Discuss cooperation.

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- Be sure students are engaged in the lesson you are videotaping. Students should participate in the learning experience. Show one-to-one teacher-student interaction. Show small group interactions.
- While demonstrations have their place in a classroom, for the PAEMST lesson, students should be engaged in hands-on, minds-on activities. Standing or sitting in front of the classroom and lecturing to students are not recommended.
- Communicate with students on their physical level. Bend down to talk with them about the lesson. Question students about what they are doing. Provide evidence of student insights and discoveries.
- Do your best to have your passion for teaching emerge during the recorded lesson. If you are nervous, try to pretend you are not being recorded. Provide evidence of your communication skills and questioning strategies that are likely to engage student thinking.
- Judges notice the learning environment. Be sure your classroom environment is appropriate and supportive of learning (bulletin boards, items hanging from the ceiling, overall appearance of the classroom).
- Be sure the video matches the lesson you write about and that it shows students engaged in the mathematics or science activity.
- Watch your grammar during the lesson. If you make a mistake, record the entire lesson again.
- Have a videographer follow you and your students around the room. The distance between you and your students and the camera should be no more than five to six feet.
- When you have completed the taping, review the video to be sure the sound is clear, the camera is not unsteady, and the lesson is continuous (without any breaks or stops).
- Complete the recording at least a few weeks prior to the deadline so that if the recording needs to be redone, you will have time to do so.
- Adhere strictly to the application guidelines regarding the video.
- Professional appearance and demeanor are important.
- Be sure to submit **two** copies of the DVD, and retain the original for your files.
- Follow correct safety precautions for all hands-on activities and demonstrations.

* Applicants are required to submit their video in DVD-VIDEO format.

DO NOT stop the filming during the 45-minute lesson.

The video must adhere to all district or school requirements and guidelines for parental release or student permission related to classroom videotaping.

Please note: Videos submitted as part of the application will be used throughout the PAEMST selection process and will be seen by reviewers, contractors managing the program, and NSF staff.

PAEMST Checklist for Applicants
--

Before submitting your PAEMST application materials, please ensure that your submission includes the following items:

	<p>Administrative Component:</p> <ul style="list-style-type: none"> • Teacher Information Form • Employment Verification Form signed and dated by the principal or a school district official • Three signed and dated letters of recommendation are required. These can be from parents, colleagues, administrators, students, or others who can describe how the applicant's work has had a positive impact on student learning of mathematics or science. One of these three letters must be from a school or school district official. • A resume (maximum of two pages) that outlines the applicant's education, employment history, and participation in professional development activities is required.
	<p>Narrative Component:</p> <p>Written response and supplemental materials addressing the five Dimensions of Outstanding Teaching:</p> <ul style="list-style-type: none"> • Narrative responses must address each of the five Dimensions of Outstanding Teaching and must not exceed 15 pages. • Supplemental materials such as student work, assessment items, or publications must not exceed 10 pages. • Responses must be in order and labeled with the appropriate heading. Each prompt must be answered separately. Using the recommended Dimensions of Outstanding Teaching template (available online) will ensure that applicants meet these guidelines. • Narrative responses must use 8.5- by 11-inch page dimensions, use 12-point font, be double-spaced, have at least 1-inch margins on all sides of the page, have continuous pagination, and include a footer with the applicant's name and Teacher ID. • References in the narrative to the supplemental materials or the video should be noted according to the guidelines provided in the 2010 Application Packet.
	<p>Video Component:</p> <ul style="list-style-type: none"> • Submit two copies of the DVD recording (in DVD-VIDEO format) of a classroom period. • The video must not exceed 45 minutes or one class period, whichever is shorter. • The video footage must be continuous, unedited, and without any stopping and restarting of the camera. No other supplemental video material may be submitted.

All application materials must be submitted online at www.paemst.org, with the exception of the video/DVD. Two copies of the video/DVD should be sent to your State Coordinator. The applicant keeps the master copy of the recording.

Disclaimer: Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.

The video must adhere to all district or school requirements and guidelines for parental release or student permission related to classroom videotaping.

Please note: Videos submitted as part of the application will be used throughout the PAEMST selection process and will be seen by reviewers, contractors managing the program, and NSF staff.

Recruiting Nominees

District Level

- Letters to principals/superintendents inviting them to nominate teachers
- Letters to local PTAs and educational organizations inviting nominations
- Letters to businesses and others in the community
- Letters to district mathematics coordinators

State Level

- Letters to intermediate educational agencies
- State professional organizations (e.g., mathematics and academies,)
- Awardees in other recognition programs
- National Board Certified Teachers
- Past PAEMST state awardees

National Level

- Contact Council of Presidential Awardees in Mathematics, Association of Presidential Awardees in Science Teaching, and Society of Elementary Presidential Awardees for active members in your state
- Participants in NSF, National Aeronautics and Space Administration (NASA), and similar workshops
- National Council of Teachers of Mathematics (NCTM) and associated groups

Communication Suggestions

- PAEMST brochure
- Newsletters
- E-mail
- Web sites
- Existing state networks

Professional Meetings

- Present a PAEMST session at conferences, meetings, and professional development opportunities.
- Recognize the state finalists and awardee at conferences and meetings.

Mentoring

Purpose

- To assist and support classroom teachers during the PAEMST application process

Who Can Be Mentors

- Past awardees
- Past state selection committee members
- Previous state finalists
- National Board Certified Teachers
- Retired teachers
- Higher education faculty
- Officers of content organizations
- Intermediate educational agency personnel
- Audio-visual resource personnel

Role of Mentor (Possible Options)

- Be familiar with PAEMST guidelines and the applications.
- Review the application to ensure that guidelines are followed.
- Edit applications prior to submission.
- Videotape the nominee's lesson.
- Assist the nominee in reflection on the video lesson and student work.
- Remind and encourage nominees to complete and submit their application.

Mentoring Strategies

- Assign mentors to nominees.
- Use existing statewide networks (e.g., mathematics, academies, alliances).
- Give presentations at state meetings or conventions.
- Ensure frequent communication and interaction between the nominee and mentor.
- Teleconferencing/chat room/e-mail

Matching Mentors With Nominees

- Consider factors such as location, content, and grade level.

Mentor Training

- Use PAEMST selection training materials.
- Use the national PAEMST presentation.
- Consider conducting training at state meetings.

Honoring Awardees

State Level

- State board of education
- Governor's office
- State professional educational association meetings and conventions
- Legislative
- Award dinner or luncheon
- Consider naming honorable mentions in addition to state-level finalists.

Suggested Supplemental Gifts

- Plaques, framed certificates, commemoratives
- Donated merchandise from vendors
- Business cards, clothing apparel, flowers, and similar items
- Educational opportunities (e.g., museum passes)
- Professional memberships and registrations

Other Financial Support

- State department of education
- State legislature
- State teacher organizations
- Foundations
- Educational publications and vendors
- Business and industry

Beyond PAEMST

- Put on lists for other teaching awards (e.g., Milken Educator Awards, Teacher of the Year).

Engaging Awardees

National-Level Engagement

- Encourage committee membership in NCTM and other professional mathematics organizations.
- Nominate to offices of NCTM and other professional mathematics organizations.
- Support attainment of National Board of Professional Teaching Standards Certification.
- Provide professional development for mathematics programs such as NSF-supported curricula.
- Recommend membership in CPAM and SEPA.
- Recommend for national programs such as Einstein Fellows, NASA Educators, and Woodrow Wilson Fellowship.

State-Level Engagement

- Encourage committee membership in state-level affiliates of NCTM and other mathematics organizations.
- Nominate to offices of NCTM and other professional mathematics organizations.
- Provide professional development for statewide mathematics initiatives.
- Recommend for membership for state-level curriculum, assessment, and legislative committees.
- Give presentations regarding mathematics education to educational (e.g., superintendents, state school boards) and community (e.g., Rotary, PTA/PTO) organizations.
- Serve as mentors to PAEMST award nominees.
- Serve as Key Leader in NCTM activities.

District-Level Engagement

- Serve on district-level committees (e.g., curriculum, assessment, instructional materials, mathematics facilities, strategic planning).
- Provide professional development for district-wide mathematics initiatives.
- Give presentations regarding mathematics education to educational (e.g., superintendents, state school boards) and community (e.g., Rotary, PTA/PTO) organizations.
- Serve as teacher mentors (e.g., new teachers, curriculum implementation).

School-Level Engagement

- Lead school-level mathematics committees (e.g., curriculum, assessment, instructional materials, mathematics facilities, school improvement).
- Serve as school teacher-leader/representative for district-wide mathematics initiatives.
- Serve as teacher mentors (e.g., new teachers, curriculum implementation).
- Serve as Point of Contact for NCTM activities.